



Agenda

Valdez Museum & Historical Archive Association, INC.

September 17, 2026, 4:00 pm

COV Council Chambers

- I. CALL TO ORDER
- II. ROLL CALL
- III. APPROVAL OF MINUTES FROM AUGUST 20 MEETING
- IV. PUBLIC BUSINESS FROM THE FLOOR
- V. NEW BUSINESS
 - I. APPROVAL OF PERSONNEL POLICY
 - II. APPROVAL OF 2027 BUDGET
- VI. REPORTS
 - I. FINANCE COMMITTEE (Jim)
 - II. COLLECTIONS COMMITTEE (Gary)
 - II. EXECUTIVE DIRECTOR
 - III. PRESIDENT
- VII. BOARD OF DIRECTORS BUSINESS FROM THE FLOOR
- VIII. ADJOURNMENT

Next Meeting October 15

Annual Meeting October 20, 6pm



Agenda | Board of Directors Meeting

Valdez Museum & Historical Archive Association, INC. (VMHA)

**August 20, 2026, 4:00 pm
COV Council Chambers**

- I. CALL TO ORDER 4:18 PM
- II. ROLL CALL Gary Minish, Linda Guthrie, Margaret Nordstrom, Jim Shirrell, and Martha Barberio, present. Pat Olson, Dan Gilson, and Karen Mitchell absent.
- III. APPROVAL OF MINUTES FROM JULY 16 MEETING

Gary Minish moves to approve, Margaret Nordstrom seconds. No discussion.

Motion passes, Minutes from July 16 meeting approved.

- IV. PUBLIC BUSINESS FROM THE FLOOR

None.

- V. NEW BUSINESS

- I. APPROVAL OF THE PERSONNEL POLICY

Jim Shirrell moves to approve the Personnel Policy. Margaret Nordstrom seconds. Martha Baberio asks if there are questions or areas to discuss. Margaret Nordstrom was not able to read it closely but states it appears comprehensive. Gary Minish scanned it for any outstanding issues as he was involved with the writing of the update. Jim Shirrell states he reviewed it and it has his support. Margaret Nordstrom asks about history of policy. Jim Shirrell asks about how the policy document will be maintained by VMHA. Board discussion about the history of policy, how overdue the policy was for an update (i.e., missing state law changes), how the document file is maintained electronically on the VMHA server and how the approved paper document is also maintained in a file in Executive Director's office. The maintenance of the policy is prescribed in the policy itself. Margaret Nordstrom asked about the required review cadence. Gary Minish confirms the policy states it is reviewed annually and updated as necessary.

Jim Shirrell asks if the employee attestations of this Personnel Policy will be maintained and how. April Vasher-Dean confirms employees will complete new attestations once the Board approves the policy and they



will be maintained in the VMHA files. April Vasher-Dean states the employees already have questions regarding the changes to the leave hours. April Vasher-Dean requests Martha Barberio to attend a staff meeting to answer staff questions. Martha agrees.

Linda Guthrie asks if we should have the Personnel Policy reviewed by legal counsel or representative. Board discussion weighing the pros and cons, options for legal review, and potential risks if a legal review is not done.

Board members agree to proceed with a legal review of the updated Personnel Policy before proceeding with a Board vote on the policy.

Linda Guthrie moves to table the vote on the Personnel Policy until a legal review of the policy is completed. Gary Minish seconds. Motion to table vote is approved.

II. APPROVAL OF TRAVEL POLICY

Jim Shirrell moves to approve the Travel Policy. Margaret Nordstrom seconds. Discussion about travel policy and clarification that both the Travel policy and travel form are new to VMHA, these documents did not exist previously. Clarification that the Travel Authorization Form is part of the Travel Policy and the form is administered in accordance with the Travel Policy.

Motion passes, Travel policy approved.

III. APPROVAL OF THE TRAVEL AUTHORIZATION FORM

Linda Guthrie moves to approve the Travel Authorization Form. Gary Minish seconds. Discussion about the form and the necessary purpose of staff travel, and why the form is important for collecting travel information in advance of travel approval. Clarifications that mileage reimbursement rate is per the Internal Revenue Service (IRS) set rate and receipts are required for reimbursement.

Motion passes, Travel Authorization Form approved.

IV. ACCEPTANCE OF SECRETARY'S RESIGNATION

Gary Minish moves to approve the resignation submitted by Rich Dunkin, the Board Secretary. Linda Guthrie seconds. Jim Sherill recommends that given Rich's tenure on the VMHA Board of Directors, a card or other



informal acknowledgement of his service be sent (or given) to Rich to recognize his dedication and commitment to VMHA. Board members agree.

Motion passes, Rich Dunkin resigned as Board Secretary.

V. APPOINTMENT OF NEW SECRETARY

Linda Guthrie moves to approve the appointment of a new Board Secretary. Gary Minish seconds. Margaret Nordstrom is nominated for Board Secretary to finish Rich Dunkin's term through January 2027 when Board office elections will occur as scheduled. Margaret Nordstrom accepts the nomination.

Motion passes, Margaret Nordstrom is appointed as Board Secretary through the end of the existing term.

VI. REPORTS

I. FINANCE COMMITTEE

Jim Shirrell explains the letter from the accountant (included in Finance Committee report) summarizes the current financial position to date, and the Finance Committee is in agreement. VMHA is in good financial position and overperforming budget.

Margaret Nordstrom asked if both the new admission price structure in 2026 or if increasing visitor volumes this year or both are contributing to the current financial performance. Board discussion about new pricing structure, whether higher prices seem to deter any potential visitors, and the positive response from the Valdez community regarding the free admission for residents.

Marther Barberio notes visitor feedback (complaints) received at VCVB about the guidance given by museum staff to visitors to start their visit at the Old Town Museum and then go to Main second regardless of where they are. April Vasher-Dean will address the issue with staff.

II. EXECUTIVE DIRECTOR

Margaret Nordstrom requests to add monthly comparative of visitor admissions data from the last two years and the current year to the



Executive Director's report so the Board can actively monitor admission volumes and visitor types. April Vasher-Dean confirms she can add the information to her report moving forward.

Martha Barberio requests that April Vasher-Dean include a report on the progress her work plan as part of the VMHA Strategic Plan at the next Board meeting.

III. PRESIDENT

No additional items from the President other than the Personnel Policy.

VII. BOARD OF DIRECTORS BUSINESS FROM THE FLOOR

Jim Shirrell notes that City Council's first budget meeting is coming up next Tuesday. April Vasher-Dean confirms and states she will provide a draft of a working budget to the Finance Committee to review in advance of the City Council budget meeting.

VIII. ADJORNMENT

Gary Minish moves to adjourn and Linda Guthrie seconds. Meeting adjourned at 5:25PM.

Next Meeting **September 17**



Personnel Policy for Employees

Effective August 20, 2026
Adopted via Resolution -2605

INTRODUCTORY STATEMENT

This Personnel Policy provides information about working conditions, Employee benefits, and policies affecting employment. Please read, understand, and comply with all provisions of these Regulations. These Regulations describe many of your responsibilities as an Employee and outline programs developed by the Valdez Museum and Historical Archive (VMHA) to benefit Employees. One of the VMHA's objectives is to provide a work environment that is conducive to both personal and professional growth. The VMHA reserves the right to revise, supplement, or rescind these Regulations as necessary. Employees will be notified of such changes to the Regulations as they occur. The Executive Director shall have the power, subject to Board of Director's approval, to make or amend rules and regulations relating to hiring and discharge, working conditions, hours and terms of employment, retirement and insurance plans, classification, compensation, leave and the like of all of the employees of the VMHA.

EMPLOYEE ACKNOWLEDGEMENT FORM

These Regulations describe important information about my employment with the Valdez Museum and Historical Archive and my responsibilities as a Museum Employee. I understand that I should consult the Executive Director regarding any questions not answered in these Regulations.

I acknowledge that revisions to these Regulations may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing Regulations.

I have received these Regulations, and I understand that it is my responsibility to read and comply with these Regulations and any revisions thereto.

EMPLOYEE'S SIGNATURE: _____

EMPLOYEE'S NAME (printed): _____

DATE: _____

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Personnel Regulations for the Valdez Museum and Historical Archive

SECTION 1 GENERAL PROVISIONS

1.1 Purpose and Authority

The purpose of this policy is to establish a personnel system, which will recruit, select, develop and maintain an effective and responsible workforce for the Valdez Museum and Historical Archive.

1.101 Governing Body

The Valdez Museum and Historical Archive Board of Directors (VMHA BOD) are the governing body and will approve the personnel policy, including the classification plan and pay plan. The BOD will provide rules and regulations and other measures within this policy to be administered by the Executive Director.

1.102 Executive Director

The VMHA BOD employs the Executive Director. The Executive Director will be responsible for the employment and termination of all personnel. This personnel policy shall also apply to the Executive Director except for provisions pertaining to discipline, termination or any provision that conflicts with the terms of the Executive Director employment contract with the VMHA Board. The Executive Director position is an at-will employee serving at the pleasure of the VMHA Board and such employment may be terminated for any or no reason.

1.2 Revision and Amendment

This Policy supersedes all existing policies and practices. The VMHA BOD reserves the right to change, revise, or eliminate any of the policies and/or benefits described in this Policy.

This Policy will be reviewed annually and updated as necessary by the BOD in conjunction with the Executive Director. Changes shall include making and/or amending rules and regulations relating to hiring and discharge, working conditions, hours and terms of employment, retirement and insurance plans, leave and the likes of all the employees of the VMHA. When information contained in this Policy is found to be internally inconsistent, conflicts with Museum, State, or Federal law, or minor adjustments/changes are required, the Executive Director shall recommend revisions to be approved by the BOD.

The most current Personnel Policy will remain in one location on the VMHA server and accessible to all employees.

SECTION 2 ETHICS AND CONDUCT

2.1 Ethics and Conduct Generally

Employees have a duty to act in a way that will merit the continued trust and confidence of the public. The successful operation and reputation of the Museum is built upon the principles of fair dealing and ethical conduct of our employees. Integrity and excellence require careful observance of the spirit and letter of all applicable laws and regulations, as well as regard for the highest standards of conduct and personal integrity.

The Museum will comply with all applicable laws and regulations and expect all employees, including the Executive Director, to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will be the guide with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, Employees should discuss the matter openly with their immediate supervisor or the Executive Director.

2.2 Business Conflicts of Interest

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Employees are expected to devote their best efforts to the interests of VMHA and the conduct of its affairs. This policy establishes the framework within which the VMHA expects employees to operate. The purpose of these guidelines is to provide general direction so employees can seek further clarification on issues related to the subject of acceptable standards of conduct.

An actual or potential conflict of interest occurs when an employee can influence a decision in which the employee or the employee's relative has a substantial financial interest. For the purposes of this policy, "relative" is defined to include spouses, parents, children, brothers, sisters, brothers- and sisters-in-law, fathers- and mothers-in-law, nieces, nephews, step-parents, step-brothers, step-sisters, and step-children.

This policy also applies to individuals who are not legally related but who cohabite with another employee.

If an employee has any influence on transactions involving purchases, contracts, leases, or other dealings, the employee must immediately disclose to the Executive Director the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Likewise, the Executive Director has an affirmative duty to promptly disclose any actual, potential, or perceived conflict of interest involving themselves to the Board of Directors. The Board shall review the disclosure and determine the appropriate course of action to ensure decisions are made in the best interest of the Museum and in accordance with applicable laws, ethical standards, and the Museum's Conflict of Interest Policy.

The materials, products, designs, plans, ideas and data of the VMHA should never be given to anyone except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct.

No employee of the VMHA may compete with the institution in any personal collecting or sales of merchandise. No staff member may use his/her museum affiliation to promote his/her or an associate's personal collecting activities. Unless requested for legitimate VMHA purpose, the VMHA will not insure personal artifacts. A staff member should not purchase or be gifted artifacts de-accessioned from the VMHA or trade artifacts from his/her personal collections for artifacts from the collection.

No staff member may participate in any dealing (buying and selling for profit as distinguished from occasional sale or exchange from a personal collection) or appraisal in objects similar or related to the objects collected by the VMHA.

Any question regarding a possible conflict of interest or outside work should be discussed with their immediate supervisor.

2.3 Employment of Relatives and Domestic Partners

No employee will be placed in a direct supervisory relationship with a related person. A direct supervisory relationship is one in which one employee approves, directs, or reviews the work of another employee.

Employees are required to disclose possible conflicts so that the Executive Director or Board of Directors may assess and prevent potential conflicts.

2.4 Outside Employment

VMHA requires employees to disclose any outside work they engage in, ensuring it does not conflict with their museum duties, potentially compete with the museum's interests, or utilize museum resources or confidential museum information for personal gain. Outside employment is defined as those activities conducted by museum employees on their own time (i.e., outside of the employees' regular work hours with the museum) for which they are compensated.

SECTION 3 EQUAL OPPORTUNITY AND ANTI-HARASSMENT

3.1 Equal Employment Opportunity and Anti-Discrimination

It is the policy of the VMHA to provide equal employment opportunity without regard to race, color, religion, sex, age, national origin, physical or mental disability, marital status, change in marital status, pregnancy, parenthood, or any other characteristic protected by law.

VMHA will make reasonable accommodation for qualified individuals with known disabilities unless doing so will result in undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about discrimination in the workplace are encouraged to bring these issues to the attention of the Executive Director. Employees can raise concerns and make reports without fear of reprisal. Anyone found engaging in any unlawful discrimination will be subjected to disciplinary actions, up to and including termination.

This personnel policy shall apply to the Executive Director except for provisions pertaining to discipline, termination or any provision that conflicts with terms of the Executive Director employment contract with the VMHA Board. The Executive Director position is an at will employee serving at the pleasure of the VMHA Board and such employment may be terminated for any or no reason.

3.2 Diversity and Inclusion

The VMHA is committed to fostering, cultivating and preserving a culture of diversity, equity, inclusion and accessibility. The VMHA's practices and policies, including but not limited to recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment, are built on the premise of diversity, equity, and inclusion that encourages and expects:

- Respectful communication and cooperation between all Employees.
- Teamwork and Employee participation, permitting the representation of all groups and

Employee perspectives.

All employees have a responsibility to always treat others with dignity and respect. All Employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all Museum sponsored and participative events.

3.3 Anti-Harassment Policy

The VMHA is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive. Actions, words, jokes, or comments based on an individual's sex, race, creed, color, ancestry, national origin, gender, sexual orientation, marital or domestic partnership status, religion, age, disability, gender identity, results of genetic testing, or service in the military or any other protected classes under relevant Federal, State and Museum laws are prohibited.

3.301 General Anti-Harassment Policy

Harassment, including sexual harassment, is contrary to basic standards of conduct between individuals and is prohibited by the Equal Employment Opportunity Commission and state regulations. Any employee who engages in any of the acts or behavior defined below violates VMHA policy, and such misconduct will subject an employee to corrective action up to and including immediate discharge. Employees, who feel they have been discriminated against because of sex, or sexuality or in any other manner harassed should immediately report such incidents, following the complaint procedure, without fear of reprisal. If the employee's supervisor is the alleged harasser, the incident should be reported to the Executive Director. If the Executive Director is the alleged harasser, the matter should be reported to the President of the Board of Directors. All reports of harassment shall be promptly investigated. Confidentiality will be maintained to the extent permitted by the circumstances.

3.302 Anti-Sexual-Harassment Policy

Sexual harassment includes unwelcome sexual advances or visual, verbal or physical conduct of a sexual nature. This definition encompasses many forms of offensive behavior, including gender-based harassment, conduct of a sexual nature that creates an offensive, intimidating or hostile work environment, any coerced sexual conduct by a person in a position of authority in the workplace.

Sexual harassment (both overt and subtle) is a form of Employee misconduct that is strictly prohibited. The following is a partial list of sexual harassment examples:

- Unwelcome sexual advances (either verbal or physical)
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances, propositions, or innuendo
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Any similar behavior via electronic media such as email, text, social media, etc.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements
- Inquiries into one's sexual experiences, and
- Discussion of one's sexual activities.

It is the VMHA's policy to prohibit sexual harassment. Sexual or other forms of harassment of an employee by any VMHA employee, supervisor or manager will not be tolerated. Sexual harassment by a non-employee, for example, a customer, vendor or supplier, is also prohibited. If an Employee is witness to or believes that the Employee has experienced sexual harassment, the Employee must immediately notify their supervisor, or the Executive Director.

3.4 Equal Opportunity, Discrimination, and Harassment Employee Complaint Procedures

Notifying the VMHA of any problems related to equal employment opportunity, discrimination, harassment, or other violations of these Regulations is essential. The VMHA cannot resolve such problems unless they are reported. Therefore, it is the responsibility of all Employees to report such problems so that the VMHA may take measures necessary to correct them.

SECTION 4 WORKPLACE SAFETY

4.1 Workplace Violence Prevention

The VMHA will not tolerate workplace violence. This includes any actions, violence or threats made on Museum property, or at museum events, that negatively affect the Museum's ability to conduct business.

Prohibited conduct includes but not limited to:

- Making threatening remarks
- Aggressive, hostile or bullying behavior that creates a reasonable fear of injury to another person or subjects another person to emotional distress
- Causing physical injury to another person
- Committing acts motivated by, or related to, sexual harassment or domestic violence
- Intentionally damaging Museum property or that of another employee

Employees should bring their disputes or differences with other employees to the attention of the Executive Director, before the situation escalates into potential violence.

4.2 Commitment to Safety

The Museum is committed to providing a safe and healthy work environment and is equally committed to the safety of the public.

Employees must report any unsafe condition, practice, procedure, or act to the Executive Director. Employees who violate safety standards cause hazardous or dangerous situations may be subject to disciplinary action, up to and including termination of employment.

Employees should remedy unsafe situations when possible.

4.3 Work Related Incidents or Injuries and Workers' Compensation Insurance

The museum provides a comprehensive Workers' Compensation Insurance program at no cost to employees. Employees who sustain work-related injuries or illness are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws -pertaining to occupational disabilities. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment.

The Executive Director is responsible for administering this policy and will develop and maintain standard operating procedures for administration of the policy that adhere to the insurance policy and

that are following State and Federal laws including record keeping and reporting.

Employees who sustain work-related injuries or illnesses will notify the Executive Director and complete a Workers' Compensation claim form within 72 hours. If the Employee is unable to complete the form due to incapacitation of other extenuating circumstance the notified Executive Director will complete the form. No matter how minor an on-the-job injury may appear, it is important for it to be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible. The claim form shall be submitted by the Executive Director. For serious injury resulting in medical treatment (other than minor first aid), hospital admittance, death, or dismemberment, immediate notice to the Executive Director is required. Subject to section 4.6 of these Regulations, employees involved in a workplace injury or incident may be subject to controlled substance testing.

Subject to applicable legal requirements, Workers' Compensation Insurance provides benefits after a - waiting period of three days. Therefore, up to three days of Administrative Leave will be granted following an injury.

Workers' Compensation benefits (paid or unpaid) will run concurrently with FMLA leave, if applicable and where permitted by State and Federal law.

The Employee may choose to take all or a portion of the available PTO to retain all benefits not covered by Workers' Compensation benefits. The Employee will not be required to return any Workers' Compensation pay to the museum during this use of PTO.

The Employee will be placed on Leave Without Pay (LWOP) when all PTO Time has been exhausted or if the employee chooses not to utilize such paid leave. While on LWOP, the employee's retirement benefits and PTO accrual are suspended, but health insurance with the Museum will be continued for a maximum of six months. Any elective coverage must be paid by the Employee. Employees determined by Workers' Compensation to be partially or fully disabled should contact the Executive Director for information about benefits including retirement benefits.

Neither the Museum nor the Workers' Compensation Insurance carrier will be liable for the payment of Workers' Compensation benefits for injuries that occur during an Employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by the Museum.

Prior to an Employee returning to duty following a serious illness, injury, or after any significant medical procedure, the Museum will require a physician's statement verifying fitness to return to work. To assist employees in returning to work as soon as possible, light-duty work options will be considered in all departments.

4.4 Security Inspections

All Museum work environments should be free of illegal drugs, alcohol, explosives or other unauthorized hazardous or illegal materials and weaponry. To this end, the Museum prohibits the possession, transfer, sale, or use of such materials on its premises. The Museum requires the cooperation of all employees in administering this regulation.

4.5 Smoking, Tobacco, and Vaping in the Workplace

Smoking and the use of electronic nicotine-delivery-system products (also known as vaping.)

and other tobacco products (such as chewing tobacco) are prohibited throughout the workplace. Smoking, vaping, and tobacco use is permitted in designated areas only, and not within 20 feet of the building or workspace. This policy applies equally to all employees, customers, and visitors. Smoking, vaping, and the use of other tobacco products are prohibited in any Museum vehicle.

4.6 Controlled Substance and Alcohol Policy

In compliance with the Drug-Free Workplace Act of 1988, the museum is committed to providing a safe, healthy and productive work environment.

4.601 Drug and alcohol-free work environment

It is the policy of the museum to maintain a drug and alcohol-free work environment that is safe and productive for employees and others to do business with the museum. The following is prohibited:

- A. The use, manufacture, possession, purchase, sale distribution, or being under the influence of any controlled substance is prohibited while in any museum workplace or while performing any work for the museum.
- B. Reporting to work or performing work for the museum under the influence of alcohol, marijuana, or other controlled substances or consuming alcohol, marijuana, or other controlled substances while on duty or during work hours.

Employees should notify the Executive Director if they are arrested or charged for a crime involving alcohol, marijuana, or other controlled substances after their date of hire. Employees are also required to report to the Executive Director all court dates and dispositions as they are received. Absences because of incarceration are unexcused absences. Charges or arrests that violate any section of these regulations prevent an employee from performing assigned jobs or responsibilities or poses a serious risk to the museum and its operations may result in disciplinary action up to and including termination.

Employees who are convicted of, plead guilty to, or are sentenced for a crime involving alcohol, marijuana, or other controlled substances after their date of hire are required to report the conviction, plea, or sentence to the Executive Director within five days. Convictions, plea or sentencing of a misdemeanor or felony may result in disciplinary action up to and including terminations.

The Executive Director is responsible for administering this policy. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or required participation in a substance abuse rehabilitation or treatment program. This applies to every employee within the Museum. Such violations may also have legal consequences.

4.602 Use and possession of lawfully prescribed or over the counter (OTC) medications

This policy does not prohibit Employees from the lawful use and possession of prescribed or over the counter (OTC) medications. Employees must, however, consult with their physician regarding the medications' effect on their fitness for duty and ability to work safely. Employees must promptly disclose any work restrictions to the Executive Director. Employees reporting to work impaired may be in violation of this policy.

4.7 Emergency Closings

The Executive Director has the discretion to declare an Emergency Closing for incidents affecting the life, health and safety of Employees or events that disrupt Museum operations.

If an emergency occurs during nonworking hours, The Executive Director will post notification of the closing on the Museum Website and via local media.

When operations are officially closed due to emergency conditions, the time off from scheduled work may be paid or unpaid as authorized by the Executive Director. If the Executive Director determines that the time off will be unpaid, Employees can use available PTO or accrued Compensatory Time during the emergency closure.

SECTION 5 EMPLOYMENT PROCEDURE

5.1 All positions

In accordance with this policy, no appointments should be made that would place an employee in a supervisory capacity over a related person who is also employed by the VMHA.

According to the VMHA by-laws, the Executive Director position is appointed by the Board of Directors. This individual serves at the pleasure of the Valdez Museum and Historical Archive Board of Directors and may be terminated At Will, with or without cause. This position is a contract employee and therefore negotiates the terms of their employment directly with the Valdez Museum and Historical Archive Board of Directors. The Board of Directors will use the established contract as a guide regarding the management of this position and the Board of Directors will act in a supervisory capacity for the Executive Director.

The Executive Director will have hiring and supervisory authority over all regular employee positions and temporary employees. In order to attract and retain highly qualified individuals for key positions within the Museum, the Executive Director will have the discretion for designating the entry step and other benefits for all positions depending on education, experience, and whether it is in the best interests of the Museum.

5.2 Recruitment and Selection

The Executive Director will develop and conduct an active recruitment program designed to meet current and projected organizational needs. Recruitment will be tailored to the positions to be filled and directed to sources likely to yield qualified applicants.

All recruitment and selection steps will follow the Equal Opportunity Employment Commission's (EEOC) guidelines. The Museum will make reasonable accommodation to known physical and mental limitations of all applicants with disabilities, provided that the applicant is otherwise qualified to safely perform the essential functions of the job and provided the accommodation does not impose an unreasonable hardship on the museum.

To recruit and retain qualified individuals, the museum will grant employment preference to internal applicants, to applicants who are residents of Valdez and surrounding area, or residents of the State of Alaska, where their qualifications are comparable to the most qualified non-resident applicant.

5.201 Departmental and Internal Promotion

The Museum may provide current Employees an opportunity to indicate their interest in open positions and opportunities to advance within the organization according to their skills and experience. The Museum recognizes the value to the organization of filling vacant positions with existing employees to achieve the most efficient use of employees while promoting employee morale.

5.202 External Recruitments

All regular full-time, regular part-time, and regular seasonal positions not otherwise filled through departmental promotion or internal promotion, will be advertised for at least two weeks. Openings will be posted on the Museum and other media outlets external recruitments may occur concurrently with internal Recruitment.

In the event of a regular position vacancy, a temporary employee may be hired without notice or advertisement to fill a position during and until normal recruitment for that position can be completed at which time the temporary assignment will end.

5.3 Employment Applications and Interviewing

5.301 Applications

All applicants must fully complete an application form. A resume will not be considered as a substitute for this form. The application is a confidential document and will not be available to anyone who is not directly involved in the hiring process, except as required by law. The Museum relies upon the accuracy of information contained in the employment application, as well as the accuracy of other information presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information may result in the exclusion of the applicant from further consideration for employment or, if the person has been hired, termination of employment.

5.4 Hiring Decision and Offers

The final hiring decision will be made by the Executive Director after all references and other information have been verified. Every effort shall be made to offer reasonable accommodation to known physical and mental limitations of all applicants with disabilities, provided that the individual is otherwise qualified to safely perform the essential functions of the job and provided that the accommodation does not impose an unreasonable hardship on the Museum. The employment offer will be in writing and electronically transmitted to the applicant outlining all terms and conditions of the offer. The letter shall also establish a deadline for acceptance.

5.401 Acceptances and Rejections

If a job offer is extended to an applicant is rejected, the Executive Director may extend the job offer to another applicant or re-open the position for additional applications. Once an applicant accepts the employment offer, all other applicants will be notified in writing that they were not accepted for the position.

5.402 Proof of Employability

After acceptance, but before starting employment, all new employees shall be required to fill out an employment verification form (I9) and to provide acceptable proof of right to employment in the United States.

5.403 Employment Background Checks

To ensure that individuals who join the Museum as employees are well qualified and have a strong potential to be productive and successful, the Museum may complete background checks. Background checks may include employment references, criminal history, driving records, social media history, and other employment related checks of all applicants as dictated by the requirements of the position for which they have received a conditional offer.

Background checks will be completed following a conditional offer but prior to commencement of work. The Museum may choose to utilize an employment screen service in completing the background process. If a decision not to hire or promote an applicant is made based on the results of a background check, there may be certain additional Fair Credit Reporting Act (FCRA) requirements that will be handled by the Executive Director in conjunction with the third-party employment screening service if used.

5.404 Record Retention

All applications, notes made during interviews and reference checks, job offers, and other documents created during the hiring process must be returned to Executive Director. Documents related to the successful applicant will be placed in the employees' official personnel file except medical records including physical examinations, which must be maintained in a separate file. All records and documents related to other applicants must be retained for at least two years. Records and documents created during the hiring process are confidential and must be retained in a secure location.

5.5 Social Security Number

To protect employees' personal information, the Museum prohibits the use of employees' social security numbers as a unique identifier. Social security numbers may be included in applications or enrollment processes; or to establish, amend, or terminate an account, contract, or policy; or to confirm the accuracy of the social security number.

5.6 Personal Information Reporting

It is the responsibility of each employee to promptly notify the Executive Director of any changes in personal information. If any personal information has changed, contact the Executive Director.

5.7 Immigration Law Compliance

The Museum is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate based on citizenship or national origin. In compliance with the Immigration Reform and Control Act of 1986, each new Employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former Employees who are rehired must also complete the form if they have not completed an I-9 with the Museum within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

SECTION 6 EMPLOYMENT RELATIONS

6.1 Job and Position Descriptions

The Executive Director will maintain accurate job and position descriptions for all jobs and positions within the Museum.

6.101 Job Descriptions

Job Descriptions describe general duties and are used for classification purposes, to establish hiring criteria, and establish a basis for making reasonable accommodations for individuals with disabilities per ADA/ADAA guidelines.

Job descriptions are general in nature and do not necessarily include every task or duty that might be assigned. Additional responsibilities not set forth in the job description may be assigned as necessary.

The Executive Director will maintain the master file in the share drive of job descriptions for all classifications and furnish copies of job descriptions as required. The Executive Director will prepare job descriptions when new job classifications are requested or created. Existing job descriptions will be reviewed and revised as needed to ensure that they are up to date.

6.102 Position Descriptions

Position descriptions are used to identify the specific requirements of each position within a department, orient new employees to their position, and set standards for employees performance evaluations.

If regular, ongoing duties are added to an employee's position, the position description should be updated to reflect these changes. Significant changes may require a classification review, especially when pay increases are being requested. Position descriptions may be reviewed and rewritten periodically to reflect any changes in the position's duties and responsibilities.

6.2 Orientation and Onboarding New Employees

Preparing and welcoming new employees is a collaborative effort that includes the entire Museum team. Orientation is intended to provide appropriate guidance and information during the first several days of employment to help ensure the new employees' success. Orientation will include a tour of the appropriate facilities to acquaint the new employee with overall operations as they relate to the specific position and introductions to coworkers.

This orientation process is not a replacement for onboarding of employees to their specific role and department.

The Executive Director will provide information regarding benefits and compensation, access to policies within their job scope and Personnel Policy. The Executive Director will maintain all forms that need to be reviewed and signed by the new employee upon hire including documentation required by Federal, State, and Museum law.

During onboarding, department managers will work to acquaint the new employee with job duties, available resources, operational processes, and specific information pertaining to how

the Museum operates. Coworkers within the department and within other departments will also work with new employees to help them in understanding department policies, processes, personnel and so on.

6.3 Salary Administration and Compensation

The salary administration program at the Museum is intended to achieve consistent pay practices, comply with Federal and State laws, to advance the Museum's commitment to Equal Employment Opportunity and offer competitive salaries within the Museum's labor market. A pay schedule shall be retained in the share drive.

Because recruiting and retaining talented employees is critical to the Museum's success, the Museum strives to pay its employees, wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other cities, towns and boroughs across Alaska and, where necessary, in other organizations within or outside of the state.

The Executive Director will review salaries and compensation regularly to ensure equity between positions and departments throughout the Museum. The Executive Director will bi-annually review wages, salaries, and benefits of specific positions or job classifications by comparative studies within or outside of the organization to ensure compensation at rates that are fair and equitable.

6.4 Employment Classification

To determine eligibility for benefits and overtime status and to ensure compliance with the Fair Labor Standards Act (FLSA), and other State and Federal laws and regulations, the Museum designates its Employees as shown below. The Executive Director, with BOD approval, may change employee designation at any time upon written notification so long as such designation complies with the FLSA.

Exempt: positions that are executive, administrative, or professional in nature as defined by the Alaska Administrative Code (8 ACC 15.910), and as such, are paid on a salary basis. Salaried positions are exempt from the overtime provisions of the Alaska Wage and Hour Act (AS 23.10.055). Exempt employees are also not eligible to receive overtime compensation and are required to work the normal work week and any additional hours needed to fulfill their responsibilities.

Non-Exempt: positions that are not exempt from overtime pay requirements. Employees in these positions may not work more than 8 hours per day or 40 hours per week (overtime) without prior authorization from their supervisor. If overtime is authorized, employees shall be paid at one and one-half times their hourly rate (AS 23.10.060).

REGULAR FULL-TIME EMPLOYEES are Employees that are not in temporary status and who are regularly scheduled to work on the Museum's Full-Time schedule of 40 hours per week. Employees, or other schedules as approved by the Executive Director. Regular Full-Time Employees are entitled to full benefits as provided by the Museum.

REGULAR PART-TIME EMPLOYEES are Employees that are not assigned to a temporary status

and are regularly scheduled to work more than 15 hours per week but less than 40 hours a week. While they do receive all legally mandated benefits, they are eligible for benefits sponsored by the Museum, subject to the terms, conditions, and limitations of each benefit program.

TEMPORARY EMPLOYEES are Employees who are hired as interim replacements, to temporarily supplement the workforce, or to assist in the completion of a specific project. Employment assignments in this category will not exceed 1559 hours in the look back period from November 1 to October 31. Employment beyond any initially stated period does not imply a change in employment status. Temporary Employees retain that status until they are notified of a change. While Temporary Employees receive all legally mandated benefits (such as Workers' Compensation Insurance and Social Security), they are ineligible for the entirety of the Museum's other benefit programs and may be terminated without advanced notice and without cause.

VOLUNTEERS are individuals who serve at the will of the Executive Director or designee on a volunteer basis.

6.5 Introductory Period

New employees must satisfactorily complete an introductory period as a condition for continued employment. The introductory period is a period of evaluation during which the supervisor assesses the employee's performance, skills, abilities and attitude and communicates his or her assessment with the employee. Employment may be terminated at any time and without advance notice by the Executive Director during the introductory period.

The introductory period shall not exceed six (6) months from the date of hire [i.e., the date compensation begins]. The employee shall be notified in writing when the introductory period is over. Introductory employees are eligible for accrual of annual leave and paid holidays; however, introductory employees are not eligible to take annual leave during the introductory period. Employees shall receive accrued PTO if employment is terminated before the end of the introductory period.

Employees who are transferred or promoted to a different position serve an introductory period of three months. In case of promotion or transfer within the VMHA, an employee who, in the sole judgment of the Executive Director, is not successful in the new position may be removed from that position at any time during the introductory period.

6.6 Pay Range and Wage Adjustment

The pay rates in the pay schedule shall be interpreted and applied as provided in a separate table in the share drive. These rates shall constitute gross pay.

The pay schedule will be updated each year as part of the Annual Budget approval process and will reflect any changes to pay ranges, scales, etc. as approved by the Board of Directors (BOD). The BOD, in its discretion, may adjust the wage schedule to reflect an annual cost of living adjustment (COLA).

The minimum rate of each range shall be the normal entering rate, Step "A". However, the Executive Director will have the sole discretion for designating a higher step depending on

education, experience, or if it is in the best interest of the Museum. All Employees shall be frozen at the final longevity step in their appointed range. However, these employees are eligible to receive an annual lump sum merit award of 1.5% of annual base salary if they satisfy all requirements of their annual performance evaluations as detailed in the Performance Evaluation section (6.7).

6.601 Merit Increase

Upon completion of an Employee's annual performance evaluation with an overall rating of "Meets Expectations" or higher, the Employee shall be eligible for a merit increase, if the Employee has also successfully completed the introductory period. Merit increases shall be based solely upon performance and merit and must be recommended by the manager if applicable and approved by the Executive Director. A signed, by the supervisor and Executive Director performance evaluation will be saved to the employees file every year as a backup for the merit increases and are ordinarily limited to a one step increment merit increase annually.

Any recommendation for step increases exceeding one step requires properly documented evidence of extraordinary performance based upon specific and unusual accomplishments or additional value added to justify the request. Approval of such a merit increase is at the sole discretion of the Executive Director.

The effective date for a merit increase shall be the first day of the pay period after the merit increase is approved by the Executive Director. However, a merit increase will not be effective until the Employee has served at least one year in the position. Off cycle increases outside of the annual merit may be granted for exemplary service, completion of required training, or other reasons negotiated at hire or new assignment. Off-cycle increases must be approved by the Executive Director.

6.602 Lateral Transfer:

In case of a non-disciplinary lateral transfer (movement of an Employee from one classification or department to another), the pay rate and anniversary date of the Employee will remain the same. Transferred Employees will serve a transfer probationary period of 30 days. All leave and benefits will continue during the probationary period. An Employee dismissed for non-disciplinary reasons during the transfer probationary period may be returned to their previous position or other equivalent position if available upon review and approval by the Executive Director.

6.603 Promoted Employees:

When promoted to a position in a higher range, Employees, at a minimum, will be placed a Step A of the new range or the equivalent of two pay steps higher than their current salary, whichever is greater. The Executive Director will have the sole discretion for designating a different step increase depending on education, experience, or if it is in the best interest of the Museum.

Upon promotion, an Employee will serve a new introductory period (refer to 6.5 – Introductory periods) and that will establish a new anniversary date. In all cases of promotion, evaluations will be provided at six (6) or twelve (12) months depending on the new Job Classification at the conclusion of the introductory period. However, any merit increase will not be effective until the

Employee has served one year in the new position. Existing longevity will be applied.

6.604 Reclassification:

When an Employee's current position is reclassified to a lower paying position, the Employee will maintain their higher rate of pay from the previous job. The reclassification date will become the Employee's anniversary date, and a new introductory period will be served. Existing longevity will be applied.

6.605 Voluntary Demotion:

In the case of an Employee applying to an open position within the Museum which has a lower range than the Employee's current position or assignment: If the Employee is the successful applicant for the position the Employee's new pay will be determined by the following criteria:

- Moved to the equivalent step of the new range that is a minimum of a two-step decrease from the Employee's current step and range, and
- A salary comparison of existing Employees within the new position and their current education and experience so as not to create an inequity, and
- After a careful review of the Employee's current education and experience as related to the new position and equivalent to other successful applicants with similar education and experience the Employee will be offered the appropriate step of the new range

The Executive Director will have the sole discretion for designating a different step depending on education, experience, or if it is in the best interest of the Museum.

Upon voluntary demotion, an Employee will serve a new introductory period (refer to 6.5 – Introductory periods) and that will establish a new anniversary date. In all cases of voluntary demotions, evaluations will be provided at six (6) or twelve (12) months depending on the new Job Classification at the conclusion of the introductory period. However, any merit increase will not be effective until the Employee has served one year in the new position. Existing longevity will be applied.

6.606 Reinstatement or Rehire

Employees whose employment with the Museum ended in good standing may be reappointed, at the Museum's convenience, to the same position or one having the same classification within one year of the date of the Employee's separation. For Employees reinstated or rehired within one year of date of separation, the pay rate will be the rate in the salary range that most closely corresponds to the rate paid at the time of separation. Qualifications and any new skills acquired may be considered as a basis for paying the Employee a higher rate upon reinstatement or rehire. The date of reinstatement or rehire will become the anniversary date and the Employee will retain prior longevity for leave accrual purposes. A new introductory period will also apply for reinstated or rehiring employees.

Employees reinstated or rehired after separation greater than one year will be subject to the same regulations and expectations of a new hire to the position. (Refer to section 5.203 for reemployment criteria for prior employees.

6.7 Performance Evaluation

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the Employee, a performance evaluation must be conducted for all Employees at least annually. The completed and signed evaluation will become a part of the Employee's permanent record.

The Executive Director will develop standards of performance and expectations to be used as a basis for quarterly and annual evaluations and will reference competencies to include quality and quantity of work, the way service is rendered, and such other characteristics as will measure the value of the Employee to the Museum. Employees will be informed of such standards and expectations at time of hire, transfer, or promotion to new position, annually during each year's performance evaluation, and when expectations for the position change. The performance evaluation criteria for each position must be included on an evaluation form to be completed during the performance evaluations.

All Regular Employees must receive a performance evaluation at least annually to be completed by the Executive Director. Employees must receive a "Meets Expectations" or better to be eligible for a merit increase.

In addition to the annual performance review, the Executive Director will conduct, at a minimum, quarterly feedback sessions with each employee. The intent of this process is to provide Employees with additional guidance and direction, improve tracking of Employee progress, and provide early corrective recommendations to resolve any performance issues.

The following rating categories shall be indicated for each performance criteria set forth on the performance evaluation form:

- A. Exceeds Expectations: Markedly performs above expectation:
 - Work is consistently performed at levels above the standards set for the position
 - Exceeds quality and productivity requirements
 - Knowledge and skill set exceeds requirements
 - Will cross job boundaries to support customers
 - Exemplary availability & commitment
 - Seeks additional responsibility consistently strives to improve services
- B. Meets Expectations: Fully Meets Expectations:
 - Work is performed consistently with established standards
 - May work slightly above or below standards from time to time
 - Possesses good level of knowledge or skill to satisfactorily perform job tasks
 - Productivity and availability meet operational needs of department
 - Supports quality service through good communication
 - Acts with integrity
 - Responsible & accountable for the quality of their work
 - Can trust daily decisions made by the Employee

- C. Does Not Meet Expectations: Fails to meet expectations on a consistent basis:
 - Generally, performs at or near the standards established for the position
 - On occasion, it makes more than an average number of mistakes
 - May occasionally demonstrate skill or knowledge deficits
 - Usually accepts responsibility when requested
- D. Needs Improvement: Constantly performs below expectations:
 - Unacceptable work
 - Quality of work output inadequate knowledge and/or skill set
 - Disrespectful or inflexible
 - Needs close supervision
 - Little or lack of communication
 - Does not meet the operational needs of the department
 - Lack of integrity
 - Insubordination

The Executive Director will include the Performance Evaluation in the Employee's official personnel file. As a part of the evaluation, the Employees may include additional comments and and/or relevant documentation regarding any section of the evaluation. Performance evaluations will be maintained in the Employee's files, and a copy will be provided to the Employee upon completion of the evaluation.

6.8 Access and Retention of Personnel and Medical Records

The Museum maintains personnel records on each Employee. The Executive Director will include the Performance Evaluation in the Employee's official personnel file. As a part of the evaluation, the Employees may include additional comments and and/or relevant documentation regarding any section of the evaluation. Performance evaluations will be maintained in the Employee's files, and a copy will be provided to the Employee upon completion of the evaluation.

6.801 Personnel and Medical Files

There will be only one set of personnel records which are maintained by the Executive Director. This set of records is comprised of two files maintained for each Employee: 1) A primary personnel file and 2) A medical file.

Personnel File: The personnel file will include each Employee's original application for employment, offer letter, and employment memorandum with appropriate Employee tax forms. Personnel files will contain these forms, properly executed, before employment begins. The personnel file will also include final reports of other employment investigations, letters of recommendation, reports of work performance, Leave Without Pay forms, reports of the Employee's progress and disciplinary action, training documentation, and such other records as may be significant regarding employment and continued service to the Museum and in accordance with State records retention schedule.

Medical Files: The medical files will contain post-offer physical exam reports,

fitness of duty reports, injury reports, drug/alcohol testing results, voluntary medical history, medical insurance claim forms, ADA/ADAA requests and supporting documentation, FMLA documentation and any other health or medical documentation related to an Employee's employment with the Museum. All medical documents will be maintained in a confidential medical file in the office of the Executive Director; in compliance with the Health Insurance Portability and Accountability Act (HIPAA) and other applicable Federal, State laws and regulations.

Records Retention Schedule: All documents remain in the Employee's Personnel File and Medical File in accordance with State and Museum records retention schedule policy. Terminated Employee files will be archived and retained in accordance with State and Museum records retention schedule policy.

6.802 Access to Personnel Records:

Personnel records will always remain secured by the Executive Director. Personnel records are protected from disclosure under Alaska Law.

- A. Access to the information is limited to the Employee and Supervisors with a legitimate business need to access content.
 - 1) Supervisors can review the files of only those Employees under their supervision or under consideration for transfer or promotion into a position under their supervision.
 - 2) With reasonable advance notice of at least two workdays, Employees may review their own personnel files in the Executive Directors office and in the presence of the Executive Director. The Executive Director will record the time, date, and name of any Employee inspecting a personnel file.
- B. Access to medical files is limited to the Employee, Executive Director, government/legal agencies investigating relevant to medical issues, first aid emergency personnel as needed to render first aid, and information needed to process Workers' Compensation or other insurance claims. However, upon the filing a grievance or any employment related claim or litigation, the Museum's legal counsel will have unhampered access to the personnel and medical files without having to obtain authorization from the Employee involved.
- C. Personnel and medical files and contents are the property of the Museum and will be retained by the Museum upon termination or cessation of employment in accordance with State of Alaska.
- D. The Museum may require an Employee or former Employee who requests copies of material in their personnel file to pay the reasonable cost of duplication.

6.803 Verification of Employment Requests for Current or past Employees:

If employment verifications are requested by prospective employers of present or past museum employees, the Executive Director will respond to those employment verifications. Responses to such inquiries will confirm only the dates of employment, wage rates, and position(s) held. —

A written authorization and release will be signed by the individual who is the subject before information will be released. The Executive will be permitted to provide responses to reference checks or employment inquiries and should be forwarded all such requests.

6.9 Timekeeping:

Accurately recording time worked is the responsibility of every Employee. State and Federal laws require the Museum to keep an accurate record of time worked to calculate Employee pay and benefits.

Time-working is all the time spent on the job performing assigned duties. Seasonal employees' timesheets will include start time, end time, bona fide meal periods, the beginning and ending time of any split shift, departures from work for personal reasons and leave time taken. Salary and hourly Employees' timesheets are required to record any leave taken. All Employees must complete their own time records. (The Employee must be completely relieved from duty for the purpose of eating regular meals.)

All Timesheets shall be submitted through the time-keeping software no later than the 15th and the last day of each month.

Allowing another person to complete an individual's time record will be considered falsification of official records and be subject to discipline, up to and including termination. A Supervisor may alter time records, but the records must be approved by the Employee in advance or as soon as possible thereafter if the Employee is unavailable.

Employees must acknowledge their timesheet to certify the accuracy of all time recorded. The Supervisor will review and then acknowledge the timesheet before submitting it for payroll processing. If corrections or modifications are made to the timesheet, both the Employee and the Supervisor must verify the accuracy of the changes. Where electronic timekeeping is approved, electronic signatures will be used.

6.10 Work Schedules

Workday: Typical office hours are 8:30 a.m. to 5:30 p.m. with a one-hour meal period. Departmental needs may require non-standard schedules as determined by the Executive Director. Hourly Employees should report to work no more than ten minutes prior to their scheduled starting time and not stay more than ten minutes after their scheduled stop time without receiving prior authorization from their manager.

6.101 Work Week

The standard workweek for hourly Employees consists of 40 hours of work and is generally expected to be 8 hours per day. The Museum's work week is 12:00 AM Sunday to the following 11:59 P.M. on Saturday.

6.102 Work schedules

Work Schedules for Employees vary throughout the organization. Supervisors will advise Employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

6.103 Telecommuting

Telecommuting is a potential work alternative that Museum Employees may participate in when it benefits both the Museum and the Employee. Telecommuting is not a formal, universal Employee benefit, but an alternative method of meeting the needs of the Museum. Telecommuting hours must be approved by the Executive Director.

6.11 Paycheck Information

All Employees are paid on a bi-monthly basis. Each paycheck will include earnings for all work performed at the end of the previous payroll period. If a regularly scheduled payday falls on a holiday, Employees will receive pay on the workday preceding the regularly scheduled payday.

The Museum takes all reasonable steps to ensure that Employees receive the correct amount of pay in each paycheck and that Employees are paid on the scheduled payday. In the unlikely event that there is an error in the amount of pay, the Employee should promptly bring the discrepancy to the attention of the Executive Director so that corrections can be made as quickly as possible.

State and Federal law requires the Museum to make certain deductions from every Employee's compensation. Among these are applicable Federal withholding taxes and Medicare taxes. Eligible Employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in additional programs.

6.12 Overtime

When operating requirements or other needs cannot be met during regular working hours, hourly Employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the prior authorization of the Supervisor except in emergencies that preclude such prior approval. The Supervisor will review the record and certify overtime approved for payment during the next work period. Unauthorized overtime may be subject to corrective action.

Hourly Employees will receive overtime pay for all hours worked, more than 40 hours in one workweek. Overtime hours will be paid at the rate of 1.5 times the appropriate rate of pay. Employees who work a non-standard work week approved by the Executive Director will be entitled to overtime pay for all hours worked, more than their regularly scheduled work hours.

6.13 Employee Conduct and Work Rules

The Museum expects Employees to follow rules that will protect the interests and safety of all Employees and the Museum. If an Employee believes that anyone in or associated with the Museum has requested or directed them to do anything that violates the law or has prohibited the Employee from doing anything that the law requires to be done, the Employee must report this immediately to the Executive Director. If the Executive Director has requested or directed an employee to do anything that violates the law or prohibits the employee to do anything that the law requires to be done, employee must report this immediately to the Board President.

6.1301 Corrective Action:

The VMHA seeks to establish and maintain standards of employee conduct and supervisory practices which will, in the interest of the VMHA and its employees, support and promote effective business operations.

Such supervisory practices include administering corrective action when employee conduct or performance problems arise. Major elements of this policy generally include:

- a. Constructive effort by the supervisor to help employees achieve fully satisfactory standards of conduct and job performance.
- b. Correcting employee shortcomings or negative behavior to the extent required.
- c. Notice to employees through communicating this policy that discharge will result from continued or gross violation of employee standards of conduct or unsatisfactory job performance.
- d. Written documentation of disciplinary warnings given or corrective measures taken.
- e. Documentation of corrective action will become part of the employee's personnel record for a period of 2 years if no related disciplinary measures are recorded within that period. Documentation may be retained longer if, in the judgment of the Executive Director, it appears appropriate to do so. When it is finally removed from the file, the employee will be notified.

Options for Corrective Action:

Depending on the facts and circumstances involved in each situation, supervisors may choose to begin corrective action at any step up to and including immediate dismissal. However, in most cases, the following steps should be followed:

a) **Oral Warning:**

For minor infractions, the employee should at a minimum be issued an oral warning. If the situation does not improve within a reasonable time (no longer than four months depending on the seriousness of the issue), the supervisor may implement a more severe option.

b) **Written Warning Notice: Probation, Suspension:**

For repeated minor infractions, or a more substantial infraction, the employee should at a minimum be issued a written warning notice. The written warning notice should be prepared following a corrective action discussion with the employee.

The employee will be given an opportunity to comment in writing and should be asked to sign the notice in acknowledgment of its receipt.

Three copies of the notice will be distributed as follows: (1) employee, (2) supervisor, and (3) personnel file. If the situation does not improve within a reasonable period of time (not longer than four months, depending on the seriousness of the issue), the supervisor may repeat the measure, place the employee on probation, suspend the employee for up to five (5) days without pay, or take steps to dismiss the employee.

c) **Dismissal for Cause:**

For serious infractions or continued failure to respond appropriately to prior corrective actions, dismissal is appropriate. No employee may be dismissed without the Executive Director's authorization.

➤ **Suspension Pending Investigation**

If events compel a supervisor to take immediate action when dismissal appears possible, the supervisor will immediately suspend the employee for a specified period, pending an investigation. The employee will be required to leave the premises immediately. The suspension/investigation will be no longer than five (5) working days, except in highly unusual circumstances. The objective of this suspension will be to determine if dismissal is the proper decision.

➤ **Pre-Dismissal Procedure**

Before approving a supervisor's recommendation to dismiss an employee and before dismissing any employee under his or her direct supervision, the Executive Director must provide the employee with written notice that such action is being considered. The notice must also contain a reasonably specific statement of the basis for the dismissal. Upon receipt of the notice, the employee shall be given an informal opportunity to respond to the Executive Director, in person or in writing, to present reasons why the proposed action should not be taken.

After considering the employee's response, the Executive Director shall determine whether there are reasonable grounds to believe that the charges against the employee are true and support the proposed action.

The Executive Director will consult with the President of the Board of Directors before dismissing an employee, however, dismissal of an employee is within the sole authority of the Executive Director.

6.14 Employment Termination

Termination of employment is a part of personnel activity within any organization, and many of the reasons for termination are routine. The following are examples of some of the most common circumstances under which employment is terminated:

- A) No Call – No Show: Three consecutive days without reporting to work or contacting the appropriate official will be considered job abandonment and subject to termination, at the discretion of the Executive Director.
- B) Resignation: The voluntary employment termination initiated by an Employee.
- C) Termination for Cause: The involuntary employment termination initiated by the Museum.
- D) Layoff: The involuntary employment termination initiated by the Museum for financial or workload reasons. Two weeks' written notice will be provided. Terminations under this section are not subject to grievance review.
- E) Retirement: The voluntary employment termination initiated by the Employee meeting age, length of service, and any other criteria for retirement from the Museum.

To be considered as leaving in Good Standing, an employee resigning will have a history of satisfactory performance evaluations; not be subject to any recent disciplinary actions; and give at least two weeks' written notice to the Executive Director for acceptance. Failure to provide

this adequate notice may result in ineligibility for rehiring with the Museum.

Employees terminated for cause are not considered to be in Good Standing and are not eligible for rehire with any department as either a Regular or Temporary Employee. Any exception must be approved by the Executive Director but in no case can it be less than one year from the date of termination.

The Executive Director will schedule exit interviews at the time of employment termination except in cases of Termination for Cause. The exit interview will offer an opportunity to discuss such issues as Employee benefits, conversion privileges, repayment of outstanding debts to the Museum, or return of Museum-owned property. Suggestions, complaints, and questions can also be voiced during exit interviews.

Employees will receive their final pay in accordance with applicable State law.

Employee benefits will be affected by employment termination in the following manner: All accrued, vested benefits that are due and payable at termination will be paid. Some benefits may be continued at the Employee's expense if the Employee so chooses. The Employee will be notified in writing regarding the benefits that may be continued and of the terms, conditions, and limitations of such continuance. Employees must return all the Museum property, materials, or written information immediately upon request or upon termination of employment. Where permitted by applicable laws, the Museum may withdraw from the employee's final paycheck the cost of any items that are not returned when required. The museum may take all action deemed appropriate to recover or protect its property. The last day worked will be considered the date of termination except in cases of Military or Medical leave where, due to circumstances beyond the Employees' control, they are not able to return from an approved leave; in which case date of notification will be considered the termination date. Terminal or Terminus Leave cannot be approved in advance.

SECTION 7 TIME OFF AND LEAVES OF ABSENCE

7.1 Paid Time Off (PTO) (Personal Leave)

The Museum believes that Employees should have opportunities to enjoy time away from work to help balance their lives. The Museum has established this Paid Time Off (PTO) policy to meet these needs. Employees are accountable and responsible for managing their own PTO hours to allow for adequate reserves to cover personal leave, illness, appointments, emergencies, and other needs that require time off from work.

7.101 The PTO accrual rate

PTO accrual rate is based on the hourly or exempt classification of the Employee. When prorating part-time hourly employees, a 37.5 work week is used. One twenty-fourth of the annual accrual of personal leave will be credited to Full-Time Employees at the end of each pay period.

The amount of PTO Employees receives each year increases with the length of their employment as shown in the following schedule:

- a) 7.33 hours for each bi-monthly pay period for Employees with up to one (1) year of employment).
- b) 8 hours for each bi-monthly pay period for Employees with more than one (1) years but less than five (3) years of employment).

- c) 9 hours for each bi-monthly pay period for Employees with more than three and less than five (5) years of employment).
- d) 10 for each bi-monthly pay period for Employees with more than five (5) years of employment).

Employee Years	Leave Accrual for Full-Time employees	Leave Accrual for Regular Part-Time Employees
Up to 1 year	22 days annually	5 days annually
1-3 years	24 days annually	6 days annually
3-5 years	27 days annually	7.5 days annually
5+ years	30 days annually	9 days annually

Employees shall accrue leave from date of hire. Use of leave for the first one hundred eighty (180) calendar days of service is subject to Executive Director approval. Temporary Employees shall not accrue leave.

No PTO will accrue during periods of Leave Without Pay or suspension without pay.

7.102 Request and use of PTO

To take PTO, Employees will request approval from their supervisor. Supervisors have the right to deny PTO requests to maintain department and staffing needs.

No more than 120 consecutive hours of PTO Time will be taken without the Executive Director's approval. Exempt Employees shall request and use leave based on an eight-hour workday. PTO is paid at the Employee's base pay rate at the time the PTO is utilized. It does not include overtime or any special forms of compensation such as incentives, commissions or bonuses.

PTO may not be taken before it is earned. Any absence not authorized and approved in accordance with these regulations will be treated as Leave Without Pay and may be grounds for disciplinary action, up to and including termination.

7.103 Leave Cash Out:

An Employee may request up to 40 hours of earned PTO per year by making a written request to the Executive Director using the Leave Cash Out form. Leave Cash Out forms are available on the share drive. Such requests are subject to Executive Director approval and availability of funds.

7.104 Minimum Leave Use

All Full-Time employees must take at least 40 hours of PTO each calendar year. All regular Part Time employees must take at least 20 hours of PTO each year.

It shall be the responsibility of the Employee to plan for and take the minimum number of hours

of PTO required by this section. It shall be the responsibility of the Executive Director to ensure that each Employee has the availability to schedule the minimum hours of leave annually. Minimum leave that is not used is deducted from the Employee's leave balance on the day immediately preceding the first day of the first pay period in January. An Employee may not receive any credit.

7.105 PTO Carryover

The maximum yearly accrued PTO carry-over may not exceed 120/60 hours. PTO balance cannot exceed 400/200 hours.

7.106 PTO Payout:

If the Museum terminates employment, the Employee will receive, within three business days of the separation, a final paycheck with a PTO payment. If any Employee voluntarily resigns from the Museum, they will receive the final paycheck at the conclusion of the payroll period following the last day of work. The last day worked will be considered the date of termination.

In the event of death of an Employee, any remaining balance of PTO will be paid to beneficiaries as designated in the Employee's beneficiary statement.

Sick leave may be used in the event of illness or doctor/dental appointments including illness or appointments for the employees' children. Employees absent on sick leave for more than three (3) consecutive days are required to provide the employer with written medical verification of illness.

7.2 Administrative Leave

7.201 Jury Duty/Court Service:

Jury Duty will be treated as Administrative Leave, without loss of longevity, leave, or pay. Service in court by Employees subpoenaed or called as witnesses on matters of concern to the Museum or relating to a museum function will be treated the same as Jury Duty. To be entitled to Jury Duty leave, the Employee will provide the Museum with written proof of the requirement of their presence for the hours claimed.

7.3 Holidays

The Museum will grant holiday time off to eligible Employees. Eligible Employee classifications are Regular Full-Time, Regular Part-Time. The following days will be recognized as a holiday with pay:

- New Year's Day (January 1)
- Martin Luther King Day (Third Monday in January)
- Presidents' Day (third Monday in February)
- Swards Day (last Monday in March)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Alaska Day (Oct. 18)
- Veterans' Day (Nov. 11)
- Thanksgiving (Fourth Thursday of November)
- Friday after Thanksgiving (Fourth Friday in November)

- Christmas Eve-day (December 24)
- Christmas Day (Dec. 25)
- New Year's Eve Day (December 31)

The Board of Directors may designate additional day(s) as holidays. This may include any day designated by public proclamation by the President of the United States or the Governor of the State of Alaska, as a special day of observance.

To be eligible for holiday pay, Employees must work or be in pay status the last scheduled workday immediately preceding and the first scheduled workday immediately following the holiday. Regular Full-Time Employees will be paid their standard workday hours at their current rate of pay for each holiday. Regular Part-Time will be paid based on scheduled hours in comparison to a Full-Time Employee. A holiday occurring during PTO shall not be counted as a day of such leave and shall be paid.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If Christmas falls on Saturday or Sunday, the holiday will be observed on Monday. If Christmas Eve falls on a Saturday or Sunday, the holiday will be observed on the preceding Friday. Employees who work a non-standard work schedule will observe the actual holiday.

7.4 Bereavement Leave

Employees who wish to take time off due to the death of an immediate family member should notify the Executive Director immediately. At the discretion of the Executive Director, documentation identifying the deceased and relation to the Employee may be requested. The Museum will provide five regular days of paid bereavement leave.

The Museum defines the term immediate family as the Employee's parent, child, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, and sister-in-law, as well as such relations of the Employee's spouse or domestic partner. The immediate family will also be considered to include step relations and legal-guardianship relationships.

7.5 Military Leave

A military leave of absence will be granted to eligible Employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

30-day advance notice of military service is required, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable.

Short-term military leave is used for Employees ordered to training or active duty with a reserve or auxiliary component of the Armed Forces. The Employee is entitled to a paid absence of not more than 75 hours for military leave during a calendar year. Compensation paid for this period will be the difference between the regular salary received from the Museum and the remuneration received from the Armed Forces (other than travel and subsistence allowance). If PTO leave is used in lieu of military leave, the Employee's regular salary will be paid without deduction for Armed Forces' remuneration. Employees on active-duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time.

For extended military leave of over 75 hours, the leave will be unpaid. However, the Employee may elect to use PTO leave to cover all or part of the Military Leave. Continuation of health insurance benefits is available as required by USERRA, based on leave length and subject to the terms, conditions, and limitations of the applicable plans for which the Employee is otherwise eligible.

Employees on longer Military Leave must apply for reinstatement in accordance with all applicable State and Federal laws. Employees returning from Military Leave will be placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service. Failure to report for work within the prescribed time after completion of military service will be considered a voluntary termination. All Employees who enter military service may accumulate a total absence of 5 years and still retain employment rights.

7.6 Family Medical Leave

Although the VMHA is not required by law to adhere to either the FMLA (Family Medical Leave Act) or AFLA (Alaska Family Leave Act), the Board of Directors and the Executive Director have determined it is in the best interest of the VMHA and our staff to electively comply with these important protections. Therefore, family medical leave will be provided as set forth in Alaska Statutes and the Federal Family

and Medical Leave Act (FMLA) to the extent that these statutes, the Federal Act and any amendments apply to the FMLA policy is as follows:

The Family/Medical Leave Policy makes available to eligible employees for up to 18 weeks of unpaid leave in a 12-month period for the following reasons.

- For the birth of the employee's child or for placement of a child with the employee through adoption or foster care:
- When the employee is needed to care for the employee's child, spouse or parent who has a serious health condition:
- When the employee is unable to perform the functions of his or her job due to a serious health condition.

PURPOSE:

The Alaska Family Leave Act, AS 23.10.500--23.10.550, and the Federal Family and Medical Leave Act of 1993 (Public Law 103-3) entitle employees to unpaid leaves of absence from work for childbirth or adoption of a child, and for purposes necessitated by a serious health condition which renders the employee unable to perform job duties, or to care for a close relative with a serious health condition. The purpose of these laws is to help balance the demands of the workplace with the needs of employees and their families, to promote stability and economic security of the family unit, and to promote public interest in preserving family integrity. This VMHA policy is intended to comply with the requirements of State and Federal law. The terms used in this section have the meanings defined in those Acts.

7.7 Pregnant Employees and Nursing Mothers

Pregnant Employees may request a temporary change in duty assignment or transfer or other reasonable accommodation. The Executive Director will review all such requests per ADA/ADAA

guidelines and the Pregnant Workers Fairness Act (PWFA) and will determine if the request can be met.

In accordance with the Providing Urgent Maternity Protections for Nursing Mothers Act (PUMP for Nursing Mothers Act), for up to one year after the child's birth, any Employee who is breastfeeding their child will be provided with reasonable break times to express breast milk for the baby. The Museum has designated a room for this purpose in accordance with State and Federal law.

The Executive Director will coordinate with the Employee to identify an appropriate place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by the Employee to express breast milk. Break times for expressing milk will be considered hours worked if the Employee is not fully relieved from working. Additionally, before making a claim of liability against the employer, an Employee generally must first notify the employer that they are not in compliance and provide 10 days to come into compliance with the required accommodation.

7.8 Time Off to Vote

The Museum encourages Employees to participate in elections. Generally, Employees can find time to vote either before or after their regular work schedule. Alaska Statute 15.15.100 states that if a qualified voter who does not have sufficient time outside regular working hours to vote in a state election may, without loss of pay, take work time off to enable voting.

If any Employee has two consecutive hours to vote, either between the opening of the polls and the beginning of the Employee's regular working shift, or between the end of the regular working shift and the closing of the polls, the Employee will be considered to have sufficient time outside working hours to vote.

If Employees are unable to vote in an election during their nonworking hours, the Museum will grant up to a half hour of paid time off to vote. Employees should request time off to vote from the Executive Director at least two working days prior to election day. Advance notice is required so that the necessary time off can be scheduled at the beginning or end of the work shift, whichever provides the least disruption to the normal work schedule.

7.9 Religious Observance

Employees who need time off to observe religious practices or holidays not already scheduled by the Museum should speak with their supervisor. Depending upon business needs, the Employee may be able to work on a day that is normally observed as a holiday and then take time off for another religious day. Employees may also be able to switch a scheduled day with another Employee, or take PTO time, or take off unpaid days. The Museum will seek to reasonably accommodate individuals' religious observances. Supervisors should work with the Executive Director when any accommodation is requested.

7.10 Leave Without Pay

When an Employee is absent from work and does not have PTO, they may request Leave Without Pay (LWOP) in writing to the Executive Director before it is taken. Each request will be considered with the interest of the Museum. An hourly Employee will only be paid for normal scheduled

hours. An Employee must exhaust all earned PTO before LWOP will be considered except in the event the Employee is receiving Workers' Compensation or unless approved by the Executive Director.

While on LWOP, the Employee's retirement benefits, and annual leave accrual are suspended.

An Employee drawing Worker's Compensation benefits may choose to request LWOP or use PTO time to retain all benefits. Medical insurance coverage will be granted at the percentage the Museum normally pays for a maximum of six months. Any elective coverage must be paid by the Employee.

7.11 Unauthorized absences

Any absence not authorized and approved in accordance with these regulations shall be treated as LWOP, and may be grounds for corrective action, up to and including termination.

SECTION 8 EMPLOYEE BENEFITS

8.1 Health Insurance

Full-time and Regular Part-time employees shall be entitled to participate in the Museum's group health insurance plan. Limited Part-time employees, temporary employees, and volunteer employees are not eligible to participate in the VMHA's health insurance plan.

The Museum will pay 100% of the health insurance premiums for Full-Time employees as defined by the Museum Health Insurance Coverage Plan. Regular Part-Time employees may choose to participate in the VMHA's health insurance plan at the employee's own expense and in accordance with plan requirements. An Employee on Leave Without Pay may continue health insurance coverage at the Employee's own expense, except as provided under Workers Compensation.

A change in employment classification that would result in loss of eligibility to participate in the health insurance plan may qualify an Employee for benefits continuation under the Consolidated Omnibus Budget Reconciliation Act (COBRA). Under COBRA, the Employee or beneficiary pays the full cost of coverage at tiered rates plus an administration fee. The health insurance carrier provides each eligible Employee with a written notice describing these rights and obligations when the Employee qualifies for COBRA coverage under the Museum's health insurance plan.

Employees will be responsible to notify the Executive Director of any changes such as marriage, the birth of a child, death, or a divorce, that will affect health insurance within thirty (30) days of the qualifying event.

Details of the health insurance plan are described in the Summary Plan Description (SPD). An SPD and information on cost of coverage will be provided in advance of enrollment to eligible Employees during the onboarding process.

8.2 Retirement Benefits

The VMHA has adopted the VMHA 403(b) Plan (the Plan) to help employees save for retirement. As an employee of the VMHA and Historical Archive Association, Inc, you may be entitled to participate in the Plan, provided you satisfy the conditions for participation as described below.

To qualify as a participant under the Plan, you must:

- Be a Full-Time employee
- Satisfy the minimum probation requirements
- Satisfy the Plan's minimum age and service conditions and
- Satisfy any allocation condition required under the Plan.

Eligible Employees:

To participate under the Plan, you must be an Eligible Employee. For this purpose, you are considered an Eligible Employee if you are an employee of the VMHA provided you are not otherwise excluded from the plan.

To determine whether you are an Eligible Employee, the Plan excludes certain designated employees from participation. If you fall under any of the excluded employee categories, you will not be eligible to receive the designated Plan contribution until such time as you no longer fall into an excluded employee category (see below for a discussion of your rights upon changing to or from an excluded employee classification.)

The following describes the types of employees that are not eligible to participate with respect to the different types of contributions authorized under the Plan.

Salary Deferrals: The following employees are not eligible to make Salary Deferrals. If you fall under one of the following classes of employment, you may not make Salary Deferrals under the Plan.

- Non-resident aliens who do not receive any compensation from U.S. Sources
- Employees whose contributions would be \$200. Or less.

Matching Contributions: The following employees are not eligible to receive matching contribution under the Plan. If you fall under one of the following classes of employees, you will not share in any matching contribution under the Plan.

- Employees who normally work less than 20 hours a week.

Special Rules: The definition of Eligible Employee is effective as follows: For purposes of making Elective Deferrals, religious order members who are affiliated with religious orders who have taken a vow of poverty and the religious order provides for such employees in their retirement are excluded. The Plan will continue this exclusion during the transition period only. An employee who has been excluded from under 20 hours per week exclusion who completes 1,000 hours of service during the Plan year shall be eligible to receive a match.

Minimum Age and Service Requirements

If you are an Eligible Employee, you can make Salary Deferral into the Plan. There is no minimum age or service requirements to make Salary Deferrals.

To be eligible to receive Matching Contributions, you must satisfy certain age and service conditions under the Plan.

- Minimum age requirements. There is no minimum age requirement for participation in the Plan.
- Minimum service requirement. To participate in the Plan, you must work for us for at least 6 months. For this purpose, you may receive credit for service earned during a period of severance if you subsequently reemployed

You will be eligible to receive Matching Contribution as of the first entry date based on when you satisfy the minimum age and service requirements.

Entry Date. Once you have satisfied the eligibility conditions described above, you will be eligible to participate under the Plan on your Entry Date. For this purpose, your Entry Date is the date you satisfy the eligibility conditions described above. For example, if you satisfy the Plan's eligibility condition on November 12, you will be eligible to enter the Plan on November 12.

Crediting eligibility service. In determining whether you satisfy the Plan's minimum age or service condition, all service you perform during the year is counted. In addition, if you go on a maternity or paternity leave of absence or on a military leave of absence, you may receive credit for the service during your period of absence for the certain purposes under the Plan.

Break in service rules. If you stop working for us, you may "lose" credit for certain eligibility service under the Plan's Break in Service rules. While these eligibility Break in Service rules may delay you from participating in the Plan, they will never cause you to lose any benefits you already become entitled to.

- Nonvested Break in Service rule. The Nonvested Break in Service rule applies only to totally nonvested (i.e. 0% vested) Participants. If you are totally nonvested in your benefits under the Plan and you have 5 consecutive Breaks in Service, all the service you earned before the 5-year period no longer counts for eligibility purposes. Thus, to be eligible to receive any contributions under the Plan after the 5-year period, you will have to re-satisfy any minimum age and service conditions described above. However, if you have any benefits under the Plan in which you are vested, this Break in Service will not apply.

Eligibility upon rehire or change in employment status. If you terminate employment after satisfying the minimum age and service requirement under the Plan and you are subsequently rehired as an Eligible Employee, you will enter the Plan on the latter of your rehire date or your Entry Date, unless you have lost credit for service under the Break in Service rule. If you terminate employment prior to satisfying the minimum age and service requirement, you will have to meet the eligibility requirements as if you are a new Employee, if you should be rehired.

If you are not an Eligible Employee on your Entry Date, but you subsequently change status to an eligible Employee, you will be eligible to enter the Plan immediately (provided you have already satisfied the minimum age and service requirements). If you are an Eligible Employee and subsequently become ineligible to participate in the Plan, all contribution under the Plan will cease as of the date you become ineligible to participate. However, all service earned while

you are employed, including service earned while you were ineligible, will be counted when calculating your vested percentage in your account balance.

Special eligibility provisions:

In addition, the following special rules apply in determining eligibility under the Plan. Notwithstanding the above, the Employee's Entry Date is the day following the satisfaction of the minimum age and/or service requirements.

Allocation Conditions

If you are an Eligible Employee and have satisfied the minimum age and service requirements described above, you are entitled to share in the contributions provided you are satisfied with the allocation conditions described below.

Salary deferrals:

You do not need to satisfy any additional allocation conditions to make Salary Deferrals under the Plan. If you satisfy the eligibility conditions described above you will be eligible to make Salary Deferrals, regardless of how many hours you work during the or whether you terminate employment during the year.

Matching contributions:

You will be entitled to share in any matching contribution we make to the Plan if you satisfy the eligibility conditions described above. You do not need to satisfy any additional allocation condition to receive a matching contribution. You will receive your share of the matching contributions regardless of how many hours you work during the year or whether you terminate during the year.

For more information, please refer to the VMHA Association Inc. 403 (b) Plan Summary Description.

Section 9 WORKPLACE GUIDELINES

9.1 Dress and Grooming

Dress, grooming, and personal cleanliness standards contribute to the morale of all Employees and affect the business image the Museum presents to residents and visitors. The Executive Director is responsible for establishing a reasonable dress code appropriate to the job the Employee performs and in accordance with the essential functions of the position.

9.2 Business Travel

Employee travel for official business outside the Valdez area must be properly authorized by the Executive Director in advance in accordance with the travel policy related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Employee travel may be authorized for official Museum purposes by the Executive Director. The Executive Director may be authorized for official Museum purposes by the President of the Board of Directors. The Museum will not compensate Employees for any non-essential costs. For example, if a training session ends on a Wednesday and the Employee does not return to work until the following Monday, the Employee will not be compensated for time (other than

necessary travel time) or the extra costs incurred on Thursday and Friday.

The Museum will pay for authorized expenses related to mandatory training as determined by the travel policy. Employees must need specific training to fulfil their job requirements.

Travel Allowances:

Museum employees and members of the Board of Directors while traveling on Museum business and away from Valdez are given \$52.50 per diem for the first and last days of travel and \$70 per diem for any additional days.

Hourly employees will be paid for a maximum of 8 hours of work for each day traveling and overtime pay will not be applicable.

Travel Credits:

Where possible, travel credits gained by tickets purchased with Museum funds shall be used for museum travel. If travel is cancelled, tickets must be refunded to the museum credit card.

Mileage Allowance:

Museum employees will be paid the IRS limit when authorized by the Executive Director to use their own private vehicle for Museum business. On the travel form there are standard mileage distances for input. These distances will be used for travel dates and will be the basis for paying employee mileage claims. Employees using their own private vehicles will not be reimbursed for fuel.

Expense Reports:

The travel and expense form must be used to report all travel expenses. The expense form should be filed within 5 working days after completion of a trip. Expense reports that are filed more than one (1) month after a trip may not be reimbursed. Any travel advances and/or VMHA paid expenses shall be noted in this report and must have receipts attached.

Non-mandatory training serves as professional development and may not significantly improve the Employee's ability to perform job requirements. Attendance, outside of regular working hours, at specialized, follow-up or other non-mandatory training will not be compensable regarding wages. But the Museum may pay for expenses such as registration, travel or per diem. If an Employee resigns from their position within one year of receiving the training, the Museum may require the Employee to reimburse the Museum for the training expenses incurred.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate Supervisor and the Executive Director. Vehicles owned, leased, or rented by the Museum may not be used for personal use without prior approval from the Executive Director.

Abuse of the Business Travel and Expense policy, including falsifying expense reports to reflect costs not incurred by the Employee, can be grounds for disciplinary action, the Employee's chain of command (i.e.: Supervisor, Executive Director). Complaints may also be filed directly with the Executive Director where there is fear of reprisal or where the complaints chain of command is the subject of the complaint. up to and including termination of employment.

9.3 Loss of Driver's License

Employees whose job descriptions require maintenance of an Alaska Driver's License, and a clean driving record are responsible for providing notification to the Executive Director at any time that they are issued a citation which may lead to the loss or suspension of their driver's license, including the dates of any court hearings and restrictions or permissions on their citation or license. Employees subject to these provisions must immediately notify the Executive Director upon revocation of a driver's license.

Operation of any Museum vehicle in the absence of the required license is strictly prohibited. Violation of this policy is grounds for immediate termination. Loss or suspension of driver's license for Employees covered by this policy may result in the individual being required to take Leave Without Pay or PTO for the period of license suspension, up to 90 days.

Loss of license may result in action ranging from temporary reassignment of duties to dismissal from Museum service, depending upon the specific circumstances in each case.

9.4 Use of Museum Equipment and Vehicles

Museum vehicles, equipment and facilities are to be used for official Museum business only. No personal use of Museum vehicles or equipment is allowed. Every Employee who operates equipment must have a current Alaska Driver's License. No Museum vehicles are to be used as "take home vehicles" (taking Museum vehicles home and using as a personal vehicle for non-Museum business) unless this is designated by the Executive Director.

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using the Museum's property, Employees are expected to exercise care, and follow all operating instructions, safety standards, and guidelines. Notify the Supervisor immediately if any equipment, machines, tools, or vehicles appear to be damaged, defective, or has need of repair.

Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to Employees or others. Supervisors can answer any questions about the Employee's responsibility for maintenance and care of equipment or vehicles used on the job.

In the event of an accident/incident resulting in any damage to a museum-owned vehicle, equipment, or any Museum property, the driver/operator or a department representative must notify the Executive Director immediately and must submit an Incident Report within 24 hours of the occurrence of the incident or as soon as practicable thereafter. The Employee shall be directed to take a post-accident-controlled substance test as provided in section 4.6 of these Regulations.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic violations or accidents, can result in disciplinary action, up to and including termination of employment. Unsafe use includes the improper use of a cellphone or other electronic devices while operating Museum vehicles or equipment in violation of AS 28.35.161 or other state or federal law.

9.5 Data and Cyber Security and Acceptable Use and Social Networking:

All computers and software programs that are supplied to employees to conduct museum business are the property of the VMHA. Access to the Internet is being provided to the VMHA employees for the benefit of the organization and our customers. Every employee has the responsibility to maintain and enhance the Museum's public image, and to use the Internet and their computers in a productive manner.

The Museum's Internet policy shall govern employee use of the Internet. Note: the term "employee" denotes all employees, board members, volunteers, patrons and any other person(s) who uses Museum computers to conduct Museum business)

SECTION 10 FORMAL COMPLAINT AND GRIEVANCE PROCEDURE

10.1 Citizen Complaints Regarding Museum Employees

Citizen complaints, which are submitted in writing and signed by the complainant, about Museum Employees should be directed to the Executive Director. The Employee should be given an opportunity to respond to the charge. If warranted, an investigation may be conducted pursuant to this section.

10.2 Formal Complaint Procedures

Employee Complaint Procedure:

Many Employee concerns may be resolved informally without filing a complaint when an Employee and Supervisor take time to review the concern and discuss options to address the issue. Employees are encouraged to attempt to resolve minor employment related issues informally if appropriate.

All Employees have the right to formally file a complaint regarding any statement, act, or behavior by an Employee, Department Manager, BOD member or visitor that they believe to be improper.

This Complaint Procedure shall be used for all qualifying employment related matters except those actions that result in termination, demotion, or suspension without pay. Formal complaints should follow the Employee's chain of command (i.e.: Supervisor, Executive Director). Complaints may also be filed directly with the Executive Director where there is fear of reprisal or where the complaints chain of command is the subject of the complaint.

Reporting: Employees should report complaints in writing and may utilize the Employee Complaint Form but will not be compelled to do so.

Identification/Screening: The supervisor will report all formal written or verbal complaints to the Executive Director. If the complaint is against the Executive Director, reports will be submitted to the President of the Board of Directors. Upon receipt, the Executive Director and/or President will determine if the complaint was made pursuant to the Anti-Harassment Policy, the Anti-Sexual Harassment Policy, the Whistle Blower Policy, a grievance procedure or is another form of complaint. The Executive Director and/or President of the BOD may choose to act as the investigator or to appoint an investigator.

A file will be established including the written complaint, the investigation procedure followed and the response action plan. As soon as possible but no later than ten working days after

receiving the complaint, the investigator, which may be the Executive Director, or appointed investigator, will interview the Employee. If the Employee is reluctant to sign a written complaint, the investigator will prepare written notes of the date, time and place of the complaint and the specific allegations.

Investigation: The investigator will seek the advice of the Executive Director and/or President of BOD which may include seeking legal advice when planning the investigation. The investigation may be conducted internally, by a qualified third party, or by the Valdez Police Department if it involves potential criminal charges. The investigation should establish the frequency and nature of the alleged conduct and whether the complaint coincides with other employment events such as a poor performance evaluation. The investigation should also determine if other Employees were subjected to similar misconduct. It is important to protect the rights of both the person making the complaint, any witnesses, and the alleged wrongdoer.

Response Plan – No Corrective Action Required: The Executive Director will discuss the conclusions of the investigation with the President of the BOD and, where appropriate, an Attorney and render a decision within fifteen working days after the investigation is complete. If the validity of a complaint cannot be determined or the complaint is groundless, the complaining Employee should be notified in writing. If the investigation reveals that the complainant intentionally and maliciously levied false charges against the alleged wrongdoer, the complainant will be notified of the seriousness of filing a false complaint and appropriate disciplinary action will be taken.

Response Plan – Corrective Action Required: If the investigation reveals that the complaint is justified and substantiated, the Executive Director and/or President of the BOD will formulate, a corrective action plan as well as possible disciplinary action. The complaining Employee will be notified that it appears that the complaint was justified and an appropriate response plan has been formulated. The response plan should provide for appropriate remedial action to prevent a recurrence of wrongful acts or behavior. If the substantiated complaint is regarding the Executive Director, the President of the BOD will report the outcome of the investigation to the Board of Directors to determine the appropriate corrective action to be taken.

Any officer or Employee who, during or after the investigation process, is found to have engaged in inappropriate behavior or retaliation against any participant in the investigation will be subject to corrective action, up to and including termination.

10.3 Whistleblower Protection - Retaliation Prohibited

The Museum encourages Employees to raise serious concerns internally so the Museum can address and correct inappropriate conduct and actions. It is contrary to the values of the Museum to retaliate against any Employee or volunteer who, in good faith, reports an ethics violation or a violation of these Regulations.

Retaliation against individuals who raise issues of equal employment opportunity, discrimination, harassment or other violations of these Regulations and other Museum policies, or Federal, State, and Museum laws is prohibited. No retaliation, reprisal, or other adverse action will be taken against anyone who files a good faith report or participates in any subsequent investigation.

Retaliation means adverse conduct taken against an individual because the Employee reported an actual or perceived violation of these Regulations, opposed practices prohibited by these Regulations, or participated in the reporting of and investigation process described above. Adverse conduct includes but is not limited to:

- Shunning and/or avoiding an individual who reports harassment, discrimination, or retaliation
- Express or implied threats or intimidation intended to prevent an individual from reporting harassment, discrimination, or retaliation
- Denying employment benefits because an individual reported harassment, discrimination, or retaliation or participated in the reporting and investigation process.

If an Employee feels they have been subjected to or observed any such retaliation, the Employee should contact the President of the BOD.

10.4 Grievance Procedure

This grievance procedure applies to dismissal, demotion, or suspension without pay of a regular status Employee, and to any action which deny an Employee the right to receive money, or any other property protected under the State or Federal law.

Employees and Volunteers are not entitled to use this grievance procedure. Nothing in this grievance procedure shall preclude the resolution of a grievance by mutual agreement of the parties. The Employee and the Museum are encouraged to consider mediation as a potential means of facilitating resolution of the grievance.

Only Employees filing a grievance pertaining to a disciplinary matter that involves dismissal, demotion, or suspension without pay, may initiate the grievance process set forth below:

1. Within five working days of receipt of written notification of a disciplinary action involving dismissal, demotion, or suspension without pay, the Employee must file a written grievance with the Executive Director setting forth the reasons for the grievance and stating the relief sought. The Employee may choose to use the Formal Grievance Form but is not required to do so. If the Employee fails to file a written grievance within that period, the grievance will be considered waived and will not be considered further.
2. The Executive Director will respond to a timely filed grievance within 15 working days of personal receipt of the grievance. The Executive Director's response must be in writing and include the Executive Director's findings and conclusions. The Executive Director has authority to uphold the prior action, enforce a different form of discipline or enforce no discipline at all. If the Executive Director is the subject of the grievance, the President of the BOD, shall respond to the grievance within fifteen working days.
3. If the Employee fails to meet the time limits set out in this grievance procedure, the grievance shall be considered waived and will not be considered further.

4. If the Museum fails to meet the time limits set out in this grievance procedure, the Employee must be notified with the reason for the delay and an agreed upon time limit will be set.
5. The parties may agree to extend the time limits at any step of this procedure. Any agreement to extend the time limits must be signed by both parties in writing.
6. If employee is not satisfied with the outcome of grievance, they can appeal said outcome to the President of the Board of Directors for further review within five working days. The President has fifteen working days to respond. The decision of the Executive Director or the GRO, when applicable, will be final.

10.5 Arbitration

The Employee, within five working days of receiving the Executive Director's decision, or alternatively, the GRO's decision, may file with the Executive Director a request to submit the grievance to binding arbitration. Binding arbitration shall only occur upon mutual consent of the parties and on terms mutually agreed upon in writing.

10.6 Recordkeeping

Complaint and grievance investigation documentation are confidential documents and are not part of the Employee's personnel file (except for the final disciplinary document) and therefore are not subject to review by the Employee except in accordance with statute or subpoena. The Executive Director will confidentially and securely maintain records of the complaint or grievance in accordance with the State of Alaska retention schedule.

APPENDIX B - Definitions

Bona Fide Meal Periods do not include coffee breaks or time for snacks. The Employee must be completely relieved from duty for the purpose of eating regular meals.

“Museum” or “VMHA” means the Valdez Museum and Historical Archive.

“Executive Director” means a Museum Employee appointed by the Board of Directors to oversee and assume responsibility for all activities, functions, and duties of the Museum as established under the Valdez Museum and Historical Archive By-Laws.

“Employees” or “Museum Employees” are those employed by the Museum, other than the Executive Director, hired based on merit and fitness. Employees, other than those classified as Limited Part-Time and Temporary/Limited Seasonal, cannot be arbitrarily discharged from employment. Employees, other than Administrative Officers and those positions classified as exempt, shall be paid an hourly wage and shall be eligible for overtime compensation.

“FLSA” means Fair Labor Standards Act of 1938 as amended.

“Gratuity” or “Substantial Gift” means a gift sufficient to influence a person’s opinion, judgment action, decision or exercise of discretion as a Museum Employee. For the purpose of these Regulations, “Gratuity” of “Substantial Gift” does not include:

- A meal
- Discounts or Prizes that are generally available to the public or large sections thereof
- Gifts presented in recognition of meritorious service or other Employee recognition award
- An occasional nonpecuniary gift of insignificant value
- Any gift which would have been offered or given even if not an Employee of the Museum

“Immediate Family” consists of the Employee's spouse, parent, child, grandparent, grandchild, brother, sister, parent-in-law, grandparent-in-law, brother-in-law, and sister-in-law. The immediate family will be considered to include step relations and legal-guardianship relationships. Upon request, the Employee will furnish the Museum with documentation of the passing.

“Longevity” is the length of time an Employee has been with the Museum in a Regular position. Longevity may include previous service if there is a span of twelve months or less between service dates relating to the number of years an Employee has been with the museum.

“Poor Performance” is an inability or unwillingness of an Employee to perform clearly defined minimum job requirements after appropriate training.

“Positive Test” result from drug testing, means a drug test result verified to have evidence of prohibited drug use. In alcohol testing, means a confirmation test result equal to or greater than established State or Federal guidelines. Positive test result is a refusal to test or a test out of compliance, such as low temperature or deluded sample.

“Regular Full-Time Employees” are those Employees who are not in a temporary or introductory status and who are regularly scheduled to work the Museum's Full-Time schedule

of 40 hours per week, a minimum of 40 hours per week for executive or salary Employees, or other schedules as approved by the Executive Director. Are entitled to full benefits as provided by the Valdez Museum and Historical Archive.

“Regular Part-Time Employees” are those Employees who are not assigned to a temporary or introductory status and are regularly scheduled to work more than 15 hours per week but less than 40 hours a week. While they do receive all legally mandated benefits, they are eligible for benefits sponsored by the Valdez Museum and Historical Archive, subject to the terms, conditions, and limitations of each benefit program.

“Regular Seasonal Employees” are those Employees occupying positions on a seasonal basis that regularly require working less than a cumulative of 1,500 hours per year and are entitled to partial benefits as provided herein.

“Related Person” shall mean a spouse; parents; step-parents; brothers, sisters and their spouses; step-brothers, step-sisters and their spouses; children and their spouses; fathers-in-law; mothers-in-law; sisters-in-law; brothers-in-law; grandparents and their spouses; grandchildren and their spouses or children; stepchildren and their spouses; grand-stepchildren and their children; aunts; uncles; nieces; nephews; and unrelated Employees residing together or otherwise engaged in a close personal relationship (such as domestic partner, co-habitant or significant other

“Substantial Gift” see Gratuity.

“Supervisor” means an Employee with authority to manage and/or direct other Employees within the same Department where the exercise of such authority is not of a merely routine or clerical nature but requires the use of independent judgment.

“Terminal or Terminus Leave” There are two types of Terminus leave:

- 1) Leave approved to be taken in lieu of resignation period (This type of leave is not permitted.)
- 2) Leave where Employee is unable to return from an approved leave due to circumstances beyond their control, such as Medical or Military leave. In this case, termination date is the date of notification rather than actual last day worked.

“Termination Date” Actual last day worked (see exception under Terminus Leave).

“Temporary Employees” are those Employees who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category will not exceed 1,559 hours in the look back period from Nov. 1 to Oct. 31. Employment beyond any initially stated period does not imply a change in employment status.

While temporary Employees receive all legally mandated benefits, they are ineligible for the entirety of the Valdez Museum and Historical Archive’s other benefit programs and may be terminated without advanced notice and without cause.

“VMHA” or “Museum” means the Valdez Museum and Historical Archive.

“Volunteer” An individual who donates hours of service without compensation

“Year” For benefit purposes a year is defined as a minimum of 1950 hours or 2080 hours for FLSA-Exempt Employees.

“Working Days” is defined as normal Valdez Museum and Historical Archive’s business days.

ITEM TITLE:

Valdez Museum 2027 Budget

SUBMITTED BY: Jim Shirrell

FISCAL NOTES:

Expenditure Required: N/A

Unencumbered Balance: N/A

Funding Source: N/A

RECOMMENDATION:

Vote to approve 2027 Budget

SUMMARY STATEMENT:

Review and vote to approve the VMHA 2027 Budget and grant from the City of Valdez.
2027 Budget attached includes 2027 grant ask from the city.

2027 Proposed Budget - - Wages & Benefits													
Last Name	First Name	Hours (for hourly)	2025 Hourly	2026 Salary	COLA 2.90%	Raise 2.00%	2027 Salary	2027 Hourly	Payroll Taxes	Alaska UI 1.50%	403b Match 6.75%	Health Insurance 3,646.62	(per month)
Vasher-Dean	April		\$45.02	\$93,636.00	\$2,715.44	\$1,872.72	\$98,224.16	\$47.22	\$7,514.15	\$1,473.36	\$6,630.13	\$43,759.44	
Searles	Andrea		\$27.05	\$56,264.83	\$1,631.68	\$1,125.30	\$59,021.81	\$28.38	\$4,515.17	\$885.33	\$3,983.97	\$43,759.44	
Brainerd	Emma		\$23.25	\$48,360.00	\$1,402.44	\$967.20	\$50,729.64	\$24.39	\$3,880.82	\$760.94	\$3,424.25	\$43,759.44	
Oberg	Caren		\$28.56	\$59,404.80	\$1,722.74	\$1,188.10	\$62,400.00	\$30.00	\$4,773.60	\$936.00	\$4,212.00	\$43,759.44	
Dennis	Amber		\$28.56	\$59,404.80	\$1,722.74	\$1,188.10	\$62,400.00	\$30.00	\$4,773.60	\$936.00	\$4,212.00	\$43,759.44	
Attendant #1		1,000.00	\$19.00	\$19,000.00	\$0.00	\$0.00	\$19,000.00	\$19.00	\$1,453.50	\$285.00	\$0.00		
Attendant #2		500.00	\$19.00	\$9,500.00	\$0.00	\$0.00	\$9,500.00	\$19.00	\$726.75	\$142.50	\$0.00		
Attendant #3		500.00	\$19.00	\$9,500.00	\$0.00	\$0.00	\$9,500.00	\$19.00	\$726.75	\$142.50	\$0.00		
Attendant #4		500.00	\$19.00	\$9,500.00	\$0.00	\$0.00	\$9,500.00	\$19.00	\$726.75	\$142.50	\$0.00		
Tour Hours		200.00	\$20.00	\$4,000.00	\$0.00	\$0.00	\$4,000.00	\$20.00	\$306.00	\$60.00	\$0.00		
Total Hours		2,700.00											
							\$384,275.61		\$29,397.08	\$5,764.13	\$22,462.35	\$222,443.82	
							WAGES		TAXES	UI	RETIREMENT	INSURANCE	
										TOTAL PAYROLL			
										\$664,343.00			

Last Name	First Name	Hours (for hourly)	2025 Hourly	2026 Salary	COLA 2.90%	Raise 2.00%	2027 Salary	Hourly	Payroll Taxes	Alaska UI 1.50%	403b Match 6.75%	Health Insurance 3,646.62	(per month)
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Attendant #3		500.00	\$19.00	\$9,500.00	\$0.00	\$0.00	\$9,500.00	\$19.00	\$726.75	\$142.50	\$0.00		
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Total Hours		2,700.00											
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							WAGES		TAXES	UI	RETIREMENT	INSURANCE	
										TOTAL PAYROLL			
										\$664,343.00			

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Comment: [Threaded comment]

Your version of Excel allows you to read this threaded comment; however, any edits to it will get removed if the file is opened in a newer version of Excel. Learn more:
<https://go.microsoft.com/fwlink/?linkid=870924>

Comment:

@avasher-dean@valdezmuseum.org Martha said the city is doing 2.9% for COLA

2027 Proposed Budget - -Revenue

	2027 Estimate	Notes				
Grants						
City of Valdez	535,000.00	same				
Braemar Charitable Trust	15,000.00	same				
CVEA	1,000.00	garden work				
Maritime Heritage Grant	10,000.00	applying				
State of Alaska - GIA	7,500.00	same				
Donations / Fundraising	36,000.00	Donations, Annual Appeal, Corporation Sponsorships, Raffle, Etc. (Projected from previous 5 years)				
Museum Fees						
Presenter and Guides	44,000.00	Up 8.5% from 2026 based on actuals				
Admission Fees - Tour/Bulk	101,000.00	Up only slightly from 2026 based on actuals				
Archival Fees	1,100.00	Five year average				
Admissions	96,000.00	Up 17% from 2026 based on actuals				
Space Rental	1,000.00	Five year average				
Program and Supply Fees	1,000.00	Five year average				
Sales	60,000.00	20% increase based on 2026 actuals				
Interest Income	3,000.00	same				
Total Est. Revenue 2027	\$911,600.00					

2027 Proposed Budget - - Bottom Line

Total Est. Revenue 2027	\$911,600.00
Expenses (see other sheet)	\$904,798.89

Est. Net Operating Income/Loss	\$6,801.11
--------------------------------	-------------------

Capital Budget (to be amortized)	Period in	Yearly	Depreciation
Laptops for 5	5		\$2,000
Website	5		\$4,000
Event Equipment	5		\$400
	Total		\$6,400

Net Income After Depreciation	\$	401.11	(2027)
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Historical Yearly Net Income

Per Audits

2026 Forecast	\$	63,154.00
2025	\$	35,396.00
2024	\$	86,394.00
2023	\$	102,462.00
2022	\$	3,119.00
Est. Total over five years	\$	290,525.00

September 2026 Finance Committee Report

The August 2026 Financial Reports are attached.

With most of the summer tourism season behind us, we've got some very good returns:

- Assets (cash) are up, and liabilities are down for the year.
- Turning to the Budgets v Actuals sheet:
 - Service Income (tours, admissions) already exceeds the yearly budgeted amount for 2026 by \$19,000. Everything earned in September and the rest of the year in that category will be over and above budget.
 - Store Sales are just \$2,441 under the full year 2026 budget. Again, everything sold for the rest of the year and in holiday season will be in excess of budget.
 - Expenditures are at 73% of the full-year budget, as we turn to a much slower time of year. I forecast we should end the year at or very near expenditure budget, but with our income much in excess of budget.
- Overall Net Income for the year through August is +\$85k. At this time last year it was +\$77k.
- At this point, my forecast for the year is to end with positive net income of around \$60k.

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION,
Statement of Financial Position
As of Aug 31, 2026

	Total	
	As of Aug 31, 2026	As of Aug 31, 2025 (PY)
Assets		
Current Assets		
Bank Accounts		
1003 WF Merchant Services Account	159,770	162,111
1022 10950 Cash in Drawer	1,210	701
1024 1st National Savings	42,741	42,797
1025 1st National Operating	319,346	278,361
1026 1st National Gaming	5,206	3,070
1027 CD 61215021 -Phyllis Irish	76,378	73,802
Total for Bank Accounts	\$604,650	\$560,841
Accounts Receivable		
102 Accounts Receivable (AR)	28,732	8,519
1501 Accounts Receivable	\$0	(101)
Total for Accounts Receivable	\$28,732	\$8,418
Other Current Assets		
1017 Undeposited Funds	10,847	14,417
2002 1120 Inventory Asset	11,882	19,637
2501 Prepaid Insurance	551	\$0
8132 Cash Reserves	\$0	600
Cash on Hand		
1016 Petty Cash	\$0	9
Total for Cash on Hand	\$0	\$9
Credit Card Receivables	\$0	(1,848)
Total for Other Current Assets	\$23,279	\$32,815
Total for Current Assets	\$656,661	\$602,074
Fixed Assets		
4000 Construction in Progress	74,227	74,227
4001 Fixed Assets	52,134	52,134
4001.1 Office Equipment	127,840	127,840
4002 Lifeboat Shelter Asset	22,685	22,685
4003 Accumulated Depreciation-Assets	(127,840)	(127,840)
4004 Accumulated Depreciation Shelter	(20,946)	(18,223)
4005 Accumulated Deprec - Vehic/Othe	(44,234)	(32,384)
Total for 4001 Fixed Assets	\$9,639	\$24,211
Total for Fixed Assets	\$83,866	\$98,438
Other Assets		
1502 Museum Endowment Fund	1,550,506	1,493,171

Merchandise Inventory	\$0	1,283	
Total for Other Assets	\$1,550,506	\$1,494,454	
Total for Assets	\$2,291,033	\$2,194,966	\$96,068
Liabilities and Equity			
Liabilities			
Current Liabilities			
Accounts Payable			
5501 2000 Accounts Payable	12,765	31	
Raffle Proceeds Payable	(587)	1,055	
Total for 5501 2000 Accounts Payable	\$12,178	\$1,086	
Total for Accounts Payable	\$12,178	\$1,086	
Credit Cards			
5505 Bank of America Business Card	\$0	7,761	
5506 Ramp Card	4,831		
Total for Credit Cards	\$4,831	\$7,761	
Other Current Liabilities			
25100 Employee Tips Payable	\$0	14	
403(b) Payable	485	(1,535)	
5504 24700 Customer Deposits	\$0	34	
6002 Leave Payable	15,271	20,400	
6003 2100 Payroll Liabilities	\$0	(4,674)	
6004 ESC Tax Payable	\$0	1,459	
6005 Accrued Payroll	\$0	12,403	
6006 Federal Withholding Payable	\$0	(1,196)	
6007 Health Insurance Payable	\$0	(56,137)	
6008 FICA Payable	\$0	(185)	
Total for 6003 2100 Payroll Liabilities	\$0	\$(48,331)	
6601 Deferred Revenue	24,114	24,114	
Direct Deposit Payable	\$0	(3,281)	
Payroll Liabilities	\$0	894	
403(b) Employee	\$0	3,367	
AK Unemployment Tax	\$0	684	
Federal Taxes (941/944)	\$0	(838)	
Health Insurance	\$0	55,182	
Health Insurance-Employee	\$0	477	
Total for Payroll Liabilities	\$0	\$59,767	
Total for Other Current Liabilities	\$39,870	\$51,182	
Total for Current Liabilities	\$56,878	\$60,029	
Total for Liabilities	\$56,878	\$60,029	\$(3,151)
Equity			
3000 Opening Bal Equity	11,430	11,430	
7503 Museum Endowment Fund Equity	1,550,506	1,493,171	

8079 Contributed Capital	91,636	91,636	
7502 3900 Retained Earnings	495,569	461,240	
Net Revenue	85,014	77,460	
Total for Equity	\$2,234,155	\$2,134,937	\$99,218
Total for Liabilities and Equity	\$2,291,033	\$2,194,966	

Accrual Basis Thursday, September 10, 2026 02:07 PM GMT-05:00

VALDEZ MUSEUM & HISTORICAL ARCHIVE ASSOCIATION, INC.
COLLECTIONS MANAGEMENT POLICY

1. Purpose/Background

1.1 The Valdez Museum & Historical Archive (VMHA) is a private non-profit corporation contracted by the City of Valdez (COV) to oversee COV's artifacts and archival materials.

1.2 The VMHA Collections Management Policy outlines policies for ensuring the professional and ethical management of the COV's artifacts and archival materials (Collection). Such management includes preservation, conservation, acquisition/accession, loans, deaccession/disposal, and accessibility.

1.3 This Collections Management Policy is directly descended from, refines, and updates VMHA Collections Policies in place since 1985. While the core of the document has not changed, redlining where rephrasing and additions occur would make the current document unintelligible.

2. VMHA Collection

2.1 The VMHA Collection currently comprises objects, a library, an archive (encompassing paper, photographs, slides, newspapers, and ephemera), and a nascent digital archive. The Collection is subdivided into "collections" which are defined by subject or donor surname depending on the era in which the items came to the VMHA.

2.2 Responsibility and oversight for the VMHA Collection includes:

- Curator of Collections and Interpretation (Curator of Collections)
- Executive Director
- Collections Committee as defined in the VMHA By-Laws
- The Museum Corporation as defined in the VMHA By-Laws

3. Preservation and Conservation of Collection

3.1 Inventory

- The VMHA uses cloud-based museum collection-specific databases to record and catalog the Collection. As of 2025, Temporary Custody Forms and Deeds of Gift are held electronically and attached to the item record in the database. Paper copies of Deeds of Gift will be filed. A printout of accessions or deaccessions made in the calendar year is added to physical notebooks held by the Curator of Collections. Database backups are held in the cloud (on servers outside Valdez, AK) and backed up to an external drive held by the Curator of Collections off-site but in Valdez, AK.

3.2 Storage

- Collection items are stored in archival-grade boxes several inches above the ground, whenever possible.
- Items are stored in the Compact Storage Area, a climate-controlled space with an annual temperature/humidity fluctuation between 65- 71°F and 26-50% humidity, whenever possible. Items may be stored in the Annex Mezzanine and Annex Office. However, these areas are not climate controlled.

3.3 Moving Collection items

- Collection items cannot be moved without the permission of the Curator of Collections.
- Collection items may only be moved by the Curator of Collections or as directed by the Curator of Collections to other VMHA staff, VMHA Board Members, or VMHA volunteers trained in handling Collection items.
- Collection items should be transported in closed coverings such as, but not limited to, boxes or plastic wrapping whenever possible. Although items may be moved in personal vehicles, items cannot be kept in any vehicle or an individual's home overnight.

3.4 Preservation or Restoration

- Collection items are preserved in the state in which they are accessed. The Curator of Collections and the Collections Committee can collaborate on plans to preserve, conserve, or restore Collection items.

4. Accession of items

4.1 Background

- Acquiring is the act of accepting an item for accession (inclusion) into the Collection. For VMHA, acquiring and accessioning happen simultaneously. Importantly, acquiring/accessioning implies permanence and should be undertaken with a purposeful strategy.
- Acquisitions can be made via donations or purchases. Acquisitions will comply with State of Alaska and Federal laws governing antiquities, including the Native American Graves Protection and Repatriation Act (NAGPRA) and the Alaska Historic Preservation Act (AS 41.35) or Federal land under the Archaeological Resource Protection Act (16 U.S.C. 470aa – 470 mm). Under these acts, VMHA cannot legally accept or purchase items found on state-owned or controlled lands, including tidelands and submerged lands. The Curator of Collections will investigate previous accessions made by the VMHA that may fall under NAGPRA/Alaska Historic Preservation Act/Archaeological Resource Protection Act and bring them into compliance.
- Acceptance of donations by past donors does not guarantee future acceptance of potential donations by the same donors. All donors must agree to current acquisition policies and

procedures for their potential donations to be considered. If such documentation is available, the donor should provide proof of ownership.

- No VMHA staff member, VMHA board member, VMHA volunteer, or Museum Corporation Member may solicit or accept rejected donations for their personal use.
- Rejected donations are returned to the donor on record or, if the donor on record is no longer alive (this would be a very rare occurrence but has happened), VMHA will attempt to reach the next of kin or another appropriate person. If next of kin or other appropriate person cannot be reached, then the donation becomes Abandoned Property.
- Donations to the VMHA Collection should be unrestricted gifts to the COV. If restrictions are unavoidable, their scope should be minimal.
- The donor is legally and ultimately responsible for furnishing appraisals of value to government tax agencies. VMHA cannot provide appraisals.
- Accessioning into the Collection does not guarantee that the item will be displayed to the public for/at any specific time.
- Only items consistent with the Museum's Mission Statement, long-term storage strategies, and collection, conservation, and preservation plans will be accepted. Donors with items outside the area designated by the Mission Statement or plans will be encouraged to donate to another, more relevant organization. VMHA cannot accept items on behalf of a donor to move them to another organization.
- VMHA staff members other than the Curator of Collections, VMHA board members, VMHA volunteers, or Museum Corporation Members should not accept potential donations on behalf of a donor. See *Unsolicited Donation or Sale where donor information is known* as outlined in this document.

4.2 Acquisition Process

4.2.1. Solicited Donation or Purchase

- The Curator of Collections has initiated/pursued/advised on a potential donation based on the Museum's Mission Statement, long-term storage strategies, and Collection, conservation, and preservation plans. The solicitation of a possible acquisition is evidence that it is the Curator of Collections' judgment that the potential donation fulfills their charge to be stewards of the Collection, and it is a de facto recommendation to the Collections Committee to accept the possible donation.

4.2.2 Unsolicited Donation or Sale – Donor Information is Known

- In this situation, a potential donation or sale is brought to the attention of VMHA staff member, VMHA board member, VMHA volunteer, or Museum Corporation Member with no initial direct input, advice, or participation by the Curator of Collections.
- The donor must directly contact the Curator of Collections, who researches the potential donation or sale.

- The items may be brought before the Collections Committee for additional discussion. The items may be transferred to Solicited Donation or Purchase and follow the abovementioned policy.
- The Curator of Collections may refuse outright unsolicited donations or sales based on the Museum's Mission Statement, long-term storage strategies, and collection, conservation, and preservation plans.

4.2.3 Donor information is unknown

- See Section 6. Undocumented Property and Abandoned Loans.

5 Loans

5.1 Incoming Loans to the Collection

- The Curator of Collections tracks and updates or concludes current incoming loans.
- VMHA may accept short-term loans for the purposes of specific exhibitions or programs, preferably not exceeding 12 months from installation. The Curator of Collections may refuse an incoming loan request at any time for any reason.
- Loans already on record, as much as possible, will be returned to owners; VMHA gains titles from owners if known, or gains title following the rules of Section 6. Undocumented Property and Abandoned Loans as outlined in this document.

5.2 Outgoing Loans from the Collection

- The Curator of Collections tracks and updates or concludes current outgoing loans.
- The Curator of Collections may approve short-term outgoing loans (preferably not exceeding 12 months from installation) for public exhibition purposes, unless restricted by donor(s). The Curator of Collections may refuse an outgoing loan request at any time for any reason unless specifically noted.

6 Undocumented Property and Abandoned Loans

- The VMHA follows the State of Alaska Undocumented Property and Abandoned Loans statutes ([AS 14.57.210](#)) if the VMHA chooses to acquire title to undocumented property or abandoned loans. If the VMHA chooses *not to* acquire title to undocumented property or abandoned loans, the VMHA reserves the right to dispose of the undocumented property or abandoned loan as it sees fit.
- VMHA may immediately dispose of undocumented property or abandoned loans through absolute destruction if it presents a possible physical risk to the preservation and conservation of the Collection.

7 Deaccessioning items from the Collection

7.1 Background

- Items in the Collection will be retained as long as they remain relevant and useful to VMHA's purposes and activities and can be properly exhibited, stored, preserved, and utilized by VMHA audiences.
- Deaccessioning is the process of permanently removing items from the Collection.
- Deaccessioning is a beneficial process to ensure the conservation and preservation health of the Collection.
- VMHA staff members, VMHA Board members, VMHA Volunteers, or Museum Corporation Members may recommend items to the Curator of Collections for deaccessioning. Although a list of items may be suggested for deaccessioning, each item is considered independently for deaccessioning.

7.2 Deaccessioning Process

7.2.1 Deaccessioning procedures are as follows:

1. Curator of Collections researches item(s) and provides reason for deaccessioning.
2. Proposed item(s) presented to the Executive Director
3. Proposed items presented to the Collections Committee.
4. Proposed items presented to the VMHA Board of Directors.
5. Proposed items presented to the Museum Corporation Membership for a vote to bring the proposed items to the public.
6. Proposed items listed on the VMHA website, and a social media/email campaign to alert the public to the proposed items
7. 30-day appeal period by the Public
8. Appeals heard by the Museum Corporation Membership
9. Museum Corporation Membership votes to accept/deny the deaccession of items

7.2.2 Deaccessioned items may be disposed of as follows:

1. Return to the donor/descendant of the donor
2. Exchange with/transfer/sell to another repository - Funds received from sale to another repository must be used solely for preservation/care of the current Collection or acquisition.
3. Public sale or auction—Funds received from sale or auction must be used solely for preservation/care of the current Collection or acquisition purchase.
4. Absolute destruction

8. Access to Collection

- Public access to the Collection will be restricted only by security and conservation requirements. In the use of these materials by the public, the materials should remain in the Museum or its secure storage areas except as authorized by the Curator of Collections.
- Objects and materials in the Collection may be photographed or scanned for public purposes so long as this reproduction is consistent with the purposes and objectives of VMHA, donor restrictions, and/or copyright laws. Collection items cannot be reproduced for commercial purposes without VMHA's explicit permission.

9. Contested Ownership

9.1 Background

- Signed *Deeds of Gift* are what provide the basis for the title of an item to pass from the donor to the Museum. Should the ownership of an item in the Collection be contested and the item does not fall under NAGPRA, the Alaska Historic Preservation Act (AS 41.35) or the Archaeological Resource Protection Act (16 U.S.C. 470aa – 470 mm), the Curator of Collections will communicate the contested ownership to the Executive Director and move to 9.2 or 9.3 below.

9.2 Contested Ownership Process – Original Donor

- If the person contesting ownership is the original donor, the donor would need to provide proof that they did not already include the donation on their taxes and;
- Prove that they did not actually mean to or intend to donate the item when they did and;
- VMHA fails to have a signed Deed of Gift or Receipt (if item was purchased)
- Should the above be proven, the Curator of Collections and the Executive Director will bring the issue to the Collections Committee for a decision to keep or release the item.
- Should the item be released from the Collection, the item will be considered Returned, not Deaccessioned, and would not need to follow the Deaccessioning process outlined in this document.

9.3 Contested Ownership Process – Not Original Donor

- The person contesting the ownership would need to provide proof that the donor did not actually intend to donate the object when they did (or for purchased items, the seller did not have the authority to sell the item) and;
- That the person contesting the ownership is/was also intended by the original donor/seller to be the rightful owner of the item, and;
- VMHA fails to have a signed Deed of Gift or Receipt (if item was purchased)

- Should the above be proven, the Curator of Collections and the Executive Director will bring the issue to the Collections Committee for a decision to keep or release the item.
- Should the item be released from the Collection, the item will be considered Returned, not Deaccessioned, and would not need to follow the Deaccessioning process outlined in this document.

10. Review and Revision of Policy

This policy continues the Collection Management Policies approved by the Museum Corporation Membership on February 19, 1985, October 12, 1988, July 20, 1998, and August 27, 2014.

Executive Director Report September 2026

GOAL 1: Organizational Leadership & Governance

Facilitated 9 BOD meetings with agendas and minutes thus far

Completed and submitted annual work plan by June 2026 deadline

Ensuring all required policies are reviewed or updates as scheduled

GOAL 2: Financial Stewardship & Sustainability

In-progress: Develop and present balanced annual operating budget to the BOD and COV

\$19,045 in grants, donations, and memberships received thus far out of \$25,000 goal

Maintaining clean and timely financial reporting to the BOD

GOAL 3: Collections, Exhibits, & Preservation

Updated Collections Management Policy in-progress set for November completion

Refreshed “Going for the Gold” and “Ft. Liscum” exhibits. Brought back “Student Art Exhibit” and “Rarefied Light”. Opening “Sled” (snow machine exhibit) in November 2026

Digitization of collections on-going

GOAL 4: Community Engagement & Education

Delivered at least 12 public programs or events: Member Sips, Art Workshops, Tuesday Night Talks, History Club, Artist Lectures, Coffee Hour, Co-Working Wednesdays, Old Town Walking Tours, Yard Games, Costumed Interpretation, Trivia Night, 7th Grade Kayaking to OT, pre-k – 12 School Group Tours, Consignment Corner, High Fives with Brook the Huskey.

Strengthened partnership with schools through targeted outreach and providing school tours and art exhibition, working with tribal members through Native Gallery Committee and consignment shop, working with local non-profits and businesses through targeted member benefits and sponsorships

Increase volunteer engagement through recruitment or training initiatives- we don't currently have the capacity to actively recruit or train volunteers

GOAL 5: Tourism & Visitor Experience

Coordinated with City and Tourism partners as necessary to develop and expand our cruise ship offerings and on-going for 2027 season

Partnered with City as requested on interpretative signage, exhibits, videos, or wayfinding elements

Track and reported seasonal attendance monthly. Entire year attendance included in annual report

GOAL 6: Staff Management & Workplace Culture

On-going- conduct annual performance reviews for all staff

All full-time staff encouraged to participate in professional development opportunities- 4/5 staff at least participated in webinars throughout the year and 3/5 have or are planning on attending professional conferences

Maintaining clear job descriptions and expectations

GOAL 7: Strategic Planning & Reporting

Provide monthly written reports to the Board summarizing activities, finances, and progress toward goals. Have not provided written reports to the COV except for the Annual Report.

Advanced priority actions as identified in Museum's Strategic Plan

Currently, preparing the 2026 Annual Report

2025 visitors ~38,455

2026 visitors ~40,100 These numbers are an approximation. We will have more accurate numbers in the Annual Report.