

Stamford Museum & Nature Center Employee Handbook

JANUARY 2019

Stamford Museum & Nature Center Mission Statement

The Stamford Museum & Nature Center is dedicated to the preservation and interpretation of art and popular culture, the natural and agricultural sciences, and history. The Museum is a vital cultural and educational resource for the community, and a focal point for family activity and interaction.

We seek to inspire creativity, foster self-discovery, promote environmental stewardship, and nurture an appreciation for lifelong learning through exhibitions, educational programs, and special events that enhance the visitor's experience of our unique site.

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EXECUTIVE DIRECTOR'S WELCOME

Welcome to the Stamford Museum & Nature Center.

All of us hope you will find your association with us rewarding and fulfilling. For our part, we look forward to working with you, as together we serve the many friends and families of the Stamford Museum & Nature Center as well as all members and guests.

All of us at the Stamford Museum & Nature Center want a friendly, enjoyable, and productive working environment. Individually, we will do our very best to make it that way, and we expect our co-workers to do the same. What does this mean? Being cooperative, showing initiative, doing quality work, being punctual and regular in attendance, working safely, and otherwise conducting ourselves with generosity, thoughtfulness, and care.

We owe our co-workers mutual respect, as we are committed to attracting and retaining dedicated staff members who bring expertise and potential to the Stamford Museum & Nature Center. We expect all who are employed here to adhere to the highest standards of honesty, fairness, and integrity as outlined in the Standards of Conduct and Ethical Behavior.

As a new member of the staff, please familiarize yourself with the Mission of the institution and also the capsule History that follows in this manual. We ask that all of our staff serve as good ambassadors for this unique institution.

Your fellow staff and the Board of Directors are pleased to welcome you to the staff.

Melissa H. Mulrooney
Executive Director & CEO

OUR MISSION

The Stamford Museum & Nature Center is dedicated to the preservation and interpretation of art, the natural and agricultural sciences, and history. The Stamford Museum & Nature Center is a vital cultural, educational and environmental resource for the community, and a focal point for family activity and interaction.

We seek to inspire creativity, foster self-discovery and nurture an appreciation for lifelong learning through exhibits, educational programs and special events that enhance the visitor's experience of our unique site.

The Stamford Museum & Nature Center is a 501 (c)(3) not-for-profit organization funded by the City of Stamford, corporations, foundations, membership, and through contributions by our Members and other generous donors.

CORE VALUES

What we believe in and stand for as an organization.

STEWARDSHIP	Preserving and protecting resources, mission, and traditions.
ACCOUNTABILITY	Upholding best practices and highest ethical standards.
EXCELLENCE	Striving for leadership and highest performance.
RESPECT	Fostering diversity, integrity, and trust.
CREATIVITY	Encouraging curiosity, exploration, and discovery.

HISTORICAL PERSPECTIVE

In 1936, the Museum's founders envisioned a safe and stimulating sanctuary where children and families could learn about the natural world, the agricultural sciences, astronomy, art, and history. Today, more than 170,000 visitors each year participate in our educational activities. We proudly continue the tradition of educational excellence established over the past 73 years as we welcome new generations of visitors to the Stamford Museum & Nature Center.

Dr. G.R.R. Hertzberg, a prominent Stamford surgeon and the founding father of the museum, brought this philosophy to the first organizational meeting of the Museum on January 20, 1936. Three rooms were rented in the Stamford Trust Company building at 300 Main Street. The official title of the Museum was The Stamford Museum, which permitted it to expand its scope to include art as well as natural science. The Museum opened to the public on June 27, 1936, with a number of natural science collections forming its nucleus.

In 1939, the Museum was incorporated under a State charter, which enabled it to receive public funds while still remaining autonomous. The Town and City of Stamford (there were two governments at that time) began contributing, and as the Museum grew, so did the city and town's contributions.

When the E.Y. Weber's estate deeded eight acres to the City of Stamford, Courtland Park was created. In 1945, the former carriage house was leased to the Museum for its new home. A small barnyard and a wildlife area were constructed. Art exhibits came into full bloom. A convertible planetarium was constructed, and the weather station was born. Again, programs, events and exhibits soon outgrew their space. In 1955, the

Connecticut Turnpike claimed six of the Museum's eight acres in Courtland Park, forcing the Museum to look for an alternative location.

Through the hard work of Board members, fundraising committees and the generosity of the public, the Henri Bendel estate with three buildings and eighty acres of woodland became the Museum's new home in 1955. In 1929, in North Stamford, on the Museum's present site, fashion magnate Henri Bendel built his large, asymmetrical 10,000 square-foot, neo-Tudor mansion as a summer home. This property had belonged previously to George Blickensderfer, inventor and manufacturer of the Blickensderfer typewriter. The mansion was set high on the site to take advantage of the stunning views of the property.

The Museum grew considerably in 19 years from three rooms in the center of Stamford to eight acres in Courtland Park, to 80 acres on Scofieldtown Road. An additional 16 acres of the Bird Sanctuary owned by the City of Stamford were made accessible. Board member Benjamin D. Gilbert donated another property of eight acres and a right of way of three acres making the Museum accessible to the Bartlett Arboretum trails was donated by Mr. & Mrs. Dwight Marshall. In 1980, eleven acres abutting these properties was purchased by the City of Stamford, with the Museum having permanent property rights, bringing the Museum's total property to 118 acres.

FARM AND WILDLIFE

A small farmyard containing a miniature barn was constructed at Courtland Park, and it became home to a lamb, a young goat, bantams, a hen and rooster, and numerous rabbits. Many orphaned or injured animals were brought to the Museum where they were cared for by the Junior Curators, a group of students who were studying in the nature and wildlife conservation classes. Before long, they developed a small wildlife area including an American bald eagle, a golden eagle, a fox, opossum, skunks, squirrels, and woodchucks.

By September 1955, plans were drawn for a model farmyard and barn at the new Scofieldtown Road site, and by July 1956, the farm was completed. In what was to be the beginning of continued generous support of the farm, the Heckscher Foundation for Children funded the building of the red barn and silo which became familiar to thousands of visitors. A sheep shelter and chicken house were added in 1957.

In the fall of 1957, the first of 15 wildlife exhibits was constructed. By 1963, bobcats, fox, porcupines, raccoons, woodchucks, and birds of prey were located along the roadway through the farm. A medical facility was added in 1975 to ensure proper care of the animals.

In the spring of 1977, the Board of Directors and the Museum staff considered the possibility of creating a period farm typical of one that would have been commonplace in Southern New England during the 19th century. It was indeed a challenge, but long-range it would provide a specific focus and strengthen the educational programming. It was to prove a sound idea since the City of Stamford was quickly turning from a quiet suburban community into a corporate center. Small farms in the area were rapidly disappearing as industry and housing gobbled up the land. Here at the Museum, the Heckscher Farm would provide a striking example of our rural heritage.

During the next five years, projects developed at a rapid pace. Land was cleared to create pastures, colonial fencing was installed, and a magnificent historic Cheshire barn, circa 1750, was moved from Cheshire, Connecticut and reassembled at the farm on a hand-laid stone foundation. The farm became home to animals typical of the era and area: now oxen, cows, sheep, pigs, goats, and chickens. Today, a distinctive focus of our animals is the heirloom breeds we continue to showcase and champion on the Heckscher Farm.

At the Heckscher Farm, first-hand encounters with farm life were new and exciting experiences for children and adults. As the farm grew, annual programs were created such as Sheep-to-Shawl Day, Maple Sugaring, Ice

Harvesting, and Harvest Day. The most popular farm class has always been the Junior Curator program. Today, we continue to be very proud of the various programs we offer including Maple Sugar Sunday, Pumpkin Patch weekends, Observatory Nights, Summer Camp-outs, Teddy Bear Tea Parties and more.

NATURE EDUCATION

While the emphasis was on nature when the Museum was on 300 Main Street, the move to Courtland Park opened up a whole new range of activities. Outdoor classes in the summer incorporated the natural surroundings and the Museum's own animals, classes and programs in art, astronomy, and weather were added to the existing nature classes.

After the move to Scofieldtown Road, the opportunities seemed endless. The unique natural qualities of the site were a challenge that the staff met with enthusiasm and creativity. With the help of Boy Scouts, nature trails were forged through the woods, providing access to flora and fauna on the trails, pond and stream. Classes and programs were developed such as Owl Prowl, Hawk Talk, and Warbler Walk and became annual events. In May 1957, the Museum received a donation from Mr. & Mrs. Frank Altschul for a new building to be called the Overbrook Natural Science Center. Here classrooms were combined with displays, which complemented the natural exhibits on the museum grounds. A variety of long- and short-term exhibits on natural science and natural history were installed over the years.

ART EDUCATION

There was no room for art at 300 Main Street, but when the Museum opened at Courtland Park, Stamford artists were among the first exhibitors. Space was limited however, and on good days volunteers would hang artwork outside on the patio in the morning and take it in at night. This inspired an anonymous donor to provide funds for enclosing the patio, making space for "all-weather" exhibits. Art classes for all ages were introduced. One of the teachers and volunteers for hanging exhibits was the late Karl Lang who had been an apprentice of Gutzon Borglum, and whose sculpture graces parks and buildings throughout the country. Borglum's most well-known work, of course, is Mount Rushmore.

The Studio Building, the former garage on the Bendel estate, was converted to classrooms and studio space. This became the center for art and dance classes and included a ceramic studio with a kiln, dark room, dance studio, classrooms, and a small gallery. The natural surroundings have played an important role in the classes. Adults have sculpted pieces outdoors behind the Studio building, drawn and photographed the unending variety of flora and fauna in the woods and on the farm. Children have collected objects in their explorations of the grounds to be used in their artwork.

A large room was also set aside in the main building for art exhibitions. In 1961, the Museum received as a distinguished gift the Shulman Collection of American paintings that became an exceptional centerpiece for the museum's permanent collection. As the collection grew and more exhibitions were planned, space was in demand for galleries and storage. In June of 1973, an enlarged and modernized art gallery opened in the main building. Art exhibitions continued to grow in stature, featuring the works of artists of international reputation, selections from outstanding collections, as well as works from local art organizations, and from permanent collection.

For the next nine years, the Museum and the community grew at a rapid pace and the Museum sought ways to fulfill its commitment to provide more exhibits for its increasing number of visitors. With a major matching gift in 1982, the museum felt it had the means to go ahead with plans to create more gallery space plus the needed storage area for the collections. Not only did the museum match the gift, but far exceeded it through donations from the private sector and corporations, making possible the creation of a new wing which would provide over 2,000 square feet of art exhibition space with gallery and a sculpture terrace, while freeing the existing art gallery for rotating exhibits without closing down galleries. To house the collection, a 900 square foot storage

area with the necessary temperature and humidity controls was created. The new wing opened on September 8, 1985 with “Reuben Nakian Sculpture and Drawings” exhibition.

In the ensuing years, the Museum’s collection grew. It now fits into five different categories: American art, with emphasis on 20th century, from 1900 through the early 1960s; Native American art from pre-history to the 20th century; natural history of the northeast; American history and culture (pre-WWII); and farm implements from the late 19th century through World War II. The Museum now maintains a permanent collection of more than 20,000 works of art, artifacts, specimens, and living collections.

In recent years, the Museum has presented a series of engaging exhibitions in our Bendel Mansion galleries. These exhibitions have included: “Out of Rushmore’s Shadow: The Artistic Development of Gutzon Borglum”; “Ukulele Fever; The World of Clement, Edith and Thacher Hurd”; “Creative Contraptions”; “Consuming Desires: Modern Marketing Posters, 1880-1918”; “BUILT TO SCALE: Auto, Plane & Boat Model Masterpieces, The Motorcycle, Italian Style Riding the Curves with MVAgusta”; “Architecture of the Imagination: The Lure of the Lego Brick”; “Rodin: In His Own Words, Selections from the Iris and B. Gerald Cantor Foundation”; and “Baseball’s League of Nations: A Salute to Native American Baseball Players”, “Gerberich’s Gadgets: Art that Moves” and more.

ASTRONOMY

The first astronomy classes were held in 1941 when the Fairfield County Astronomical Society was formed. To view the night sky, members would set up their telescopes on the steps of the old Town Hall. Later, a member had a shed built on a hill on her property where people could view the sky through the telescope.

In Courtland Park, a planetarium was constructed in one end of the lecture hall by building a dome, which could be raised and lowered for planetarium shows. One of the first Spitz projectors was installed and programs and special effects were created by William Dutton.

After moving to Scofieldtown Road, an open courtyard of the main building was enclosed to create a planetarium, which was completed in 1956. A new Spitz projector was purchased in 1957. The Edgerton Memorial Planetarium was dedicated on January 19, 1958, in memory of Malcolm and Edna Edgerton, who had been outstanding supporters of the Museum.

With an interest in astronomy for a property well suited to study the sky, Mr. & Mrs. Frank Altschul contributed the funds to construct an observatory on the property, which was completed in 1960. Area corporations donated materials for the twenty-two inch research telescope, and volunteers and the Fairfield Astronomical Society built the telescope. The largest telescope in the East available for public viewing was dedicated on June 13, 1965. The year 2010 marks the 55th anniversary of the telescope – commemorated by an Earth & Science exhibition in the galleries and various astronomy programs over the summer months.

A BRIGHT FUTURE

Today, the Stamford Museum & Nature Center is a vital cultural, educational and environmental resource for the entire community, inspiring creativity, fostering self-discovery, and nurturing an appreciation for lifelong learning. It does this through its many and varied exhibitions, educational programs, and special events, all of which enhance a visitor’s experience at this unique site.

The public can view our moon, solar system, and deep space objects; enjoy hiking on our miles of trails, which wind through a mature forest of American beech, oak, black walnut, hickory, maple, and other native plant species; view the activity in our vernal ponds, home to various species of amphibians and reptiles; participate in our extensive educational program which offers year-round classes in art and nature, geared for all ages; and enjoy the fascinating exhibitions presented in the refurbished Bendel Mansion galleries.

Today, the Stamford Museum & Nature Center site includes:

- The main building (Bendel Mansion) with its 4000 square feet of exhibition space, a 50-seat planetarium, full-scale catering kitchen, main gallery with seating for 120 and storage for the permanent collection.
- The Heckscher Farm with its farmyard, barns, organic garden, and the new Edith & Robert Graham Otter Pond, currently showcasing “Edie”, the Otter.
- The Overbrook Nature Center with gift shop and visitor center including a video history of the Stamford Museum & Nature Center and a varied collection of preserved wildlife under glass for viewing by the public.
- The Studio building recently reopened with four pre-school classrooms for 3 & 4-year-olds, lobby and office.
- The Stamford Observatory, a state-of-the-art research and public facility
- Nature’s Playground, a participatory outdoor space with activities crafted from natural materials
- A hardwood forest with an extensive trail system, including our Wheels in the Woods universally accessible trail

We look forward to the growth and expanded programming that is certain to take place in the future at the Stamford Museum & Nature Center.

HIGH PERFORMANCE CULTURE

The Stamford Museum & Nature Center promotes and encourages a culture of high performance that allows both individuals and work teams to surpass their goals using initiative; innovation & creativity; flexibility; resiliency; collaboration; accountability and a can-do attitude.

High Performers achieve the best results and achieve more goals as a result of their understanding of the mission of the organization and their unique ability to align their performance to that mission. By virtue of their ability to consistently support the decisions and goals of the Board and management they translate this into success.

This shift in organizational culture also meets the personal and professional needs of staff creating respect for individual differences and allowing individuals to (agree to disagree) in a supportive environment where respect for one another is valued.

Our high performance culture allows us to try new things, step out of our comfort zone, think differently and recognize that in order to change the outcome - often we must change ourselves and our views.

Encouraging individuals and teams to engage in active communication and sharing of information through regularly held staff meetings, focus reviews, individual and team meetings, task forces, cabinet meetings, training sessions and coaching sessions creates opportunity to develop a high performance workplace where input is encouraged, decisions are shared and results are high.

Maximizing the potential of all staff is accomplished by motivated employees whose thoughts, opinions and feelings are valued and who have the information and resources they need to perform their best. Multiple policies throughout this Employee Handbook empower staff to communicate for problem solving, handle conflict situations and provide guidance on how to achieve their highest potential.

When the Stamford Museum & Nature Center succeeds, we all succeed!

STANDARDS OF CONDUCT & ETHICAL BEHAVIOR

The Stamford Museum & Nature Center is strongly committed to conducting our operations with honesty, integrity and the highest ethical and professional standards. These standards, which will be reviewed by the Board periodically, are intended to inform all who work with us of policies that govern professional conduct relating to Stamford Museum & Nature Center interests.

The Stamford Museum & Nature Center expects all employees and contractors to behave in a professional manner during working hours and/or while representing the Stamford Museum & Nature Center at any time. Employees are expected to adhere to the highest standards of honesty, fairness, and integrity; to respect the rights and property of the Stamford Museum & Nature Center, its visitors, fellow employees, Board members and other members of the Stamford Museum & Nature Center community; and to perform job responsibilities conscientiously and energetically. Specifically, all employees are expected to:

CODE OF CONDUCT

- Actively support and pursue the mission and goals of the Stamford Museum & Nature Center as stated in the Stamford Museum & Nature Center mission statement and administered by the Executive Director and Board of Directors. Be an active, positive ambassador and advocate for the organization.
- Protect and preserve the business operation and reputation of the Stamford Museum & Nature Center, as well as the morale of its employees.
- Respect and follow the established lines of communication within the organizational structure of the Stamford Museum & Nature Center.
- Maintain the confidentiality of all information relating to the Stamford Museum & Nature Center, its members, Board members, employees and our strategic business information. Such information includes but is not limited to membership, board, development lists, budgets, compensation, exhibit information, security arrangements, prices paid or value of items in the Museum collections, information about donors, lenders, or gifts to the Stamford Museum & Nature Center that are not otherwise publicly available.
- Respect the confidentiality of internal discussions and decisions.
- Avoid any activities, relationships, affiliations or business associations that would create or appear to be a conflict of interest with the business of the Stamford Museum & Nature Center. Decline inappropriate gifts and do not solicit gifts, donations or entertainment for personal use. Secure and retain all records, data, equipment and information as crucial to our business interests and in a consistent, systematic and reliable manner in accordance with appropriate legal and financial practices. Comply with all legislated requirements regarding personal data of employees.
- Refrain from political or religious activities or solicitations during working hours or on Stamford Museum & Nature Center business-related activities.

HIGH PERFORMANCE

- Perform all job functions as stated in the job description and as assigned by management.
- Exercise financial responsibility in all business transactions performed on behalf of Stamford Museum & Nature Center following financial policies relevant to the employee's role at the Stamford Museum & Nature Center.

- Report to work punctually as scheduled and give proper advance notice whenever you are unable to work or to report to work on time.
- Provide efficient and effective service as well as professional and courteous attention to all staff, volunteers, members, vendors, contractors, and visitors, in line with our high performance culture.

SAFETY & SECURITY

Maintain the safety and security of the facilities and property of the Stamford Museum & Nature Center and report to the appropriate management any situation that might affect the health and safety of employees or visitors to our premises. The Stamford Museum & Nature Center is a weapons-free environment and firearms of any kind are not allowed on our site.

Any employee found to be in violation of the standards of conduct & ethical behavior will be disciplined up to and including immediate termination at the sole discretion of management.

EQUAL EMPLOYMENT OPPORTUNITY

The Stamford Museum & Nature Center is an equal opportunity employer and complies with all applicable federal and state fair employment practices and laws. The Stamford Museum & Nature Center does not discriminate against employees or applicants because of race, color, religion, national origin, ancestry, age, physical or mental disability, sex, marital status, veteran status, sexual orientation or any other class or status protected by federal or state law.

This policy applies to all terms and conditions of employment including, but not limited to, hiring, training, promotion, compensation, benefits, layoff and recall, disciplinary action, termination and retirement.

Employees are protected by law from coercion, intimidation, interference, discrimination, retaliation or harassment for filing a complaint or assisting in an investigation in connection with the federal and state Equal Employment Opportunity (“EEO”) laws and regulations.

These commitments apply uniformly to and are the responsibility of every employee.

EMPLOYMENT APPLICATION PROCESS

The Board of Directors appoints the Executive Director. The Executive Director is responsible for the selection, hiring and supervision of the organization’s staff as outlined in the respective job descriptions. The Executive Director or appropriate department head may engage members of staff in the interview and selection process at his/her discretion.

APPLICATION

All applicants for positions at the Stamford Museum & Nature Center will complete our standard application form along with our background investigation form. Information provided on the application and resume are subject to review and verification during the selection process. Any information found to be false may disqualify the candidate from further consideration. The Stamford Museum & Nature Center reserves the right to investigate an employee’s education and employment history, credit history, DMV record and criminal background record, to check references and to subject the applicant to drug testing and/or a physical depending on job requirements. Fingerprinting and/or other requirements for certain disciplines within Stamford Museum & Nature Center will be carried out with applicable authorization. All such background investigations will be done in a manner that is consistent with applicable laws and will be kept confidential to the fullest extent possible. Falsification of any information provided on employment documents (e.g. an application or a resume) or as part of the interview or screening process or withholding true and accurate information regarding one’s

ability to perform the essential duties of the position for which one is applying will be grounds on which to rescind an offer of employment. If employment has already commenced, falsification will be grounds for termination.

OFFERS OF EMPLOYMENT

The Department Head will make the offer of employment via an offer letter that includes the job title, reporting relationship, work schedule and beginning compensation. The candidate will formally accept the offer of employment and the terms and conditions set forth in the letter by signing in the designated place and returning the letter to the Human Resource Director or Department Head.

NEW HIRE CHECKLIST

(To be completed by Hiring Manager)

- Employment Application _____
- Resume _____
- Background Check Release Form _____
- Offer Letter of employment
- I9 Immigration Paperwork including Identification _____
 - Social Security Card
 - Driver's License
 - US Passport
 - Birth Certificate
- Connecticut W 4 Form for Payroll _____
- Federal W4 Form _____
- Emergency Contact Information _____
- Telephone Extension _____
- Business Cards _____
- Office Keys _____

New Hire to be given by the Hiring Manager

- Absentee Calendar with instructions on how to complete and submit at the end of each month to HR and how to request paid time off in advance.
- Time Sheet if needed
- Job Description & Goals
- Work Schedule
- Instructions on What to do in the event of a Workplace Accident
- Performance Review timeframe

New Hire to be given by Human Resources during Orientation

- Schedule of Benefits Eligible For based on Part time/Full time
- Access to Employee Handbook Online
- Discussion of High Performance Culture
- Verification that all paperwork is complete
- Entered into Payroll (K Smith or B King)
- Credit Card if applicable

As Requested

- Complete Health Insurance Enrollment Form
- Complete Life Insurance Enrollment form
- Complete dental, STDF, Vision Enrollment Forms

- Computer System Log-in Instructions
- Set Up on Computer System
 - E-mail address & password
 - Access to network printer/copier/scanner
 - Set up employee drive on SM&NC server
- Set up employee on SM&Nc telephone system
- Check Payment Request Instructions

ORIENTATION

During the first week new employees will meet with the Human Resources Director (and/or designated Museum management) to review the Stamford Museum & Nature Center policies and procedures and complete required employment documentation. The Stamford Museum & Nature Center complies with all aspects of the Immigration Reform and Control Act, which requires that we verify every employee's right to work in the United States. New employees will be required to present documentation proving their right to work prior to commencing employment (by the completion of I-9 forms). The Stamford Museum & Nature Center Employee Handbook will also be conveyed at this meeting. New employees will be given a tour of the Stamford Museum & Nature Center and introduced to staff as appropriate to their position. Additional orientation sessions with individual department heads and department personnel will be scheduled as appropriate and as quickly as possible.

EMPLOYEE PERSONNEL RECORDS

The Stamford Museum & Nature Center maintains a personnel file on each employee. The personnel file includes such documents as the employee's job application, offer letter, background screening documents, transcripts, resume, performance appraisals, salary increases, training certificates, and other employment records such as licensing documents required for the employee's position.

Personnel files are the property of the Stamford Museum & Nature Center. The Stamford Museum & Nature Center maintains the confidentiality of all documents contained therein and will restrict access to them pursuant to applicable law. Only the Executive Director, the Human Resources Director (and in some cases the employee's manager) who have an employment related need-to-know may view an employee's file. Except as required by law or a court order, other information contained in the employee's file may not be released or conveyed in any manner without the employee's written permission.

Employees who wish to review their own file may do so upon written request (with reasonable advanced notice) to the Director of Human Resources. This review will take place in a confidential office in the presence of the Director of Human Resources at a mutually convenient time. A copy of the file may be provided to the employee but no documents can be added to or removed from the file without the approval of the Director of Human Resources.

An Employee Information/Emergency Contact document will be completed by each employee and maintained in his or her personnel file and updated on an annual basis. Changes in that information will be updated by completing a new Employee Information form.

Employees are responsible for notifying the Director of Human Resources in writing of any changes in the following information that may affect the employee or benefit status. This written notification must include the date of the qualifying event and the date of notification. Examples of those changes are:

- Name, Address, Telephone number
- Information which would qualify as a “life event change” for benefits coverage (e.g. birth of a child) must be reported within 30 days of the event or benefit coverage will be delayed until the next open enrollment.
- Marital status
- Tax status or any change in status affecting tax withholding
- Names and birth dates of dependents
- Beneficiary designations for employee benefit plans
- Person to be notified in case of emergency
- Work Status change under the Immigration Reform and Control Act

Emergency medical notification information may be placed in the personnel file however, medical records or any reference to medical conditions will be placed in the employee’s “benefits” file and will be maintained in separate, locked, confidential file as required by government regulations under Health Insurance Portability and Accountability Act (“HIPPA”).

PROHIBITION OF HARASSMENT

The Stamford Museum & Nature Center expressly prohibits any form of unlawful employee harassment based on race, sex, color, religion, age, physical or mental disability, national origin, ancestry, marital status, sexual orientation, or any other status protected by state or federal law. This policy prohibiting harassment extends to every aspect of the Stamford Museum & Nature Center and operations. Accordingly, harassment by an employee, a manager, a client, a Board member, a consultant, a contractor, a volunteer or a visitor will not be tolerated. All the Stamford Museum & Nature Center employees have a responsibility to foster a workplace free of harassment.

SEXUAL HARASSMENT

Sexual harassment warrants particular attention. Sexual harassment is unlawful. It also is an insidious practice that undermines the integrity of the employer-employee relationship. It demeans individuals, adversely affects morale and effectiveness, and creates unacceptable stress for the entire organization.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors and other visual, verbal or physical conduct of a sexual nature where:

- Submission to the conduct is an explicit or implicit term or condition of employment;
- Submission to or rejection of the conduct is used as the basis for an employment decision; or
- The conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive working environment.

Offensive comments, jokes, innuendoes and other sexually oriented statements also may constitute sexual harassment. When interacting with others in the workplace, it is important to be sensitive to the way in which others may perceive words and actions. If they could reasonably be perceived as offensive and unwelcome, they could be unlawful harassment. Normal, courteous, respectful, pleasant and non-coercive interaction between individuals that is acceptable to all is not considered to be sexual harassment.

If you believe you are being harassed, the Stamford Museum & Nature Center encourages you to tell the harasser that his or her conduct is unwelcome and offensive, and request that it be stopped immediately.

HARASSMENT COMPLAINT PROCEDURE

If you experience or witness any job-related harassment or believe you have been treated in an unlawful, discriminatory manner, promptly report the incident to your manager. If you are uncomfortable going to your manager, report it to the Executive Director, the Director of Human Resources or the Chair of the Human Resource Committee of the Board of Directors. All complaints will be investigated promptly and appropriate action will be taken. Your complaint will be kept confidential. If the Stamford Museum & Nature Center determines that an employee has engaged in unlawful harassment or discrimination, appropriate disciplinary action will be taken against the offending individual, up to and including termination. Accusations that prove to be false will be addressed with appropriate disciplinary action, up to and including termination.

The Stamford Museum & Nature Center prohibits any form of retaliation against an employee for making a bona fide complaint of discrimination or harassment or for assisting in the investigation into a complaint. All employees are required to cooperate fully in the Stamford Museum & Nature Center investigations.

To reinforce our commitment to this policy, sexual harassment training will be provided to all employees each year.

PAY POLICY

Paychecks are issued bi-weekly on Thursday. Salaried employees are paid through the current week of the paycheck. Hourly employees are paid through the prior week of the paycheck. The employee may elect to have their paycheck directly deposited into his or her bank account. Once direct deposit service starts, the pay envelope will contain only the employee's pay statement explaining the payments, taxes, and deductions withheld. Payroll deductions include all those required by federal and state law and those authorized by the employee.

When an employee does not cash their paycheck and we receive notification of an uncashed payroll check, the employee will be notified and will need to deposit the check within ten days of notice. If their payroll check is voided by the payroll service, a \$25.00 re-issue fee will be charged to the employee and deducted from the reissued check.

From time to time, the Stamford Museum & Nature Center may elect to communicate changes affecting employees on the pay statement. Employees are responsible to review their pay statement when received to ensure both the accuracy of payment information and the receipt of important information that is included. Any questions relative to pay should be directed to the Director of Finance and/or the Director of Human Resources.

EMPLOYMENT CLASSIFICATIONS

It is the intent of the Stamford Museum & Nature Center to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment-at-will relationship at any time is retained by both the employee and the employer.

Each employee, according to his/her position and job description, is designated as either exempt or nonexempt in accordance with federal and state wage and hour laws. Nonexempt employees are paid on an hourly or salaried basis. Nonexempt employees who work more than forty (40) hours in one week will be paid, at minimum, a rate of time and one-half for the hours worked in excess of forty (40) hours that week. Exempt employees are paid on a fixed salary basis and are not eligible for overtime pay.

In addition to the above categories, each employee may also belong to one other employment category:

- Full-Time Employees are those who are regularly scheduled to work a minimum of 35 hours each week.
- Regular Part-Time Employees are those who are regularly scheduled to work at least 20 hours but less than 35 hours each week.
- Other Part Time Employees are those that work less than 20 hours per week or on a sporadic schedule (ie. Camp counselors).
- Temporary Employees are those who work for the Stamford Museum & Nature Center whose offer letter specifies a defined term of employment for a defined period of time and with prescribed paid time-off benefits.
- Interns are volunteers who are participating in training with the Stamford Museum & Nature Center staff. Interns may be given a stipend for their work upon completion but are not considered employees of the Stamford Museum & Nature Center.
- On-Call Employees have no set schedule and are called to work on an as-needed basis. They are not eligible to participate in any benefit plans and receive no paid time off.

OTHER CLASSIFICATIONS

The Stamford Museum & Nature Center engages with volunteers, interns and independent contractors who provide services for, but are not employees of, the Stamford Museum & Nature Center. Personnel acting in a non-employee category will be oriented to the Stamford Museum & Nature Center policies, practices and expectations through a separate process as appropriate for the position and the activity they are engaged in.

WORK SCHEDULES

There are occasions when it may become necessary to ask certain employees to work beyond their regularly scheduled hours. On such occasions, eligible non-exempt employees will receive appropriate compensation for time/overtime worked. Stamford Museum & Nature Center will make every effort to distribute overtime fairly and equitably. Overtime must be approved in advance by the employee's immediate manager.

Exempt employees may be required to work beyond their regular schedule to accomplish the responsibilities of their position. In the event that this time becomes excessive for time relating to a particular event or project, the Stamford Museum & Nature Center will consider providing compensating time off. If an exempt employee works on event-related activities on a Saturday, Sunday, holiday (as defined by the Stamford Museum & Nature Center's published holiday schedule) or at night, the manager and the employee shall make every effort to adjust the employee's work schedule to compensate for time worked beyond the employee's regular schedule. Exempt employees are urged to make this schedule adjustment during the week when the additional time is worked, but in any event within 30 days. Time not taken within the 30-day period will expire. Compensable time cannot be taken past 30 days without the written permission of the manager and the Director of Human Resources.

Compensable time will be arranged between the Employee and their immediate "manager" and confirmed in writing. A "Paid Time Off" form documenting those arrangements will be completed and approved in writing to confirm Compensable time off (earned and used), vacation, sick days and any other category of paid time away from work for Exempt employees. These forms should be forwarded to the Director of Finance each pay period. Compensable time must be taken in full or half workdays and will not be tracked on an hourly basis.

In order to carry out its functions and provide the highest quality of service, the Stamford Museum & Nature Center requires all staff members to be responsible for regular attendance at work, to be punctual and to respect the scheduled hours of business. If an employee is not able to arrive at work by their scheduled start time, they must contact their manager in advance (or ASAP in case of an emergency).

The standard workweek for exempt staff is Monday through Friday from 9 to 5 with one (1) hour for lunch. However, the Stamford Museum & Nature Center practices flexible scheduling in order to live up to its mission. The normal workweek for certain staff may require a variable schedule including evenings and weekends and will be addressed per the individual's job responsibilities. The Executive Director working with the immediate manager to support the mission and strategies of the Stamford Museum & Nature Center will approve alternative schedules.

The work week for non-exempt staff can vary throughout the week and throughout the seasons of the year. The normal workday includes 7 1/2 hours of work assignments with one-half (1/2) hour for lunch. Any deviation from this schedule must be approved, in writing, by the employee's direct manager, documented on the Time sheet each pay period and forwarded to the Director of Finance.

The Executive Director retains the right to modify employee's schedules to meet business needs of the Stamford Museum & Nature Center and to meet programming requirements for the audiences it serves.

WEATHER CLOSINGS

Under some extreme weather conditions, it may be necessary for the SM&NC to close to the public due to inclement weather.

In the event that we determine to close the SM&NC in advance employees who are able to do so are encouraged to take work home and work from home in order to have the day be considered a paid work day. Any employee who is unable to do so, or chooses not to, will be taking a flex day or a vacation day to cover this time from work.

All facility closings are announced on the SM&NC voice mail system and employees are encouraged to check voice mail to determine if the facility is closed. That phone number is 203-977-6599.

The SM&NC preschool staff workdays coincide with school days in the city of Stamford public schools. If Stamford public schools are closed, then the SM&NC pre-school is closed. Such days are not considered workdays for the pre-school staff.

All employees should use good judgment and not jeopardize their safety during inclement weather. Employees may decide not to come to work and take the day as a flex day or a vacation day even when the SM&NC is not officially closed. Employees who are unable to meet the requirements of their role (for any reason) are required to notify their supervisor as soon as possible. If the supervisor is not available, the employee should leave a message on their supervisor's voice mail.

Full-time and Regular part-time Employees who come in on a snow day when we are closed and work that day will be paid 1.5 times their normal rate of pay for all hours worked.

EMPLOYEE BENEFITS

The Stamford Museum & Nature Center currently offers a variety of employee benefit programs, including health insurance, life insurance, a retirement plan and other benefits. The health and life insurance is available

to all employees who regularly work a minimum of thirty (30) hours per week. The retirement plan is available to employees twenty-one (21) years or older who have worked 1,000 hours for five consecutive years without a break in service. Vesting is provided at the rate of 20%/year.

All benefit programs are described fully through the benefit provider websites or in Summary Plan Description (SPD) documents, which the employee receives when eligible to participate in those programs. In the event of any contradiction between the information appearing in this handbook, the Summary Plan Descriptions and the information that appears in the master plan documents, shall govern in all cases.

TAKING TIME OFF

HOLIDAY SCHEDULE

All full-time and regular part-time employees working more than 20 hours per week will be paid for the following holidays each year:

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

Regular part-time employees who work at least twenty hours per week and are scheduled to work the day before and the day after a holiday will be compensated for the holiday based on their normal work schedule.

Full-time and regular part-time Employees who are scheduled to work on the holiday will be paid 1.5 times their normal rate for the holiday. Full time employees whose normal work schedule eliminates them having the holiday will get another day off upon mutual agreement with their manager.

FLEXIBLE DAYS

All full-time employees and regular part-time employees (pro-rated) are eligible for up to eight days of paid flex leave in each calendar year. These days accrue each month at the rate of one day per month until the maximum of eight days is reached. Flex days are not to be used as vacation days or wrapped around vacation time. Flex days are to be used for "life events". Some examples include the following: Home/car repair appointment, driver's license renewal, passport renewal, college road trip, family commitment, school appointment or activity that you need/wish to attend, house closing, moving, legal appointment, court appointment to name a few.

Requests for use of flex days must be given as early as possible, and no later than the day before. Approval by the employee's manager (in their absence, the Director of Human Resources) is required. Unused flex days may not be carried over from one year to the next year. An employee will not be paid for unused flex days upon separation from employment.

VACATION POLICY

All full-time and regular part-time employees are eligible for time away from the workplace each year for rest, relaxation and renewal. Such time off contributes to an individual's well-being and effectiveness, and employees are encouraged to use their vacation time.

The Stamford Museum & Nature Center employees earn vacation based on the following:

TENURE	EARNED/ACCRUED TIME
First year through year four (from date of hire)	.83 days of vacation per month (10 days/year)
Five years through year nine:	1.25 days of vacation per month (15 days/year)
Ten years or more:	1.66 days of vacation per month (20 days/year)

Regular part-time employees will accrue vacation time according to the above vacation schedule but pro-rated according to their regular working schedule.

Eligible employees accrue vacation from the first day of employment but are not eligible to take accrued vacation until at least 90 calendar days of service are completed.

Vacation time is to be taken within the calendar year in which it is earned. Unused vacation time will be forfeited. The employee will not be paid or otherwise compensated for any forfeited vacation time. Any exception to these limitations must be requested in writing with as much advance notice as possible and approved in writing by the Director of Human Resources or Executive Director. A signed copy of this agreement must be placed in the employee's personnel file.

All vacation requests must be approved in advance by the employee's manager. If eligible at the time of termination from employment, an employee will be paid for accrued but unused vacation.

JURY DUTY LEAVE

All full-time and regular part-time employees will be paid for the working hours spent on jury duty. Any remuneration the employee receives from the court for such service must be turned into the Stamford Museum & Nature Center. To qualify for jury duty leave, the employee must submit to his or her manager or the Director of Human Resources a copy of the summons to serve as soon as it is received. The employee must notify his manager each day they are required to be in court. In addition, proof of service must be submitted to the manager when the employee's period of jury duty is completed. The employee will report for work in his or her regular assignment when not required to be in attendance at court.

MILITARY LEAVE

Employees who are required to attend yearly military reserve training are entitled to unpaid time off and to reinstatement in accordance with applicable state and federal laws. The Stamford Museum & Nature Center requires that advance notice be given to the employee's manager and the Director of Human Resources so that necessary staffing and other arrangements can be made for military leaves. In the case that an employee who has a reserve military obligation and is called to active duty, the Stamford Museum & Nature Center will comply with the requirements of the Uniformed Services Employment and Reemployment Rights Act.

BEREAVEMENT LEAVE

Full-time employees are permitted up to three (3) days paid time off in the event of a death in the employee's immediate family, subject to approval by the Director of Human Resources. The Executive Director may, after considering the circumstances of the particular situation, extend the leave for more than three days.

"Immediate family" is defined as mother, father, grandfather, grandmother, step-parent, spouse, domestic partner, son, daughter, step-children, grandchildren, brother, sister, step-brother, step-sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, son-in-law and daughter-in-law, aunts, uncles, first cousins. An employee might request flex days or vacation to extend time off when personal circumstances require it.

The Stamford Museum & Nature Center reserves the right to modify, amend or terminate any of those programs or to require or increase employee premium contributions toward any benefit at its discretion. This reserved right may be exercised at any time, for any reason, and in the absence of financial necessity. For more information regarding our benefit programs, please consult the relevant website or contact the Director of Finance.

SICK LEAVE

Full-time employees are eligible for a maximum of twelve (12) days of paid sick leave for personal illness in each calendar year, to be accrued at the rate of one day per month. Regular part-time employees are also eligible for sick leave, pro-rated based upon the number of regular hours worked each pay period. Absences in excess of three (3) consecutive days must be confirmed by a physician's statement. The physician's opinion will determine when an employee will be allowed to return to work.

Employees may not carry over sick leave from one year to the next. An employee will not be paid for any accrued unused sick time upon separation from employment. Employees are expected to contact their manager no later than the beginning of the business day if they are unable to come to work due to illness. If the manager is not available at the time of the call, a message should be left in the manager's voice mailbox and notice should then be left with the administrative office. Any manager who will be absent must contact the Director of Finance or the Director of Human Resources or the Executive Director to inform them of his/her absence and any responsibilities that need to be addressed.

FAMILY & MEDICAL LEAVE POLICY

In accordance with the federal Family and Medical Leave Act (FMLA), and where applicable, state family and medical leave laws, the Stamford Museum & Nature Center provides eligible employees with up to twelve (12) weeks of unpaid leave upon the occurrence of certain events. At the end of the covered leave the employee may be entitled to return to the position he or she held at the beginning of the leave or to an equivalent position. Stamford Museum & Nature Center will adhere to the most current state and federal FMLA requirements and contingencies where new statutes supersede the following definitions.

A covered leave is a leave of absence taken by an eligible employee for the birth or adoption of a child, placement of a child for foster care, or for the serious health condition of the employee or the employee's family member, as these terms are defined below. Health and dental insurance will be continued for the duration of a covered leave under the same terms and conditions as prior to commencement of the leave.

An eligible employee is allowed up to twelve (12) weeks of unpaid family or medical leave for a covered condition. This twelve (12) week period will begin with the first day the medical leave of absence/family leave of absence is taken. If the state in which the employee works provides for leave for the same condition, time spent on the leave will be counted simultaneously against the employee's leave entitlement under both state and federal law. Leave taken on account of a serious health condition of the employee or the employee's parent, spouse or child may be taken intermittently or on a reduced schedule, if medically necessary. In cases where intermittent leave is granted, the Stamford Museum & Nature Center may require an employee to transfer temporarily to an available alternative position, with equivalent pay and benefits, for which the employee is qualified and which better accommodates recurring periods of leave than does the employee's regular position.

A husband and wife both working for the Stamford Museum & Nature Center are permitted to take only a combined total of (12) twelve weeks if the leave is for the birth or adoption of a child or placement of a child with the employee for foster care, or due to the serious health condition of a parent.

A family or medical leave will be granted to eligible employees for the following purposes:

- Upon the birth of a child and in order to care for the child, so long as the leave ends within twelve (12) months of the birth;
- To care for a child upon placement with the employee for adoption or foster care, so long as the leave ends within twelve (12) months of the placement;
- The employee's own serious health condition; or
- To care for the employee's parent, spouse, or child with a serious health condition.
- As of January 28, 2008, eligible employees can take up to 26 work weeks of leave to care for a covered military service member with a serious illness or injury. Other potential new leave entitlements for military personnel will be effective as soon as the DOL issues final rules.

To request FMLA leave when the leave is foreseeable, the employee must give written notice of his or her need to obtain a family or medical leave at least thirty (30) days prior to commencement of the leave. When the need for leave is not foreseeable, notice must be provided as soon as practicable (typically within one or two business days of the time the employee learns of the need to take leave). Failure to provide notice may result in FMLA leave being denied or delayed. All requests for FMLA leave must provide sufficient information so that the Stamford Museum & Nature Center will understand that the leave is needed for FMLA-qualifying reasons. Requests should be forwarded to the Director of Human Resources for approval.

In cases where leave is requested on account of a serious health condition of the employee or a family member, the employee is required to provide to the Director of Human Resources written certification from a health care provider. This written certification must be provided on the certification form included in this Handbook (at Appendix A). In the case of foreseeable leave, the medical certification should be submitted prior to commencement of the leave. When this is not possible or when the leave is not foreseeable, the employee must submit the certification within fifteen (15) days after the employee is notified of the requirement to submit the certification. Failure to provide the medical certification within the fifteen (15) day period may result in a delay or denial of leave until the certification is provided and may cause the employee's absence to be unexcused, which may subject the employee to disciplinary action, up to and including discharge.

Under some circumstances, the Stamford Museum & Nature Center may require, at its own expense, that the employee obtain a written opinion from a second health care provider. If the second opinion differs from the opinion in the original certification, the employee may be required at the Stamford Museum & Nature Center's expense to obtain a third, binding written opinion from a health care provider jointly selected by the employee and the Stamford Museum & Nature Center. In some cases, employees may be required periodically to recertify the need for leave based on a serious health condition.

The Stamford Museum & Nature Center will maintain the employee's group health and dental insurance coverage during a covered leave on the same terms as prior to the commencement of the leave. The Finance Director will advise employees of the amount and method of payment of their portion of the premium for this coverage. Employees may also choose not to pay their premium portion, in which case their insurance coverage will lapse during their leave. Upon return to work, any lapsed insurance benefits will be fully restored, should the employee wish to continue such coverage. If the employee has not continued medical coverage, they return to work as a "new employee" for the purposes of benefits eligibility. They are entitled to health insurance after the first full month of from the date they return to work.

In the event the employee does not return from a covered leave, except if the reason is due to the continuation, recurrence or onset of a serious health condition or other circumstances beyond the control of the employee, the Stamford Museum & Nature Center may, at its option, seek to recover any health insurance premiums it paid during the unpaid portion of leave. Except as provided in this paragraph, all leaves under this policy are

without pay. However, an employee must use all accrued vacation and personal days before family or medical leave commences, and must utilize accrued sick days and any disability pay available before leaves due to the employee's own serious health condition. If the leave is due to a family member's health condition, the employee must use any accrued sick days still available for care of an ill or injured family member in accordance with the Stamford Museum & Nature Center's Sick Leave Policy. Accrued sick days must be used before accrued vacation, floating holidays and personal days. The employee's entitlement to paid leave and leave under this policy are exhausted concurrently.

Unless the employee is a "key employee" (as defined below) and certain conditions are met, or a job elimination has occurred which would have terminated the employee's job or placed the employee in a different position, upon completion of the covered leave the employee will be entitled to return to his or her own job or an equivalent position with equivalent pay, benefits and other terms and conditions of employment. The returning employee will be entitled to all accumulated seniority, retirement, fringe benefits and other service credits that the employee had at the commencement of leave.

An employee on covered leave is required to give his or her manager and the Director of Human Resources at least two (2) weeks advance notice of the date he or she intends to return to work. If the employee does not return to work following the leave, he or she will be deemed to have resigned. His or her termination date will be the earlier of the date on which the employee notifies the Stamford Museum & Nature Center that he or she will not return to work or the last day of leave covered by this policy.

If the Stamford Museum & Nature Center is subject to local legislation applicable to family or medical leave, we will provide employees the most generous benefits available under this policy or the local law. Any leave taken by an eligible employee for any of the reasons covered by this policy will be considered covered leave taken pursuant to this policy and will be credited as such in the Stamford Museum & Nature Center's records, even if the employee does not specifically identify it as a family or medical leave.

It is the Stamford Museum & Nature Center's policy not to discriminate against employees for exercising their rights under this Policy.

DEFINITIONS

- Child is the natural, adopted, foster, step-child or legal ward of the employee under the age of 18 or, if incapable of self care because of a physical or mental disability, age 18 or older.
- Parent is the natural parent, foster parent, adoptive parent, step-parent or legal guardian of the employee.
- Serious health condition is a disabling physical or mental illness, injury, impairment or condition that involves either inpatient care in a hospital, nursing home or hospice or outpatient care requiring continuing treatment or supervision by a health care provider. Incapacity due to pregnancy, prenatal care and certain chronic conditions are also covered by this definition. Please consult the medical certification form attached to this policy for the definition under federal laws.
- Eligible employee is an individual who has been employed by the Stamford Museum & Nature Center for at least twelve (12) months and has worked at least 1,250 hours during the twelve (12) month period immediately preceding the commencement of the leave. In addition, the individual must work at a location where at least 50 employees are employed by the Stamford Museum & Nature Center within 75 miles.
- Key employee is a salaried "eligible" employee who is among the highest paid ten (10) percent of employees of the worksite. Special provisions of FMLA may apply to key employees.

For Connecticut Employees:

- Eligibility - Connecticut Employees working less than full-time who have worked at least 1,000 hours in the twelve (12) months preceding the leave are eligible for leave.
- Purpose - Employees in Connecticut may also take leave to care for a parent-in-law with a serious health condition.
- Duration - Connecticut Employees may take up to twelve (12) weeks per one (1) year period and up to sixteen (16) weeks per two-(2) year period. Employees are entitled to use the most advantageous combination of up to twelve (12) weeks in twelve (12) months and up to sixteen (16) weeks in 24 months.

In addition, female employees in Connecticut are entitled to unpaid leave for a reasonable time following the birth of a child. This leave is exhausted concurrently with any leave for which the employee may be eligible under the Stamford Museum & Nature Center's family or medical leave policy. Please see the Director of Human Resources for additional information on FMLA and your eligibility for benefits.

SOLICITATION & DISTRIBUTION POLICY

Solicitation of the Stamford Museum & Nature Center employees is prohibited at all times unless approved by the Executive Director. Solicitation by employees is prohibited during (either party's) work hours. Distribution of material by non-employees is prohibited at all times unless approved. Display or distribution of sales materials by employees in work areas is prohibited. Programs arranged by the Stamford Museum & Nature Center for the potential benefit of its employees do not fall into this category.

STAFF DISCOUNTS

Art, Nature & Me Preschool at Stamford Museum & Nature Center staff members will be eligible for a discount off the regular tuition for their immediate family depending on space availability and provided the staff person is working the hours that coincide with the preschool attendance. Immediate family includes children, grandchildren and stepchildren. This discount will also apply to any other program/activity/camp and facility use rental that the Art, Nature & Me Preschool at Stamford Museum & Nature Center staff member's immediate family chooses to participate in – depending on space availability. All staff receive a 25% discount on gift shop purchases.

Should an Art, Nature & Me Preschool at Stamford Museum & Nature Center staff member wish to enroll, they may do so through the appropriate registration avenue and will be expected to pay the discounted fees at the same time and under the same schedule as any other participant.

Full Time Employees (those who work 30 hours per week or more)

Employed one year or less:	10%
Employed from one year to three years:	15%
Employed three to five years:	20%
Employed over five years:	25%

Part Time Employees (those who work less than 30 hours per week)

Employed one year or less:	5%
Employed one year to three years:	7.5%
Employed three to five years:	10%
Employed over five years:	12.5%

Note: All employees employed before July 1, 2012 will receive those discounts previously earned.

SEE SOMETHING SAY SOMETHING POLICY

The Stamford Museum & Nature Center has a responsibility for the stewardship of its resources and the public and private support that enables it to pursue its mission. The Stamford Museum & Nature Center is committed to maintaining a workplace where employees, officers and volunteers are free to raise good faith concerns regarding the Stamford Museum & Nature Center's business practices. The Stamford Museum & Nature Center is committed to compliance with the laws and regulations to which it is subject and to promulgating Stamford Museum & Nature Center policies and procedures to interpret and apply these laws and regulations in its setting.

Any employee who wishes to report a suspected violation of law or Stamford Museum & Nature Center policy may do so confidentially by contacting the Executive Director, Human Resource Director or member of the Board's Human Resource Committee.

The Stamford Museum & Nature Center expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Stamford Museum & Nature Center policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination of employment. Any officer who engages in retaliation will be removed from the Board of Directors. Any volunteer who engages in retaliation will no longer be allowed to volunteer for the Stamford Museum & Nature Center.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to one of the following: the Executive Director, the Human Resource Director or any Board Member on the Human Resource Committee.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation. In the event that the suspected violation involves the Executive Director, The Human Resource Director, or a member of the Human Resource Committee, that individual will not serve on the investigating team. The investigating team will notify the concerned individuals of their findings directly or indirectly where appropriate, and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Human Resource Committee of the Board of Directors.

SERVICE ANIMALS POLICY

The Stamford Museum & Nature Center recognizes that some individuals have service animals to assist them in their ability to overcome or successfully manage a given disability. Our site does not allow domestic animals unless they are providing assistance as a service animal (or service animal in training) to that visiting guest.

Our Heckscher Farm is governed by the Federal Department of Agriculture due to the various heritage breeds that dwell on our Heckscher Farm. Domestic animals may present a risk of disease transmission to other animals and can also be distracting to our animals as well as to other guests and are not allowed on our property as this is a direct violation of our FDA guidelines.

Service animals are limited to dogs and miniature horses and must be Bona Fide. These animals are allowed to enter the Stamford Museum & Nature Center to provide assistance to guests in accordance with applicable federal, state and local regulations.

All Service animals must meet the following criteria:

- Service animals must be under the “effective control” of the individual with the disability in accordance with the ADA. Effective control means “service animals must be harnessed, leashed or tethered unless these devices interfere with the Service animal’s work or the individual’s disability prevents using these devices. In that instance the individual must be able to maintain control of the Service animal through voice, signal or other effective controls.”
- Service animals must be “on duty” and accompany the person who is in need of the Service animal’s assistance.
- Service animals must be trained to perform specific tasks for the individual.
- Service animals must not threaten the health or safety of guests or other animals and must not disrupt the operation of the Stamford Museum & Nature Center in any manner.
- Service animal owners must have current proof of licensing and rabies vaccinations.

Emotional support animals do not qualify as Service animals under the ADA and are therefore restricted from entry to the Stamford Museum & Nature Center.

SMOKING IN THE WORKPLACE

In order to maintain a safe and comfortable working environment and to ensure compliance with applicable laws, smoking in any Stamford Museum & Nature Center building, on the farm or in the woods, is prohibited. In addition, smoking should be confined to outside areas that do not constitute a safety hazard or interfere with the enjoyment of our visitors. The current acceptable designated smoking areas are at the Bendel Mansion – ONLY and are the outside porch facing the meadow and the outdoor area immediately outside the main visitor entrance.

UNIFORM ALLOWANCE

The Stamford Museum & Nature Center requires standard attire for employees in certain departments or functions. In addition, we may provide work boots for the Farm and Maintenance departments as required per available budget. Employees in those departments must get approval from their manager before purchasing any boots for which they will be reimbursed by the Stamford Museum & Nature Center. A valid receipt must be presented for reimbursement. Any protective gear or safety equipment required by OSHA guidelines will be provided by Stamford Museum & Nature Center in accordance with those guidelines.

WORKERS’ COMPENSATION - INJURIES AT WORK

The Stamford Museum & Nature Center provides workers’ compensation insurance in accordance with state law. Workers’ compensation insurance benefits may entitle an employee to coverage for certain medical bills and lost salary in the event the employee sustains an injury while working.

It is important that employees immediately (at minimum, within 24 hours) report all accidents and injuries that occur while they are working to their manager who will file an incident report. Even minor accidents or injuries that do not result in lost work time must be reported. The Stamford Museum & Nature Center may require a prompt examination by a physician and physician’s permission for an employee to return to work after a work-related injury.

ELECTRONIC MEDIA POLICIES

Use of the Stamford Museum & Nature Center’s electronic communication media is considered to be a non-private, business related use of corporate resources. Authorized representatives may monitor the use of such

equipment and resources at any time. Monitoring may include accessing recorded messages and printing or reading data files or e-mail. Unauthorized employees may not access, read or retrieve others' e-mail or voice mail messages. Employees must not use passwords, access a file or retrieve any stored communication unless specifically authorized to do so, or unless they have received prior written clearance from an authorized representative. In addition, passwords are the property of the Stamford Museum & Nature Center and employees should protect all security codes, user IDs and passwords. All communications through any of the Stamford Museum & Nature Center's communication media must be conducted in a professional tone and manner. No employee may transmit or receive offensive, discriminatory or unprofessional messages. The distribution of chain letters via Museum e-mail is prohibited.

TELEPHONE

Museum telephone lines are necessary for business purposes. The number of phone lines is extremely limited, and it is, therefore, requested that employees keep personal calls to an absolute minimum. Employees may be required to reimburse the Stamford Museum & Nature Center for all personal calls. The use of personal cellular phones while working should be limited.

MEDIA MONITORING

Employees are advised that the Stamford Museum & Nature Center reserves the right to monitor the employees' use of e-mail, voice mail and access to the Internet by monitoring (1) the date and time of logon and logoff and the computer used to access the network; (2) the date and time any word processing or other program is accessed, the identification of the document accessed and the identification and restoration of deleted documents; (3) the date and time the Internet is accessed, the location of the computer used to access the Internet and any web sites or online service accessed; (4) e-mail messages sent to and/or received from the Stamford Museum & Nature Center computers; and (5) identification of telephone numbers dialed from each telephone and access to voice mail messages received by each employee. The Stamford Museum & Nature Center reserves the right to retrieve, monitor or review any information in its electronic or communications systems at any time, including deleted messages or files.

OFFICE EQUIPMENT & COMPUTER WORKSTATION SECURITY USE & GUIDELINES

As a not-for-profit organization, our contributors and funding sources must be confident that we are well managed and our assets are used appropriately. Our organization's office equipment and computing assets must be protected from loss or unauthorized modification, and the information contained in our databases kept secure and free of harmful code. All of our employees, contractors, directors, volunteers, and others authorized by management to use our office equipment and computer systems are obligated to comply with these guidelines.

MANAGEMENT APPROVED USE OF OFFICE EQUIPMENT & COMPUTER SYSTEMS

Office equipment and computer systems may be used only for conducting our organization's business or for purposes authorized by management. This includes computer workstations and related peripherals and software, telephones, libraries, facsimile machines, photocopiers, office supplies and Internet access and email.

Use is subject to audit by management at any time, and monitoring tools may be used. Employees do not have a right of privacy when using our organization's equipment, including desks and files, voice-mail, accessing the Internet or sending e-mail. By using this equipment, consent to monitoring is implied, with or without cause. Any use of communications resources is made with the understanding that such use is not secure, is not private and is not anonymous.

Any questions concerning personal use of office equipment should be discussed with your manager. Unauthorized use of office equipment or computer systems could result in disciplinary action, including

dismissal, criminal prosecution and employees being held financially liable for any cost incurred by Stamford Museum & Nature Center because of the improper use.

SOFTWARE LICENSES AND OTHER COPYRIGHTED MATERIALS

You may not install software on our organization's computer systems without the prior consent of the Executive Director or her/his designee.

Most information and software that is accessible on the Internet is subject to copyright or other intellectual property right protection. Therefore, nothing should be copied or downloaded from the Internet for use within our organization unless express permission is obtained from the material's owner. If authorized by management, software or shareware may be downloaded from known websites (see "Protecting Against Computer Viruses" below) only after you have read and understood the related terms and are certain that you can comply.

PROTECTING OFFICE EQUIPMENT AND COMPUTER WORKSTATIONS

Every employee is responsible to prevent the theft of office equipment and computer workstations, and the information they contain. Use "power-on" and "keyboard/screen locks" passwords to prevent unauthorized access to your workstation.

When you leave your work area, and you work in an office that can be locked, and where health and safety regulations allow, lock your office. If you use a portable computer, lock it in a desk or filing cabinet. When traveling, keep portable computers in your possession.

An access password is the primary means of computer data security. You must keep your password secret and not share it with anyone other than your manager. Passwords must not be trivial or predictable, and resistant to compromise by hackers.

To protect the Stamford Museum & Nature Center computers from virus or worm, employees must monitor the installation and update of anti-virus software on their computer. Employees must refrain from accepting suspicious e-mail. Employees must not download unknown e-mail attached files. If you encounter computer problems, report them to management.

PROTECTING CONFIDENTIAL INFORMATION

Only employees who have a business need to know the information may access confidential employee data and other sensitive information. You must use security controls to manage and limit access to the information. When confidential information is stored on diskettes or CDs, you must keep them in a locked area when not in use. Confidential information may be printed or copied only on a secure printer or copier or one that you are personally watching.

Do not use cellular or cordless phones to discuss confidential information. Do not leave confidential messages on phone mail systems. If confidential information must be sent by fax, do not use a wireless fax and assure that you have an accurate destination fax machine phone number.

You should presume that any unprotected information sent across the Internet will be read by a number of unknown people.

Employees must never allow unrestricted access to confidential information unless authorized by the Executive Director. Confidential information accessed through or transmitted across the Internet must be protected to the fullest extent possible. Any of our organization's materials that are protected by copyright, which are transmitted over the Internet or by email must indicate that our organization is the owner of the copyright.

Personal information regarding employees, board members, members, class registrants, clients, sponsors, benefactors, special event financials, volunteers, and/or business partners of Stamford Museum & Nature Center and in the possession of employees, should be considered confidential. It is the policy of Stamford Museum & Nature Center to NOT distribute, sell, share or otherwise convey any information, lists, or data that is used in our business. Employees are responsible for the protection of data in their possession.

Business or financial information, strategy, philosophy, documentation, statistics, internal communications or any other Stamford Museum & Nature Center information pertinent to the business of the organization is confidential and may not be disseminated to any party outside the organization without the expressed written consent of the Executive Director.

THE INTERNET

The Internet can be an important resource for our organization. Effective use of the Internet can provide improved research, better external communications and increased client responsiveness. Our Internet presence is a reflection of our image, and this must be considered in all our Internet activities. When accessing the Internet from your computer workstation: Adhere to the security and usage guidelines in this document. Always represent yourself as yourself.

Do not place any material on the Internet that would be considered inappropriate, offensive, or disrespectful to others, and do not access such material.

Do not access websites that contain or distribute material that is objectionable in the workplace, including websites that contain sexually explicit materials, advocate illegal activity, or advocate intolerance to others.

Personal use of the Internet from the Stamford Museum & Nature Center must be on non-work time and:

- Not interfere with our organization's operations, your job, or the work of other employees.
- Not cause disruption of our computer system, such as sending greeting cards, video, or other large file attachments that can degrade the performance of our systems.
- Not for personal gain or profit.
- Not for solicitation of others.
- Not to provide information about or lists of our employees or members.
- Not for participating in lobbying or any form of partisan political activity.

When using electronic mail:

- Do not send mail so that it appears to have come from someone else.
- Do not send unsolicited advertising.
- Do not send mail that is inappropriate in content.
- Do not send or reply to chain letters.
- Do not reply to unsolicited non-business email ("spam" or junk mail). Generally the most effective response is to delete the mailing without reading or responding.

Any employee who becomes aware of violations of this policy should report it immediately to their manager or any member of management.

SOCIAL MEDIA POLICY

SM&NC SOCIAL MEDIA POLICY SCOPE & APPLICATION OVERVIEW

"Social networking" includes but is not limited to communicating with others over various internet websites, such as Facebook, Twitter, LinkedIn, YouTube, MySpace, and various media sites that are offered by television networks, newspapers, and magazines, that permit users to create profiles, post comments and/or connect with other users. While social networking can be useful to keep current on matters of interest and make both personal and professional connections, if improperly used, it can result in a variety of adverse consequences

such as unintended disclosure of private or confidential information, copyright violations, violations of Stamford Museum & Nature Center (SM&NC) policy, and damage to employees' and/or the organization's reputation.

SOCIAL MEDIA POLICY

This SM&NC policy sets forth the terms of use with which permanent and temporary employees and contractor staff of the Stamford Museum & Nature Center (hereinafter referred to collectively as "Employees") must comply in accessing social media websites through SM&NC computers, mobile devices and other SM&NC systems.

- **Professional Use.** Because the lines between personal and professional can often become blurred in connection with social network use, Employees should maintain separate profiles for personal and professional contacts. For several reasons relating to liability and productivity, use of the SM&NC computers, mobile devices and other SM&NC systems to access social networking sites is limited to legitimate business purposes only. Such purposes include participating in professional associations, educational projects or pursuing a reasonable hobby or recreational interest. As with use of all SM&NC systems and devices, use for purposes of social networking may be monitored by the SM&NC. Employees with questions about whether use of social media is personal or professional should contact Human Resources.
- **Content of Postings.** Employees are personally responsible for all content they post on social networking sites and must remember that their postings may be widely accessed, including by unintended recipients, and that it is difficult to delete content once it is posted to a site. Employees must adhere to the following guidelines for all postings:
 - Do not post anything that has the potential to adversely impact, embarrass or affect the reputation of the SM&NC, its employees, or its clients. Ensure that any posting is accurate, truthful, and respectful. Post only content that you would be comfortable having the SM&NC, your colleagues, and the general public read, hear, or see.
 - Do not import or upload any client contacts, discuss SM&NC business or customers, or communicate with other employees or customers on social networking sites about SM&NC matters.
 - Do not post the SM&NC logo or photographs or other images relating to the SM&NC or its employees, or otherwise create a posting or page that would lead others to believe it is an SM&NC posting or page without the SM&NC's written consent. Employees are also prohibited from attributing social networking postings to the SM&NC or imply that they are endorsed or written by the SM&NC unless given prior written consent by the SM&NC.
 - Employees are discouraged from listing an affiliation with the SM&NC on social networking sites. If your affiliation with the SM&NC is listed on any posting, it should include the following disclaimer: "The statements and views expressed in this posting are my own and do not reflect those of my employer." In addition, upon separation from employment with the SM&NC, employees may not use any confidential information arising from their affiliation with the SM&NC through social networking sites. For example, after separation from the SM&NC, employees may not contact or solicit SM&NC clients through LinkedIn or other social networking sites.
 - Do not offer referrals, endorsements, or recommendations for or about other SM&NC employees because they can create various risks, including claims of defamation and negligent referral.
 - Refrain from posting any content that could be characterized as copyright or trademark infringement. Identify all copyrighted or borrowed material with citations and links and obtain permissions when necessary.
 - Remember that the SM&NC has a policy against harassment. Always be professional. Do not make any comments that could possibly lead to claims of harassment based on race, sex,

religion, national origin, sexual orientation, age, disability or other legally-protected classification. As always, those who believe that either an employee or client is engaging in harassment, including through social networking sites, must report it to Human Resources immediately. Such conduct will not be tolerated.

- **Prohibition on Pretexting.** The use of the internet and social networking web sites can be valuable for research on particular individuals. However, using those sites for “pretexting,” that is, using a false identity or posing as a confidante or as one who is seeking a genuine social or business relationship to obtain information, has significant ethical and legal implications, and is prohibited.
- **Friending.** Due to concerns involving unintended disclosure of personal information, fairness, favoritism and coercion, employees should exercise caution in “friending” others, and should not request or accept friend invitations to/from clients, supervisors, co-workers, or those with whom they have a reporting relationship. No employee should feel compelled to accept a friend request from any other employee, and the SM&NC will not tolerate retaliation against those who decline such requests. Employees and/or supervisors who, through social networking sites, are made aware of information that could adversely affect the SM&NC (including but not limited to harassment and concerns relating to the safety of the workplace), should immediately report such information to Human Resources.
- **Equal Employment Opportunity and Prohibition of Harassment.** The SM&NC’s Equal Employment Opportunity and Prohibition of Harassment policies shall apply to use of social networking sites. The SM&NC will not discriminate against any applicant or employee based on their membership in legally-protected classifications or based on their legally-protected activities, including as publicly or privately disclosed on social networking sites. If social networking searches are used for employment purposes, only legitimate, non-discriminatory factors will be taken into consideration.

VIOLATIONS OF THESE POLICIES

Employees with questions regarding the use of social networking sites or the propriety of any posting should consult Human Resources. Violations of this policy may result in disciplinary action, up to and including termination of employment.

INTELLECTUAL PROPERTY

Except where otherwise agreed to in writing, or in the case of scholarly activity undertaken independent of Stamford Museum & Nature Center duties, the Stamford Museum & Nature Center has proprietary rights to the work product of such person’s employment at the Stamford Museum & Nature Center (including all rights comprised in the copyright of any work prepared by such employee within the scope of his/her employment, as to which the Stamford Museum & Nature Center shall be considered the author for copyright purposes.)

Information, data, artwork, equipment or processes created or developed in the course of an employee’s work on behalf of Stamford Museum & Nature Center becomes the property of Stamford Museum & Nature Center. Acknowledgement of the creator can be noted where appropriate however, no such property should be removed from or distributed outside of Stamford Museum & Nature Center without the express permission of the Executive Director.

Records created by staff members during the performance of their jobs are the property of the Stamford Museum & Nature Center, regardless of the medium (e.g. paper, electronic, or video).

DOCUMENT RETENTION POLICY

The Stamford Museum & Nature Center (SM&NC) requires that certain types of corporate records be maintained for a specified period of time. Failure to retain those records could have a serious adverse impact on SM&NC. Records can be tangible, like written reports and bank statements, or intangible, like e-mail and electronic attachments.

SM&NC expects all employees to fully comply with any published records retention or destruction policies and schedules, with one exception. In the event that the SM&NC informs you that records are relevant to litigation or potential litigation, then you must preserve those records until legal counsel has determined that the records are no longer needed.

Type of Document	Retention Period
AP ledgers/schedules	7 years
Audit reports	Permanently
Bank statements	7 years
Checks	7 years
Correspondence - general	3 years
Deeds	Permanently
Deposit slips - duplicates	3 years
Depreciation schedules	7 years
Donor restricted gift records	Permanently
Donor unrestricted gift records	5 years
Employment applications	3 years
Insurance policies	3 years
Internal audit reports	3 years
Membership records	5 years
Minute books, bylaws & charter	Permanently
Payroll records & summaries	7 years
Personnel files (terminated)	7 years
Press releases	3 years
Public filings	3 years
Retirement records	Permanently
Tax returns	Permanently
Tax worksheets	7 years
Timesheets	7 years
Withholding tax statements	7 years
Year-end financial statements	Permanently

DRUG AND ALCOHOL POLICY

The Stamford Museum & Nature Center maintains a strong commitment to provide a safe and productive workplace and to establish programs promoting high standards of safety and health. Consistent with the spirit and objective of this commitment, the Stamford Museum & Nature Center expects employees to report for work in proper condition to perform their duties. The Stamford Museum & Nature Center will not tolerate drug or alcohol abuse. The objective of this policy is to prevent drugs and alcohol from threatening the safety and productivity of the Stamford Museum & Nature Center's employees and operations as well as the safety and security of our visitors, clients, guests, and facilities. Use and abuse of controlled substances pose a serious threat to the health and safety of all employees and will not be tolerated.

There are two exceptions to this policy:

- The first exception applies to alcoholic beverages that are expressly authorized by management, such as at the Stamford Museum & Nature Center - sponsored events. At such events, moderate consumption of alcohol is permitted, but reasonable standards of conduct must be maintained.
- The second exception is for use, but not abuse, of prescription medication for which the employee has a valid prescription. The legal use of prescribed medication is permitted on the job if such use does not impair the employee's ability to work safely and does not endanger other employees. If such prescribed medication interferes with the employee's performance or attendance, the employee must so notify the Stamford Museum & Nature Center as soon as possible. As a result the employee may be subject to job reassignment or placed on sick leave until able to resume full responsibility for job duties. Failure to notify the Stamford Museum & Nature Center may subject the employee to discipline, up to and including discharge.

Subject to the foregoing exceptions, employees reasonably suspected of possessing, using, selling, manufacturing, distributing, dispensing, purchasing or having any drugs or alcohol in their system while on the Stamford Museum & Nature Center premises may be suspended without pay pending an investigation of the circumstances. If an investigation determines that no violation of this policy occurred, the employee would be reinstated with full back pay and benefits for the time lost.

An employee must notify the Director of Human Resources of any conviction, guilty plea or no contest plea to any drug or alcohol-related offense no later than five (5) days after the conviction or plea.

The Stamford Museum & Nature Center is interested in supporting and assisting those employees who are willing to help themselves by voluntarily seeking assistance. Employees are encouraged to request assistance from appropriate reputable sources in the community. Information regarding counseling and rehabilitation may be obtained from the Director of Human Resources. The Stamford Museum & Nature Center is committed to implementing this policy in order to maintain a safe, healthy and drug-free work environment. To accomplish this goal, we need the support of every person in the organization. Each employee's review, attention and compliance with this policy are both necessary and important.

PERFORMANCE REVIEWS

The performance evaluation process is an ongoing cycle of communication, goal setting, coaching and feedback throughout the year in line with our culture of high performance. During the year you can expect to receive ongoing feedback from your manager as well as a focus review. This is a vehicle for planning, reviewing, assessing, and communicating the performance of employees and their progress toward accomplishing job and career goals and objectives. It is an opportunity to establish new goals that more closely align with the mission of the organization while stretching the skills of each employee.

It is the Stamford Museum & Nature Center's goal that each employee will be formally evaluated at least twice a year. These evaluations should include discussion of such job-related factors as the quality and quantity of the employee's work, the employee's knowledge of the job, the employee's record of attendance and punctuality, and ways the employee's performance may be improved.

While the Stamford Museum & Nature Center strives to have employees evaluated formally twice a year, managers and managers are encouraged to discuss an employee's work performance throughout the year as part of an ongoing dialogue concerning an employee's progress, accomplishments and overall performance.

Annual Evaluations are conducted in July/August at the completion of the Fiscal Year. Focus Checks are conducted mid fiscal year (January/February).

PERSONAL COLLECTING

The Stamford Museum & Nature Center recognizes that its staff members may and do collect works of art for their personal enjoyment and encourages them to do so. The Stamford Museum & Nature Center's staff members, and in particular those employed in a curatorial or registrar capacity, occupy a position of trust in this regard and must exercise care to assure that no conflict of interest arises between themselves and the Stamford Museum & Nature Center. Every staff member is expected to be familiar with the Stamford Museum & Nature Center's ethical principles and the policies regarding collecting and conflicts of interest.

A staff member who learns of the availability of an art work, either for purchase or offered as a gift, which is likely to be of interest to the Stamford Museum & Nature Center for its collection, is expected to place the interests of the Stamford Museum & Nature Center ahead of her/his own in acquiring the object. In all such cases, the staff member shall bring the availability of the object to the attention of the Curator or the Executive Director in order to give the Stamford Museum & Nature Center first opportunity to acquire the work.

Each staff member is expected to exercise reasonable judgment in determining whether the scopes of his/her personal collecting activities are such that they should be discussed with the Executive Director.

A staff member may not act as a dealer in purchasing or selling works of art, nor may he/she act as an appraiser, nor may he/she use his/her position at the Stamford Museum & Nature Center for personal gain in the art market. All personal gifts to staff members from artists, dealers, suppliers, and individuals or organizations with which the Stamford Museum & Nature Center has transactions shall be limited to nominal value or disclosed to the Director for approval.

A staff member may not use family or friends to accomplish indirectly any activity prohibited above.

PUBLIC RELATIONS, PUBLIC IMAGE & PUBLIC INFORMATION

Members of the staff who receive inquiries from the press should promptly advise the Director of External Affairs, the Executive Director or the Executive Associate in the Director's office of the inquiry. Staff members may not respond to press inquiries on behalf of the Stamford Museum & Nature Center unless designated to do so by the Executive Director.

The Entrance booth and lobby reception desk present the initial image of the Stamford Museum & Nature Center to the public. Responsibility for the appearance of this area lies with the Operations department who consults with the Executive Director. All printed information about the Stamford Museum & Nature Center and its exhibition and education programs, including wall text, labels, brochures, catalogues, announcements, posters, etc., must be approved by appropriate professional staff and/or the Executive Director before presentation to the public.

Inquiries about employment history, credit information and other confidential personal information about staff members will be referred to the Director of Human Resources. The Director of Human Resources will limit his/her replies to verification of employment, dates of employment and position held. Any further disclosures must be requested by obtaining the written approval of the staff member concerned.

To protect the privacy of all individuals associated with the Stamford Museum & Nature Center, including the Stamford Museum & Nature Center Board, Executive Director, staff members, and volunteers, no personal

addresses, e-mail addresses, or telephone numbers will be given to anyone. Personal contact information of staff members will be circulated to Museum staff only for use in security or emergency situations.

IN CASE OF EMERGENCY

In the case of an emergency, official outside agencies including police, fire and emergency medical technicians should be contacted immediately. Dial 911 in Stamford and then notify the Stamford Museum & Nature Center management.

Emergency Codes to be used by Staff when there is an on-site emergency are as follows:

- Staff Red – Fire/Police
- Staff Blue – Medical Emergency – Call 911
- Staff Pink – Lost Child (Follow the Lost Child Policy)
- Staff Gray – Suspicious Person
- Staff Metal – A weapon is visible

Non-Emergencies are to be called to the Stamford Police Department Non Emergency line – 203-977-4444.

LOST CHILD PROCEDURE

When a child is reported lost or missing, Initial Staff being notified should:

- Notify all staff by walkie talkie of a STAFF PINK CODE or call main desk to notify all staff by walkie talkie of a STAFF PINK CODE – include child's name, last location, description of child and clothing, and any known medical condition(s) of child. Get the name of parents, home address, home phone and cell phone. If you do not have a walkie talkie, use your cell phone.
- 203-977-6521
- The following questions should be asked of the parent
 - Name of Child
 - Has this happened before? What were the results?
 - Does the child have any medical issues?
 - Where did they park? The car should be checked by a staff person.
- Cabinet Members will then communicate via group phone numbers the status of the Lost Child. If there are no Cabinet members on the property the Manager in charge will be the Asst. Director of Education and/or the Farm Manager
- Refrain using your Walkie-Talkie to allow for updates as needed as well as the final resolution of the Lost Child.
- Gate VS staff at the front gate should go to front gate/put chain up on outgoing drive. Stay at the front gate. An Operations staff member will arrive immediately and check cars for the missing child before allowing any cars to depart the grounds.
- Operations staff will immediately lock the back gate and wait at the back gate. One person will be designated at the back gate and will not allow cars to leave without being checked.
- Call 911 within 10 minutes if child is not located – note on the weekends, this is 5 minutes.
- Farm staff will check the farm grounds/buildings/Heckscher Wild.
- Education & Operations staff will check the woods
- Bendel Mansion staff will check the playground and meadow
- Pre-school staff and any other staff will check the pre school and lower parking lot
- Staff should refrain from being on the walkie-talkie so they may be alerted when the child has been located.

OUTSIDE EMPLOYMENT

The Stamford Museum & Nature Center is entitled to first call on the services of staff members in areas of their respective professional competence. However, the Stamford Museum & Nature Center recognizes that it may be in the best interest of the staff member and the Stamford Museum & Nature Center for the staff member to participate in certain outside activities.

Therefore, Museum staff members may engage in outside employment or gainful activities under the following guidelines:

- The department head and Executive Director must give prior written consent to outside employment of a professional nature, if related to museum activities.
- Activities for which staff is paid shall be performed on their own time.
- Such activities must not lessen the ability of staff to perform their duties and responsibilities in an acceptable manner.

A staff member seeking to engage in outside employment of a professional nature is expected to make reasonable judgments regarding the appropriateness and/or propriety of such employment on his/her own time. It is important to consider whether the staff member's present and future commitments to the Stamford Museum & Nature Center might suffer in any way.

Because of the inherent potential for conflicts of interest, the Stamford Museum & Nature Center staff members may not curate exhibitions, consult or write catalogue essays for organizations participating in like business to the Stamford Museum & Nature Center. A staff member who is invited to curate exhibitions, consult or write catalogue essays for another museum or non-profit art space must obtain written approval from the Department Head and the Executive Director.

Staff members are encouraged to write, publish and lecture both for the Stamford Museum & Nature Center and on their own. With respect to all works prepared as part of the normal duties of the staff member or works prepared at the behest of the Stamford Museum & Nature Center as part of any arrangement made by the Stamford Museum & Nature Center with any third party, a) the Stamford Museum & Nature Center shall own all rights, including the copyrights, in such works, and b) all such works shall be deemed works-made-for-hire within the meaning of the United States Copyright Act.

Staff members may participate as board members, advisory committee members or volunteers in other non-profit public service community groups. If however, the mission and programs of the other group are similar to those of the Stamford Museum & Nature Center and present a possible conflict of interest situation, the staff member must discuss his/her proposed participation with their Department Head or the Executive Director.

ENDING THE EMPLOYMENT RELATIONSHIP

RESIGNATION

If an employee chooses to resign, the employee must submit a written letter of resignation to his/her manager. The Stamford Museum & Nature Center requires that the employee provide two-weeks notice of his or her resignation but reserves the right to dismiss the employee immediately even if such notice is given. Department heads are encouraged to provide four-weeks notice of his/her resignation in order to facilitate a smooth, professional transition.

EXIT INTERVIEW

The Stamford Museum & Nature Center may ask for an exit interview with the employee to discuss the reason for departure, benefit arrangements, return of property, and arrange for final paycheck.

RETURN OF PROPERTY

Employees are responsible for all the Stamford Museum & Nature Center property, materials or written information issued to them or in their possession or control. The employee must return all property by their last day of work including files, credit cards, access keys, access codes, laptops, cell phones, and similar devices and materials issued by Stamford Museum & Nature Center.

COBRA

Under the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), a federal law, the Stamford Museum & Nature Center offers certain former employees and their dependents the opportunity for a temporary extension of their group health coverage (“COBRA Continuation Coverage”) at group rates and in certain instances in which coverage under the plan would otherwise end.

To be eligible for COBRA coverage, you must have a “qualifying event”, you (and/or your dependent) must have been enrolled in the Stamford Museum & Nature Center health plan when you worked and the health plan must continue to be in effect for active employees. COBRA continuation coverage is available upon the occurrence of a qualifying event that would, except for the COBRA continuation coverage, cause an individual to lose his/her health care coverage. Further information can be obtained from the Director of Finance or the Director of Human Resources.

REFERENCES

When responding to inquiries concerning former employees, the Stamford Museum & Nature Center will disclose only dates of employment and the last position held unless a signed, written authorization is provided by the former employee.

TERMINATION/DISCHARGE

An employee who is discharged is paid earned salary, accrued vacation pay and any other benefits to which he/she is entitled under the Stamford Museum & Nature Center policy and in accordance with the laws of the state of Connecticut.

RETIREMENT

Employees should notify the Director of Finance or the Director of Human Resources as early as possible of their retirement date, but at least one month in advance to allow for an orderly transition of responsibilities. Additional advance notice may be needed for the pension carrier to process paperwork and to give the employee time to make decisions. It is advised that the pension carrier be notified as soon as possible. As an employee approaches retirement, the Stamford Museum & Nature Center will assist in all appropriate matters.

EMPLOYMENT ABANDONMENT

An employee who is absent for more than three (3) consecutive working days without prior approval and/or without absence notification is considered to have abandoned his/her employment. On the fourth (4th) day the Stamford Museum & Nature Center will notify the employee by registered mail that their employment has been terminated effective the first day of the unauthorized absence.

DISCLAIMER

The Stamford Museum & Nature Center (“STAMFORD MUSEUM & NATURE CENTER”), has prepared this Handbook for your use as a guide and reference to your employment with the Stamford Museum & Nature Center.

All employees of the Stamford Museum & Nature Center are at-will employees. This means:

- that the employment relationship may be terminated at the will of either the employee or the Stamford Museum & Nature Center;
- that employment may be terminated with or without cause; and
- that employment may be terminated without prior notice.

This handbook is only a guide and is not a contract for employment. These policies and procedures are not a guarantee of employment for any length of time or for any particular terms or conditions of employment. Further, no employee, manager or other person acting on behalf of the Stamford Museum & Nature Center, except the Executive Director and the Director of Human Resources, has the authority to alter any employee’s at-will status.

While the Stamford Museum & Nature Center will make reasonable attempts to notify its employees about any changes or modifications to this handbook, the Stamford Museum & Nature Center expressly reserves the right to modify or delete any of the policies contained herein with or without notice.

A FEW CLOSING WORDS

We hope that this Employee Handbook has provided you with some general understanding of your employment at the Stamford Museum & Nature Center. Should you have any questions about the information set forth in this handbook, please do not hesitate to speak to your manager, Department Head, the Director of Human Resources or the Executive Director. We hope your employment with Stamford Museum & Nature Center will be fulfilling and rewarding for both you and the Stamford Museum & Nature Center.

VISITOR CODE OF CONDUCT

Welcome to the wonderful world of the Stamford Museum & Nature Center.

We are a place of natural beauty with scenic woodland paths, walking trails throughout the property, and our working Heckscher Farm showcasing heritage breeds of animals. We take pride in being the stewards of valuable resources and irreplaceable works of art, including sculpture on the property and exhibitions of precious art in the Bendel Mansion and museum galleries.

Your safety and comfort is of utmost importance to us and we hope you enjoy your visit. We want to ensure that all of our visitors have an equally memorable and safe experience. Your visit to the Stamford Museum & Nature Center will be educational and enriching by observing the simple guidelines that follow:

- Be considerate of other visitors and the SM&NC staff.
- Parents and chaperones must be in control of children in their care at all times.
- Staff of the SM&NC should not be expected to control or discipline a visitor's child.
- Respect all of the treasures and resources on our 118 acre property, including sculptures, exhibitions, animals, waterways, and plants.
- Museum behavior should be quiet, calm, and considerate.
- Use common courtesy when using your cell phone.
- Stay on sidewalks and pathways and be aware of traffic.

Remember THE NOs:

- No feeding or chasing the animals, as this can endanger their health.
- No climbing on any sculpture.
- No littering --- kindly recycle.
- No biking, hunting, swimming, or fishing is allowed.
- No dogs or pets are allowed.

Be safe, enjoy your visit, and please do come back soon and often.

ACKNOWLEDGMENT FORM

Please sign this form and return it to the Director of Human Resources acknowledging that you have read this handbook and understand that it is not a contract of employment.

I have received a copy of the Stamford Museum & Nature Center Employee Handbook and have either read it or have had it read to me. I understand that this handbook is designed to acquaint me with certain policies and procedures, and I understand these policies and procedures. I understand that any provision of this handbook may be amended, eliminated or revised at any time by the Stamford Museum & Nature Center for any reason and without notice. I understand that nothing in this handbook in any way creates an expressed or implied contract of employment between the Stamford Museum & Nature Center and me, or may be construed to create a binding contract.

I have entered into my employment relationship with the Stamford Museum & Nature Center voluntarily and acknowledge that there is no specified length of employment. Accordingly, either the Stamford Museum & Nature Center or I may terminate the relationship at any time, with or without cause, and for any reason or for no reason provided no state or federal laws are violated. No representative of the Stamford Museum & Nature Center, except the Executive Director, has any authority to enter into any agreement with an employee or potential employee for any specified time or to make any agreement contradicting the provisions set forth in this handbook.

I acknowledge that this handbook is not a contract of employment and is not a legal document.

I understand and agree that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

Employee's Name: _____
(Please Print)

Position: _____

Employee's Signature: _____

Date: _____