# Fauquier Chamber of Commerce

# Employee Handbook

Revision 12/2022

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# Welcome Message

Dear Valued Employee,

Welcome to the Fauquier Chamber of Commerce. We are delighted you have chosen to apply your talents, interests, and intentions to Fauquier County’s business community.

This handbook is designed to describe the expectations we have of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should read the contents of the employee handbook as soon as possible, for it will answer many questions about employment with the Fauquier Chamber of Commerce (The Chamber).

No employee handbook can anticipate every circumstance or question.  The Chamber reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as we deem appropriate, at our sole and absolute discretion. Employees will, of course, be notified of such changes to the handbook as they occur.

All employees are required to sign an initial certification that acknowledges that they have read the Employee Handbook and understand their obligations pursuant to the Handbook. For new employees, this certification must be signed and submitted to the Chamber President or designee within seven (7) calendar days of their first day of employment. All employees will be required to sign subsequent revisions as required. We hope that your experience here will be challenging, enjoyable and rewarding. Again, welcome!

Alec Burnett

Chamber President

# Introduction

## WHO WE ARE

Modern chambers of commerce are outgrowths of the early efforts of business to organize, and we can trace our roots to the fairs and guilds of medieval Europe.  Chambers of commerce in America originally were designed almost exclusively as trade bodies.  In more recent years, they have come to be not only agencies of trade promotion, but also of general business promotion and community development.

The Fauquier Chamber of Commerce was founded in 1921.  It is an organization of businesspeople who voluntarily have joined together to work for the solution of their mutual business and community problems.  Through our organization, businesspeople can accomplish collectively what no one individual can achieve.

The Fauquier Chamber of Commerce has two primary functions.  First, it speaks for the business community by translating the group thinking of its constituency into action in the public policy arena.  Second, it renders specific services to its membership and to the community.

## WHY WE ARE

A capable and caring staff is essential to our work.  We must always remember that the Chamber is an organization supported by and designed to serve active members.

This includes maintaining appropriate confidentiality as to matters of the Chamber and its members, (see Confidentiality, Page 23) as well as the avoidance of any behavior or actions which may give the appearance of impropriety or conflicts of interest reflecting upon or pertaining to the Chamber, its members, board, officers, or management.

If you ever are in doubt about whether an activity meets our ethical standards or compromises the Chamber's reputation, please discuss it with the Chamber President or Board Chair.

## What We Do – Our Mission

The Fauquier Chamber helps the community do business so that we all can thrive through relationships, resources, and revitalization.

## Where We Are Going – Our Vision

The Fauquier Chamber of Commerce is the Voice of Business in Fauquier County.

## Changes In Policy

Organizational change is inevitable. Therefore, we expressly reserve the right to interpret, modify, suspend, cancel, or dispute, with or without notice, all or any part of our policies, procedures, and benefits at any time with or without prior notice. Changes will be effective on the dates determined by Fauquier Chamber of Commerce, and after those dates, all superseded policies will be null and void.

No individual supervisor or manager has the authority to alter the foregoing. Any employee who is unclear on any policy or procedure should consult a supervisor or the Chamber President.

## Employment AT-WILL

Employment with the Fauquier Chamber of Commerce is "at-will." This means employees are free to resign at any time, with or without cause, and Fauquier Chamber of Commerce may terminate the employment relationship at any time, with or without cause or advance notice. As an at-will employee, it is not guaranteed, in any manner, that you will be employed with Fauquier Chamber of Commerce for any set period of time.

The policies set forth in this employee handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by Fauquier Chamber of Commerce, except for the policy on at-will employment, which may be modified only by a signed, written agreement between the Chamber President and the employee at issue. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between Fauquier Chamber of Commerce and any of its employees.

## Immigration Law Compliance

Fauquier Chamber of Commerce is committed to employing only United States citizens and aliens who are authorized to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Fauquier Chamber of Commerce within the past three years, or if their previous I-9 is no longer retained or valid.

## Equal Employment Opportunity

Fauquier Chamber of Commerce is an Equal Opportunity Employer. Employment opportunities at Fauquier Chamber of Commerce are based upon one's qualifications and capabilities to perform the essential functions of a particular job and free from discrimination because of race, religion, sex, national origin, age, veteran status, disability, genetic information, or any other characteristic protected by law.

This Equal Employment Opportunity policy governs all aspects of employment, including, but not limited to, selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Fauquier Chamber of Commerce strongly urges the reporting of all instances of discrimination to the Chamber President or Board Chair and prohibits retaliation against any individual who reports discrimination or participates in an investigation of such report. Appropriate disciplinary action, up to and including immediate termination, will be taken against any employee who violates this policy.

## Non-Discrimination and Anti-Harassment

### Sexual and Other Unlawful Harassment

Fauquier Chamber of Commerce is committed to a work environment in which all individuals are treated with respect. Fauquier Chamber of Commerce expressly prohibits discrimination and all forms of employee harassment based on race, color, religion, sex, national origin, age, disability, military or veteran status, or status in any group protected by state or local law.

The purpose of this policy is not to regulate the personal morality of employees. It is to ensure that in the workplace, no employee harasses another for any reason or in any manner. The conduct prohibited by this policy includes conduct in any form including but not limited to e-mail, voice mail, chat rooms, Internet use or history, text messages, pictures, images, writings, words or gestures.

While it is not easy to define precisely what harassment is, it includes: slurs, epithets, threats, derogatory comments or visual depictions, unwelcome jokes, and teasing.

Sexual harassment is a form of discrimination and is prohibited by law. For purposes of this policy sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when this conduct explicitly or implicitly affects an individual's employment, unreasonably interferes with an individual's work performance, or creates an intimidating, hostile, or offensive work environment. Unwelcome sexual advances (either verbal or physical), requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment may include a range of behaviors and may involve individuals of the same or different gender. These behaviors include, but are not limited to:

* Unwanted sexual advances or requests for sexual favors.
* Sexual or derogatory jokes, comments, or innuendo
* Unwelcomed physical interaction
* Insulting or obscene comments or gestures
* Offensive email, voicemail, or text messages
* Suggestive or sexually explicit posters, calendars, photographs, graffiti, or cartoons
* Making or threatening reprisals after a negative response to sexual advances.
* Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters.
* Verbal sexual advances or propositions.
* Physical conduct that includes touching, assaulting, or impeding or blocking movements
* Any other visual, verbal, or physical conduct or behavior deemed inappropriate by the company

Harassment on the basis of any other protected characteristic is also strictly prohibited.

### Complaint Procedure

Fauquier Chamber of Commerce strongly encourages the reporting of all instances of discrimination, harassment, or retaliation. If you believe you have experienced or witnessed harassment or discrimination based on sex, race, national origin, disability, or another factor, promptly report the incident to your supervisor. If you believe it would be inappropriate to discuss the matter with your supervisor, you may bypass your supervisor and report it directly to the Chamber President.

Any reported allegations of harassment or discrimination will be investigated promptly, thoroughly, and impartially.

Any employee who believes that (s)he is a victim of sexual harassment should immediately report such actions in accordance with the following procedure. All complaints will be promptly and thoroughly investigated as confidentially as possible.

1. Any employee who believes that (s)he is a victim of sexual harassment or has been retaliated against for complaining of sexual harassment, should report the situation immediately to the Finance Director. If an employee is dissatisfied with the attention the report receives, (s)he should contact the President.
2. The Chamber will investigate every reported incident immediately. Any employee, supervisor or agent of The Chamber who has been found to have violated this policy may be subject to appropriate disciplinary action, up to and including immediate termination.
3. The Chamber will conduct all investigations in a discreet manner. The Chamber recognizes that every investigation requires a determination based on all the facts in the matter. It also recognizes the serious impact a false accusation can have. The Chamber trusts that all employees will continue to act responsibly.
4. The reporting employee and any employee participating in any investigation under this policy have The Chamber assurance that no reprisals will be taken as a result of a sexual harassment complaint. It is the policy to encourage discussion of the matter to help protect others from being subjected to similar inappropriate behavior.

Any employee found to be engaged in any form of sexual or other unlawful harassment may be subject to disciplinary action, up to and including termination of employment.

### Retaliation Prohibited

Fauquier Chamber of Commerce expressly prohibits retaliation against any individual who reports discrimination or harassment or assists in investigating such charges. Any form of retaliation is considered a direct violation of this policy and, like discrimination or harassment itself, will be subject to disciplinary action, up to and including termination of employment.

# Accommodations

## Disability Accommodations

The Chamber is committed to providing equal employment opportunities to qualified individuals with disabilities. This may include providing reasonable accommodation where appropriate in order for an otherwise qualified individual to perform the essential functions of the job. It is the employee’s responsibility to notify the President of the need for accommodation. Upon doing so, the President may ask for the employee’s input or the type of accommodation (s)/he believes may be necessary or the functional limitations caused by his/her disability. Also, when appropriate, The Chamber may need the employee’s permission to obtain additional information from his/her physician or other medical or rehabilitation professionals. The Chamber will not seek genetic information in connection with requests for accommodation. All medical information received by the Chamber in connection with a request for accommodation will be treated as confidential.

# Code of Conduct

## Whistleblower Protection

This policy is designed to protect employees and address Fauquier Chamber of Commerce commitment to integrity and ethical behavior. In accordance with Whistleblower Protection regulations, Fauquier Chamber of Commerce will not tolerate harassment, retaliation, or any type of discrimination against an employee who:

* Makes a good faith complaint regarding suspected Company or employee violations of the law
* Makes a good faith complaint regarding accounting, internal accounting controls, or auditing matters that may lead to incorrect, or misrepresentations in, financial accounting
* Provides information to assist in an investigation regarding violations of the law; or
* Files, testifies, or participates in a proceeding in relation to alleged violations of the law.

Negative employment sanctions, such as demotion or termination, as a result of an employee's decision to provide good-faith information regarding violations of the law, will not be tolerated. In addition, discrimination, threats, and harassment is prohibited.

Anyone violating this policy will be subject to discipline, up to and including termination of employment.

## Substance Abuse

Fauquier Chamber of Commerce is committed to maintaining a workplace free of substance abuse. No employee is allowed to consume, possess, sell, purchase, or be under the influence of alcohol or illegal drugs on any property owned by or leased on behalf of Fauquier Chamber of Commerce, or in any vehicle owned or leased on behalf of Fauquier Chamber of Commerce. Occasional organized Chamber of Commerce social activities allow for reasonable consumption of alcohol by employees over 21 years of age.

The use of over-the-counter drugs and legally prescribed drugs is permitted if they are used in the manner for which they were prescribed and provided that such use does not hinder an employee's ability to safely perform his or her job. The Fauquier Chamber of Commerce will not tolerate employees who report for duty while impaired by the use of alcohol or drugs. All employees should report evidence of alcohol or drug abuse to their supervisor or Chamber President immediately. In cases in which the use of alcohol or drugs creates an imminent threat to the safety of persons or property, employees are required by Fauquier Chamber of Commerce to report the violation. Failure to do so may result in disciplinary action, up to and including termination of employment.

As a part of our effort to maintain a workplace free of substance abuse, Fauquier Chamber of Commerce employees may be asked to submit to a medical examination and/or clinical testing for the presence of alcohol and/or drugs. Within the limits of federal, state, and local laws, Fauquier Chamber of Commerce reserves the right to examine and test for drugs and alcohol at our discretion. Initial \_\_\_\_

Employees may refuse to consent to substance abuse testing with the understanding that refusal to do so will result in immediate termination of employment.

A positive test may constitute a violation of this policy and the employee will be subject to corrective action up to and including termination.

Any employee who is convicted of a criminal drug or alcohol violation must notify the President within 48 hours of the conviction.

As a condition of your employment with Fauquier Chamber of Commerce, employees must comply with this Substance Abuse Policy. Be advised that no part of the Substance Abuse Policy shall be construed to alter or amend the at-will employment relationship between Fauquier Chamber of Commerce and its employees.

Employees found in violation of this policy may be subject to disciplinary action, up to and including termination of employment.

One of the goals of the drug-free workplace policy is to encourage employees to voluntarily seek help with alcohol and/or drug problems. All inquiries will be kept in confidence.

## Communication Guidelines

### Contact with the Media

All media inquiries regarding The Chamber and its operations must be referred to the President or appointed designee. Only the President or Chair is authorized to make or approve public statements on behalf of The Chamber. No employees, unless specifically designated by the President, Chair or their designee are authorized to make statements on behalf of, or as a representative of The Chamber.

### Public Displays and Communications

Employees may not make appearances or statements in the media or in public forums (including online media) while representing the Chamber that could jeopardize the Chamber’s image or reputation. Employees are again reminded they should ensure that their actions meet the highest ethical standards.

Online media is more than just Facebook, Twitter, and Instagram. It includes blogs, online networks, websites, and any other Internet-based tools for sharing and discussing information. Online presence that includes images, videos, posts, or comments may be perceived to reflect Fauquier Chamber support.

While serving as a Chamber employee please be aware your online comments and actions may be interpreted as the viewpoint of the Chamber and its programs. Controversial issues will arise throughout the community from time to time. An employee must distinguish one’s self as providing a personal view and take care to not be perceived as the representative of the Chamber or its programs when participating in these types of online conversations.

We are proud of our Chamber brand and hope that you are, too. It is not the intent of this policy to prevent appropriate communications.

### Internal Communication

Effective and ongoing communication within the Fauquier Chamber of Commerce is essential. As such, the organization maintains systems through which important information can be shared among employees and management.

Fauquier Chamber of Commerce uses the intranet, internet, and E-mail to facilitate communication and share access to documents.

Employees may correspond and send files that do not contain confidential information via email. For more information on the appropriate usage of e-mail in the workplace, employees may refer to the Internet Usage and Computer Usage policies.

All employees are responsible for checking internal communications on a frequent and regular basis during normal business hours. Employees should consult their supervisor with any questions or concerns on information disseminated.

### Corporate Image and Reputation

The Fauquier Chamber of Commerce prides itself on its image and reputation of service to the Fauquier business community. We have built and maintained this image and reputation, largely through the hard work and dedication of our employees. In this increasingly electronic age, and particularly with the growth and popularity of social media platforms such as Facebook, LinkedIn, and YouTube, we are aware that such media are becoming the preferred methods of communication. However, our corporate image and reputation cannot be jeopardized. We want you to be mindful of this risk and conduct yourself in a manner to prevent this from happening. Employees should understand the image of the Chamber is one of our most valuable assets, and we all need to protect it from being tarnished.

### Public Behavior

All employees have a personal responsibility to ensure that their actions meet the highest ethical standards. It is imperative that the conduct of all employees not reflect adversely on the Chamber. Specifically, an employee must not act in a way which would reflect unfavorably upon the Fauquier Chamber or its employees. Public statements or displays by employees that are averse to the business interests of the Fauquier Chamber are similarly prohibited.

## Employee Classification

For purposes of salary administration and eligibility for overtime payments and employee benefits, Fauquier Chamber of Commerce classifies employees as either exempt or non-exempt. Non-exempt employees are entitled to overtime pay in accordance with federal and state overtime provisions. Exempt employees are exempt from federal and state overtime laws and, but for a few narrow exceptions, are generally paid a fixed amount of pay for each workweek in which work is performed.

If you change positions during your employment with Fauquier Chamber of Commerce or if your job responsibilities change, you will be informed by the Chamber President of any change in your exempt status.

In addition to your designation of either exempt or non-exempt, you also belong to one of the following employment categories:

### Full-Time Employees

Full-time employees are regularly scheduled to work greater or equal to 35 hours per week. Generally, regular full-time employees are eligible for Fauquier Chamber of Commerce benefits, subject to the terms, conditions, and limitations of each benefit program.

### Part-Time Employees

Part-time employees are regularly scheduled to work less than 35 hours per week. Regular part-time employees may be eligible for some Fauquier Chamber of Commerce benefit programs, subject to the terms, conditions, and limitations of each benefit program.

### Temporary Employees

Temporary employees include those hired for a limited time to assist in a specific function or in the completion of a specific project. Employment beyond any initially stated period does not in any way imply a change in employment status or classification. Temporary employees retain temporary status unless and until they are notified in writing, by Fauquier Chamber of Commerce Management, of a change. They are not eligible for any of Fauquier Chamber of Commerce benefit programs.

### Non-Employees

Non-employees include independent contractors and consultants who are paid on a fee-for-service basis to perform certain specified services. Independent contractors and consultants are not considered employees of the Fauquier Chamber and thus are not covered by the provisions of this handbook. Independent contractors and consultants are not eligible to receive any benefits provided to employees pursuant to this handbook or otherwise.

## Employee Evaluation

Introductory Period - full-time and part-time employees are on an introductory period during their first 90 days of employment.

During this time, they will be able to determine if their new job is suitable and the supervisor will have an opportunity to evaluate their work performance. However, the completion of the introductory period does not guarantee employment for any period of time since they are at-will employees both during and after the introductory period.

# Hours of Work

## Company Hours

Fauquier Chamber of Commerce office is open for business from Monday - Thursday: 9:00 am to 5:00 pm, Friday: 9:00 am to 4:00 pm; except for holidays recognized by Fauquier Chamber of Commerce. These hours define the core hours for most employees; however, some positions require the attendance at events and activities which occur outside those hours. Employees are to work with their supervisor as to accommodate schedules for in these instances. The standard workweek is 40 hours.

Supervisors will advise employees of their scheduled shift, including starting and ending times. Business needs may necessitate a variation in your starting and ending times as well as in the total hours you may be scheduled to work each day and each week.

## Emergency Closing

At times, emergencies such as severe weather, fires, or power failures can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. The decision to close or delay regular operations will be made by the Chamber President.

When the decision is made to close the office, employees will receive official notification from their supervisor.

# Compensation

## Paydays

Fauquier Chamber of Commerce employees are paid on a semi-monthly basis. If a regularly scheduled payday falls on a holiday, employees will be paid on the day preceding the holiday, unless otherwise required by state law.

Paychecks will not, under any circumstances, be given to any person other than the employee without written authorization. Paychecks may also be mailed to the employee’s listed address or, upon advance written authorization, deposited directly into an employee's bank account.

Employees who elect payment through direct deposit will receive an itemized statement of wages when the Company makes direct deposits.

In the event of employee termination, the employee will receive their accrued pay in accordance with applicable federal, state, and local laws.

## Timekeeping

It is the organization's policy to comply with applicable laws that require records to be maintained of the hours worked by our employees. Every employee is responsible for accurately recording time worked.

In addition to recording arrival and departure time, non-exempt employees are required to accurately record the start and end of each meal period as well as any departure for non-work-related reasons.

Vacation days, sick days, holidays, and absences for jury duty, funeral leave or military training must be specifically recorded by all employees.

It is the responsibility of all employees to submit and approve their time records each week.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action up to and including termination of employment.

## Expense Reimbursement

Expenses incurred by an employee must be approved in advance by the Chamber President.

Expenses that may warrant reimbursement include, but are not limited to, the following: mileage costs, air or ground transportation costs, lodging, and meals used for the purpose of carrying out company business. Reimbursement will be offered upon approval and according to documentation provided by the Chamber president and made available upon request.

Employees must submit expense reports to the Chamber President for approval. Questions regarding this policy should be directed to your supervisor.

## Payroll Deductions

Fauquier Chamber of Commerce makes deductions from employee pay only in circumstances permitted by applicable law. This includes, but is not limited to, mandatory deductions for income tax withholding and Social Security and Medicare contributions as well as voluntary deductions for health insurance premiums and other related contributions.

If you believe that an improper deduction has been made from your pay, raise the issue with the Payroll Department immediately. Fauquier Chamber of Commerce will promptly investigate. If the investigation reveals that you were subjected to an improper deduction from pay, you will be reimbursed promptly.

# General Benefits Information

## Retirement Plan

Fauquier Chamber of Commerce employees can participate in a company-sponsored retirement plan. Full-time employees are eligible to participate in the plan after 90 days.

Employees may consult the Chamber President and refer to plan documents for more details.

## Leave Benefits

### Holidays

Fauquier Chamber of Commerce observes the following paid holidays:

* New Year's Day
* Martin Luther King Day
* George Washington’s Birthday
* Memorial Day
* Juneteenth
* Independence Day
* Labor Day
* Columbus Day
* Veteran's Day
* Thanksgiving Day
* Christmas Day

### Paid Time Off (PTO)

Paid Time Off (PTO) is an all-purpose time off policy for eligible employees to use for vacation, illness, injury, or personal business. PTO combines traditional vacation and sick leave plans into one flexible, inclusive policy. PTO is payable in the same manner as the regular salary and is subject to the same withholding elections.

Employees in the following employment classification(s) are eligible to earn and use PTO as described in this policy: Full-time employees.

Upon entering an eligible employment classification, employees will begin to earn PTO according to the following schedule:

* After 6 months of service, employees are eligible for 10 PTO days
* After 3 years of service, employees are eligible for 15 PTO days
* After 7 years of service, employees are eligible for 20 PTO days
* After 10 years of service, employees are eligible for 25 PTO days

To the extent permitted by state and local laws, employees must use their earned time prior to December 31 of the calendar year; otherwise, the time will be forfeited.

Paid time off is paid at your base pay rate at the time of the absence. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differential.

Employees with an unexpected need (i.e. sudden illness or emergency) to request PTO should notify their direct supervisor as early as possible. Employees must also contact their direct supervisor on each additional day of absence.

Work-related accidents and illness are covered by Workers' Compensation Insurance, pursuant to the requirements of the laws in the state(s) in which Fauquier Chamber of Commerce operates. The PTO policy outlined above does not apply to those illnesses or injuries that are covered by an applicable Workers' Compensation policy.

* Vacation time cannot be taken until it is accrued.
* Leave must be approved in advance by the employee’s supervisor and the President;
* Vacation hours are not to be used in overtime calculations.
* The maximum number of hours allowed to be carried on your anniversary date is 1 ½ times your annual rate. On your anniversary, any hours in excess of this amount will be lost. You will, however, continue to accrue time for the upcoming year.
* Pay is not granted in lieu of taking the actual time off.

Eligible employees who provide at least two weeks' advance notice of their resignation will be paid for accrued but unused vacation.

### Bereavement Leave

Bereavement leave provides paid time off for eligible employees in the event of a death in their immediate family.

An immediate family member for purposes of Fauquier Chamber of Commerce's bereavement leave policy includes the following:

* Spouse
* Child (including foster children and stepchildren)
* Parent (including legal guardian and stepparent)
* In-laws (including mother and father-in-law and brother and sister-in-law)
* Grandparent
* Grandchild
* Sibling
* Life partner

Eligible employees are entitled to 3 days paid time off to eligible employees for a death in the immediate family.

Fauquier Chamber of Commerce understands the deep impact that death can have on an individual or a family, therefore additional unpaid time off may be granted at the company's discretion. Such arrangements must be approved by the employee's supervisor.

To be eligible for paid time off for bereavement, employees are expected to notify their supervisors at the earliest opportunity so that the supervisor can try to arrange coverage for the employee's absence. In addition, Fauquier Chamber of Commerce may require verification of the need for the leave.

### Jury Duty

Fauquier Chamber of Commerce encourages employees to fulfill their civic responsibilities when called upon to serve as a juror. Employees must provide their immediate supervisor with a copy of their jury summons as soon as possible so that the supervisor may make arrangements to accommodate their absence.

Employees on jury duty must report to work on workdays, or parts of workdays, when they are not required to serve. Either Fauquier Chamber of Commerce or the employee may request an excuse from jury duty if it is determined that the employee's absence would create serious operational difficulties.

Jury duty will be paid if required by applicable state law. If paid, jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence.

### Military Leave

Fauquier Chamber of Commerce proudly grants employees time off of work for service in the uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).

All employees requesting time off for military service must provide advance notice of military service to their immediate supervisor, unless military necessity prevents such notice, or it is otherwise impossible or unreasonable. Continuation of health insurance benefits is available during military leave subject to the terms and conditions of the group health plan and applicable law.

Employees are eligible for re-employment for up to five (5) years from the date their military leave began. The period an individual must make application for reemployment or report back to work after military service is based on time spent on military duty. For service of less than 31 days, the service member must return at the beginning of the next regularly scheduled work period on the first full day after release from service, taking into account safe travel home plus an eight-hour rest period. For service of more than 30 days but less than 181 days, the service member must submit an application for reemployment within 14 days of release from service. For service of more than 180 days, an application for reemployment must be submitted within 90 days of release from service.

Employees who qualify for re-employment will return to active employment at a pay level and status equal to that which they would have attained had they not entered military service. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service.

Questions regarding this policy should be directed to the Chamber President.

### Medical and Parental Leave

Regular full-time employees of the Fauquier Chamber of Commerce are eligible for pregnancy disability leave, without regard to length of employment, and for medical disability leave after completion of the 90-day initial employment period. If you are disabled due to a medical or pregnancy related condition, you may take a disability leave for the period of actual disability, up to a maximum of 60 days.

### Workers' Compensation

Employees who are injured on the job at Fauquier Chamber of Commerce are eligible for Workers' Compensation benefits. Such benefits are provided at no cost to employees and cover any injury or illness sustained in the course of employment that requires medical treatment.

Employees who sustain work-related injuries or illnesses must notify their supervisor immediately so that the Fauquier Chamber of Commerce can notify the workers' compensation insurance carrier as soon as possible.

Lost time or medical expenses incurred as a result of an accident or injury which occurred while an employee was on the job will be compensated for in accordance with workers' compensation laws. This protection is paid for in full by the Fauquier Chamber of Commerce. No premium is charged for this coverage and no individual enrollment is required. Fauquier Chamber of Commerce will provide medical care and a portion of lost wages through our insurance carrier.

All job-related accidents or illnesses must be reported to an employee's supervisor immediately upon occurrence. Supervisors will then immediately contact the Chamber President to obtain the required claim forms and instructions.

# Job Performance and Employee Conduct

## Standards of Conduct

Fauquier Chamber of Commerce’s rules and standards of conduct are essential to our productive work environment. All employees must familiarize themselves with company rules and standards; all employees will be held to them. Any employee who disregards or deviates from company rules or standards may be subject to disciplinary action, up to and including termination of employment.

While not intended to be an all-inclusive list, the examples below represent behavior that is considered unacceptable in the workplace. Behaviors such as these, as well as other forms of misconduct may result in disciplinary action, up to and including termination of employment:

* Theft or inappropriate removal/possession of property
* Falsification of timekeeping records
* Possession, distribution, sale, transfer, or use of alcohol or illicit drugs in the workplace
* Fighting or threatening violence in the workplace
* Gossiping or spreading rumors about co-workers
* Boisterous or disruptive activity in the workplace
* Negligence or improper conduct leading to damage of company-owned or member-owned property
* Insubordination or other disrespectful conduct towards other team members, board members or chamber members
* Violation of safety or health rules
* Smoking in the workplace
* Sexual or other unlawful or unwelcome harassment
* Excessive absenteeism or any absence without notice
* Unauthorized use of telephones, computers, or other company-owned equipment
* Unauthorized disclosure of any confidential information

Other forms of misconduct not listed above may also result in disciplinary action, up to and including termination of employment. If you have questions regarding Fauquier Chamber of Commerce’s standards of conduct, please direct them to your supervisor.

## Attendance and Punctuality

Absenteeism and tardiness place an undue burden on other employees and on the organization as a whole. Fauquier Chamber of Commerce expects that every employee will be consistent and punctual in attendance. This means being ready to work at your scheduled start time each day. Employees are also expected to return from breaks and meal periods on time.

All time off must be requested in writing, in advance, as outlined in the Fauquier Chamber of Commerce Paid Time Off (PTO) policy. Requests are subject to approval by your supervisor. If you are unexpectedly unable to report for work for any reason, or if you will be late for any reason, you must notify your supervisor as early as possible, but always prior to your scheduled starting time. Employees must make every effort to speak with their supervisor directly. It is not acceptable to leave a voicemail message with a supervisor, except in extreme emergencies. In cases that warrant leaving a voicemail message or when an employee’s direct supervisor is unavailable, a follow-up call must be made later that day.

Employees who are going to be absent for more than one day should contact their supervisor each day they are absent. Fauquier Chamber of Commerce reserves the right to ask for a physician’s statement in the event of a long-term illness (3 consecutive days), or multiple illnesses or injuries.

If an employee fails to notify their supervisor after three (3) consecutive days of absence, Fauquier Chamber of Commerce will presume that the employee has voluntarily resigned and the employee will be removed from payroll. Fauquier Chamber of Commerce will review any extenuating circumstances presented by the employee that may have prevented him/her from calling in before being removed from payroll.

If an illness or emergency occurs during work hours, employees should notify their supervisor. Employees must also notify their supervisor at least one day in advance of known absences for medical or dental appointments.

Fauquier Chamber of Commerce considers consistent attendance and punctuality to be the foundation for excellent performance. Should undue or recurrent absence and tardiness become apparent, the employee may be subject to disciplinary action, up to and including termination of employment.

## Professional Appearance

Employees are expected to exercise good judgment in personal appearance and personal habits. An employee’s dress and personal hygiene should be appropriate to the work environment. Employees are always expected to present a professional, businesslike image. Acceptable personal appearance is an ongoing requirement of employment.

The purpose of Fauquier Chamber of Commerce’s personal appearance policy is to ensure safe working conditions and that all employees present a professional image. During business hours or when representing Fauquier Chamber of Commerce’s, employees are expected to dress and groom themselves according to the requirements of their positions. All employees must wear appropriate clothing, be well groomed, and observe high standards of personal hygiene.

It is never appropriate to wear stained, wrinkled, frayed, or revealing clothing to the workplace. Employees are urged to use their discretion when determining what is appropriate to wear to work. Employees who wear inappropriate attire to work will be sent home to change their clothing. Questions regarding appropriate workplace attire should be directed to your supervisor or the Chamber President.

## Disciplinary Action

Disciplinary action at Fauquier Chamber of Commerce is intended to fairly and impartially correct behavior and performance problems early on and to prevent reoccurrence.

Disciplinary action may involve any of the following: verbal warning, written warning, suspension with or without pay, and termination of employment, depending on the severity of the problem and the frequency of occurrence. Fauquier Chamber of Commerce reserves the right to administer disciplinary action at its discretion and based upon the circumstances.

Fauquier Chamber of Commerce recognizes that certain types of employee behavior are serious enough to justify termination of employment, without observing other disciplinary action first.

These violations include but are not limited to:

* Workplace violence
* Harassment
* Theft of any kind
* Vandalism or destruction of company property
* Divulging Fauquier Chamber of Commerce business practices or any other confidential information

## Personal Property

Employees should use their discretion when bringing personal property into the workplace. Fauquier Chamber of Commerce assumes no risk for any loss or damage to personal property.

Additionally, employees may not possess or display any property that may be viewed as inappropriate or offensive on Fauquier Chamber of Commerce premises.

## Driver’s License/Drivers Record

Employees in positions where the operation of a motor vehicle is an essential duty of the position must have and maintain a valid driver's license and acceptable driving record. Changes in one’s driving record must be reported to the supervisor immediately. Violations of this policy may result in immediate termination of employment.

# Chamber Property and Technology

## Use of Company Property

Company property refers to anything owned by the Fauquier Chamber of Commerce: physical, electronic, intellectual, or otherwise. The use of company property is for business necessity only.

When materials or equipment are assigned to an employee for business, it is the employee’s responsibility to see that the equipment is used properly and cared for properly. However, at all times, equipment assigned to the employee remains the property of the Fauquier Chamber of Commerce and is subject to reassignment and/or use by the without prior notice or approval of the employee. This includes, but is not limited to, computer equipment and data stored thereon, voice mail, records, and employee files.

Fauquier Chamber of Commerce has created specific guidelines regarding the use of company equipment. Below is a list of employee responsibilities and limitations in regard to company property.

## Personal Use of Company Property

Company property is not permitted to be taken from the premises without proper authority from company management.

## Company Tools

All necessary tools are furnished to employees to assist them in their required duties. Each employee is, in turn, responsible for these tools. Tools damaged or stolen as a result of an employee’s negligence will, to the extent permitted by federal, state and local law, be charged to the employee.

## Care of Company Property

Office areas should be kept neat and orderly, and all equipment should be well-maintained. The theft or misappropriation of unauthorized removal, possession, or use of company property or equipment is expressly prohibited.

Any action in contradiction to the guidelines set herein will result in disciplinary action, up to and including termination of employment.

# Confidential Information

Fauquier Chamber of Commerce takes the protection of trade secrets and confidential business information very seriously. Confidential business information includes, but is not limited to, the following examples:

* Computer processes
* Computer programs
* Customer lists that could be used by another business to gain a competitive advantage
* Customer preferences
* Mergers and Acquisitions
* Marketing strategies
* Strategic initiatives
* System Passwords
* Sensitive member information

All employees must maintain trade secrets and other confidential business information in strict confidence. Wages and other conditions of employment are considered to be confidential business information. Employees found to be in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

## Personnel Information

It is the responsibility of each employee to promptly notify their supervisor or Chamber President of any changes in personnel data. Such changes may affect your eligibility for benefits, the amount you pay for benefit premiums, and your receipt of important company information.

If any of the following have changed or will change in the coming future, contact your supervisor or Chamber President as soon as possible:

* Legal name
* Mailing address
* Telephone number(s)
* Change of beneficiary (when applicable)
* Exemptions on your tax forms
* Emergency contact(s)
* Training certificates
* Professional licenses.

## Personnel Files

The Chamber maintains a personnel file on each employee. The personnel file includes such information as the employee's job application and application materials, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are The Chamber property, and access to the information they contain is restricted. Generally, only supervisors and management personnel of The Chamber who have a legitimate reason to review information in a file are allowed to do so. Employees who wish to review their own file should contact the Board Chair. With reasonable advance notice, employees may review their own personnel files in The Chamber offices and in the presence of the Board Chair.

## Computer, Email & Internet Usage

Computer hardware, software, electronic mail, internet connections, and all other computer or electronic communication or data storage systems used by Fauquier Chamber of Commerce are the property of Fauquier Chamber of Commerce and are intended for business use. Employees have no right of personal privacy in their use of Fauquier Chamber of Commerce's computer and electronic communication systems. To ensure compliance with this policy, computer, email and internet usage may be monitored, including but not limited to, reviewing documents created and stored on Fauquier Chamber of Commerce's computer and electronic communication systems, monitoring sites visited by employees on the internet, reviewing materials downloaded or uploaded by employees from or to the internet, and reviewing emails sent and received by employees.

Fauquier Chamber of Commerce strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, Fauquier Chamber of Commerce prohibits the use of computers and the email system in ways that are disruptive, offensive to others, or harmful to morale.

Computer, email, and internet may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other nonbusiness matters.

Fauquier Chamber of Commerce purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Fauquier Chamber of Commerce does not have the right to reproduce such software for use on more than one computer. Employees may only use software according to the software license agreement. Fauquier Chamber of Commerce prohibits the illegal duplication of software and its related documentation.

The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. As a general rule, if an employee did not create material, does not own the rights to it, or has not gotten authorization for its use, it should not be put on the Internet. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

Abuse of this policy may result in disciplinary action, up to and including termination of employment. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

* Sending or posting discriminatory, harassing, or threatening messages or images
* Stealing, using, or disclosing someone else's code or password without authorization
* Copying, pirating, or downloading software and electronic files without permission
* Sending or posting confidential material, trade secrets, or proprietary information outside of the organization
* Violating copyright law
* Failing to observe licensing agreements
* Engaging in unauthorized transactions that may incur a cost to the organization or initiate unwanted Internet services and transmissions
* Sending or posting messages or material that could damage the organization's image or reputation
* Participating in the viewing or exchange of pornography or obscene materials
* Sending or posting messages that defame or slander other individuals
* Attempting to break into the computer system of another organization or person
* Refusing to cooperate with a security investigation
* Sending or posting chain letters, solicitations, or advertisements not related to business purposes or activities
* Using the Internet for political causes or activities, religious activities, or any sort of gambling
* Sending or posting messages that disparage another organization's products or services
* Passing off personal views as representing those of the organization
* Engaging in any other illegal activities

Employees should notify their immediate supervisor or any member of management upon learning of violations of this policy.

## Telephone Usage

Fauquier Chamber of Commerce telephones are intended for the sole use of conducting company business. Personal use of organization telephones and individually owned cell phones during business hours should be limited and brief.

Any employee found in violation of this policy will be subject to disciplinary action, up to and including termination of employment.

## Company Supplies

Only authorized persons may purchase supplies in the name of the Fauquier Chamber of Commerce. No employee whose regular duties do not include purchasing shall incur any expense on behalf of Fauquier Chamber of Commerce or bind Fauquier Chamber of Commerce by any promise or representation without express written approval.

# Safety and Health

## Work Environment Safety

Fauquier Chamber of Commerce is committed to providing a clean, safe, and healthy work environment for its employees. Maintaining a safe work environment, however, requires the continuous cooperation of all employees. Fauquier Chamber of Commerce and all employees must comply with all occupational safety and health standards and regulations established by the Occupational Safety and Health Act and state and local regulations. In addition, all employees are expected to obey safety rules and exercise caution and common sense in all work activities.

Employees must immediately report any unsafe conditions to their supervisor. Employees who violate safety standards; cause hazardous or dangerous situations; or fail to report or, where appropriate, remedy such situations may be subject to disciplinary action, up to and including termination of employment.

In the case of an accident that results in injury, regardless of how seemingly insignificant the injury may appear, employees must notify their supervisor.

Questions regarding this policy should be directed to your supervisor or the Chamber President.

## Workplace Violence

Fauquier Chamber of Commerce strictly prohibits workplace violence, including any act of intimidation, threat, harassment, physical violence, verbal abuse, aggression or coercion against a coworker, vendor, customer, or visitor.

Prohibited actions, include, but are not limited to the following examples:

* Physically injuring another person
* Threatening to injure another person
* Engaging in behavior that subjects another person to emotional distress
* Threatening to use or using a weapon while on company premises, on company-related business, or during job-related functions
* Intentionally damaging property

All threats or acts of violence should be reported immediately to your supervisor. Employees found to have engaged in violence may be subject to immediate termination.

## Smoke-Free Workplace

Fauquier Chamber of Commerce provides a smoke-free environment for its employees, customers, and visitors. Smoking is prohibited throughout the workplace. We have adopted this policy because we have a sincere interest in the health of our employees and in maintaining pleasant working conditions

## Reporting and Tracing COVID-19 Instances

Fauquier Chamber of Commerce has established a formal process to report circumstances surrounding events of COVID-19 infection, whether they are suspected or confirmed. This process will ensure consistent, timely and secure responses to each situation. Each staff member is expected to stay home, and to not report to work, if:

1. The Teammate has tested positive or feels sick with COVID-19 symptoms:
* Fever or chills
* Cough, Shortness of breath or difficulty breathing
* Fatigue
* Muscle or body aches
* Headache
* New loss of taste or smell
* Sore throat
* Congestion or runny nose
* Nausea or vomiting
* Diarrhea
1. The staff member has been in close contact (being within 6 feet for 15 minutes or more over a 24-hour period) with a person who has tested positive or has COVID-19 symptoms within the last 14 days or where the Teammate has been unable to either be tested for COVID-19 or has yet to receive a negative test.
2. Each staff member may be expected to stay home, and must notify the Chamber President or Chairman of the Board before reporting to work, if:
	1. The staff member traveled internationally or has been in close contact with a person who has traveled internationally. Staff Members must notify Chamber President or Chairman of the Board after international travel to discuss next steps before returning to the office.
	2. If a Teammate reported to work feeling well but then starts to feel ill while in the workplace, they should notify Chamber President or the Chairman of the Board and go home immediately.

## Reporting COVID-19 Incidents

If you are aware of an infection risk that could impact our workplace, Staff members or Chamber members follow these steps: Gather as much information as you can, including dates, locations, staff members or Chamber members impacted, and witnesses, concerns and/or actions taken (maintain confidentiality to the furthest extent possible). Report the incident to the Chamber President and/or Chairman of the Board as soon as possible including the details mentioned above.

# Security

The purpose of Fauquier Chamber of Commerce's security policy is to protect company assets and to maintain a safe working environment for all employees.

## Facility Access

All regular Fauquier Chamber of Commerce employees will be issued a key to gain access to Fauquier Chamber of Commerce facilities. Employees who are issued keys are responsible for their safekeeping. All lost or stolen keys must be reported to your supervisor as soon as possible.

Upon separation from Fauquier Chamber of Commerce, and at any other time upon Fauquier Chamber of Commerce's request, all keys must be returned to your supervisor.

## Closing Procedures

The last employee, or a designated employee, who leaves the office at the end of the business day assumes the responsibility to ensure that: all doors are securely locked; the alarm system is armed; thermostats are set on appropriate evening and/or weekend setting; and all appliances and lights are turned off with exception of the lights normally left on for security purposes. NOTE: not all may apply.

Employees are not permitted on company property after hours without prior authorization from the Chamber President.

# Termination of Employment

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Common circumstances under which employment is terminated include the following:

* Resignation - Voluntary employment termination initiated by an employee.
* Termination - Involuntary employment termination initiated by Fauquier Chamber of Commerce. In most cases, Fauquier Chamber of Commerce will use progressive disciplinary actions before dismissing an employee. However, certain actions warrant immediate termination.
* Layoff - Involuntary employment termination initiated by Fauquier Chamber of Commerce for non-disciplinary reasons.
* Retirement - Voluntary employee termination upon eligibility for retirement.

Exempt and nonexempt employees, who intend to terminate employment with Fauquier Chamber of Commerce, shall provide Fauquier Chamber of Commerce with at least Two (2) weeks written notice. Such notice is intended to allow the organization time to adjust to the employee's departure without placing undue burden on those employees who may be required to fill in before a replacement can be found.

Since employment with Fauquier Chamber of Commerce is based on mutual consent, both the employee and Fauquier Chamber of Commerce have the right to terminate employment at will, with or without cause, during and after the introductory period.

In the case of employee termination, the employee will receive their accrued pay in accordance with all federal, state and local laws.

Any employee who terminates employment with Fauquier Chamber of Commerce shall return all files, records, keys, and any other materials that are property of Fauquier Chamber of Commerce.

Employee benefits will be affected by employment termination in the following manner:

* All accrued vested benefits that are due and payable at termination will be paid in accordance with applicable federal, state, and local laws.
* Some benefits may be continued at the employee's expense, if the employee elects to do so, such as healthcare coverage.
* The employee will be notified of the benefits that may be continued and of the terms, conditions, and limitations of such continuation.

Employees, who are rehired following a break in service in excess of 30 days other than an approved leave of absence, must serve a new initial introductory period whether or not such a period was previously completed. Such employees are considered new employees from the effective date of their reemployment for all purposes, including the purposes of measuring benefits.

If you have any questions or concerns regarding this policy, direct them to the Chamber President.

#

# APPENDIX A

## Employee Acknowledgement Form

I acknowledge that I have received a copy of the Fauquier Chamber Employee Handbook (Revision December 2022). I agree to examine the contents of the handbook and abide by the policies and procedures contained therein. I will keep my handbook current by inserting revisions as they are issued.

The Chamber reserves the right, with or without notice to amend, change, interpret or cancel this Handbook or any other practice, program, policy, administrative guide, or any part thereof at its discretion. Such materials, including this handbook, are statements of the Chamber’s intent. They are not contracts or assurances of compensation, continued employment, or benefits of any kind.

This Employee Handbook refers to current benefit plans maintained by The Chamber. Employees should refer to the actual plan documents and summary plan descriptions if they have specific questions regarding the benefit plan. Those documents are controlling.

I, the undersigned, do hereby attest that I have read the above statement.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Name (please print)

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Employee Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date