

PERSONNEL POLICIES OF  
THE MAMMOTH SITE OF  
HOT SPRINGS, SD, INC.

Updated February 24, 2015

# INTRODUCTION

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## INTRODUCTION

This handbook supersedes all prior handbooks. For your convenience, an index of individual policies and benefits and their location within this handbook is provided in this book. The terms “personnel” and “employee” are used interchangeably in this Handbook.

## EMPLOYER-EMPLOYEE RELATIONS

No employee or staff handbook can anticipate every circumstance or question about policy. The policies and benefits contained in this handbook are not terms of a contract between the employee and the Mammoth Site, but are merely guidelines to provide for day-to-day practices. The Mammoth Site reserves the right to revise, supplement or rescind any policies or portion(s) of this handbook from time to time as it deems appropriate, in its sole and absolute discretion.

Employees will, of course, be notified of such changes to the handbook as they occur. Many of the policies in this handbook may apply only to a particular program; however, an effort has been made to include policies which apply to all personnel of the Mammoth Site.

All staff members should observe the following policies so that our efforts and programs will operate in an orderly manner. The Mammoth Site expects all employees to perform all duties required in an efficient manner and adhere to the policies adopted by the Mammoth Site.

The Mammoth Site retains the sole discretion to exercise all managerial functions which includes the right to assign, supervise and discipline employees; to transfer employees within departments or into other departments and other classifications; and to assign duties to the employees in accordance with the needs of the Mammoth Site.

**No policy contained in this handbook should be considered as altering the employment-at-will relationship or as creating an express or implied contract or promise concerning the policies or practices that the Mammoth Site has implemented or will implement in the future. The Mammoth Site retains the right to unilaterally establish, change and abolish its policies, practices, rules and regulations at any time without advance notice or other consideration. For this reason, we urge you to contact the Business Office to obtain current information regarding the status of any particular policy, procedure or practice.**

The Mammoth Site will evaluate each employee periodically and strives to provide training opportunities for those whose needs and capabilities warrant such training.

## EMPLOYEE CLASSIFICATION

- A. Full-Time Salaried - employees whose work schedule is 40 hours or more per week, year round (minimum 1,664 hours).
- B. Full-Time Hourly - employees who use the time clock and work 32 hours or more per week, year round (minimum 1,664 hours).
- C. Part-Time Salaried - employees whose work schedule is less than 32 hours per week, year round (less than 1,664 hours and more than 1,040 hours per year).
- D. Part-Time Hourly - employees who use the time clock and work less than 32 hours per week, year round (less than 1,664 hours and more than 1,040 hours per year).
- E. Seasonal - employees who use the time clock and work less than 1,040 hours per year.

All benefits available to a Full-time employee who works less than 40 hours a week, shall be pro-rated. All benefits available to a Part-time employee shall be pro-rated.

## DEFINITIONS

- A. Work Day - consists of working 8 or more hours in one day, or as determined by immediate supervisor.
- B. Work Week- the average number of hours worked per week during the previous employment year, or as determined by immediate supervisor.
- C. Introductory Employee - the introductory period for employees shall be 60 days for part-time and full-time employees and volunteers and 180 hours for seasonals.
- D. Non-Introductory Employee - an employee who has successfully completed the introductory period.

# Volunteering at the Mammoth Site

## Volunteer Policy Statement

The Mammoth Site recognizes the value of volunteers in helping us fulfill our mission. We welcome enthusiastic and committed volunteers from all over the world. Volunteers are able to work with staff, learn from the Mammoth Site collections and exhibits, take a hands-on approach to preserving our past and share their experiences with the visiting public. We strive to ensure a successful, enjoyable and rewarding experience for both our volunteers and the facility alike.

## What is a volunteer?

A volunteer is someone who performs services for the benefit of Mammoth Site without any expectation of compensation beyond recognition. The Mammoth Site welcomes volunteers for a variety of tasks including fossil preparation, excavation and office responsibilities. Volunteers must be officially approved by the appropriate supervisor prior to performance of tasks.

## Volunteer Application and Interview

All volunteers are required to complete and submit an application indicating in which areas they would be interested in volunteering. Volunteers will go through an informal interview intended to decide if and when their participation can be accepted by the Mammoth Site. The Mammoth Site may not always be able to accommodate every volunteer.

## Volunteer Requirements

- Volunteers must be at least 18 years of age.
- Prior experience, while useful, is not necessary.

## Volunteering Areas

There are five main areas for volunteering: the office, maintenance, preparation laboratory, molding & casting, and bonebed. Other tasks may be available on a less frequent basis as time and skills allow.

Office: Immediate supervisor – Mammoth Site Accounting

Office volunteers assist with day-to-day activities, special events and with processing large amounts of outgoing mail, such as newsletters and fundraising mailers.

Maintenance: Immediate supervisor – Maintenance

Maintenance volunteers assist with day-to-day maintenance, special events, exhibit construction, landscaping, painting etc.

Preparation Laboratory: Immediate supervisor - Collections Manager

Lab volunteers work mostly on fossil preparation, which involves delicately cleaning and repairing specimens removed from the bonebed. Volunteers working in the lab will be in view of the public and are expected to answer visitor's questions. Other possible tasks may include sorting screen washed sediments.

Molding & Casting: Immediate supervisor – Molding & Casting

Molding & Casting volunteers assist with making molds and casts for exhibits and resale.

Bonebed: Immediate supervisor – Site Research Director or In-situ Bonebed Curator

Bonebed volunteers work on active excavation and bonebed maintenance. Volunteers working in the bonebed will be in view of the public and are expected to answer visitor's questions. Tasks may include excavating new areas, flattening pathways, detailing bones or preparing bones for removal.

Other:

Each volunteer's experience will be different. Immediate supervisors should discuss expectations and specific interests prior to the arrival of all volunteers

## **Mammoth Site Excavation & Preservation and Road Scholar Volunteers**

Mammoth Site Excavation & Preservation Program volunteers and Road Scholar volunteers, though coming to the Mammoth Site through an outside non-profit organization, are still subject to the rules listed in this Policy. Participants returning to volunteer at the Mammoth Site at a later date, separate from the Mammoth Site Excavation & Preservation Program and Road Scholar organizations, will then become eligible for other volunteer benefits (see below).

## **Out-of-Town Volunteers**

The Mammoth Site can provide housing on a limited basis for volunteers traveling from out of town. Housing may not always be available; arrangements for housing should be discussed with the immediate supervisor for the volunteer area and the COO/Business Manager. If housing is approved, arrival and departure dates for the volunteer's stay must be finalized at least one month prior to arrival. All persons staying in Mammoth Site housing must read and sign the Housing Policy

International volunteers are responsible for ensuring they have all the proper visas and travel documentation.

## **Duration of Volunteer Visits for Out-of-town Volunteers**

The Mammoth Site can be extremely busy during the summer tourist and excavation seasons. Therefore, individual out-of-town volunteers will not be accepted from mid-June through mid-August (this does not apply to Mammoth Site Excavation & Preservation Program participants).

Housing for out-of-town volunteers is not available while occupied by summer interns (usually from mid-May through mid-August).

The timing of an out-of-town volunteer visit will be determined by several factors, including:

- If there is work available in the chosen area
- When the work will be available
- Supervisor's schedule and workload
- Need and availability of housing

Lab and bonebed volunteers must be willing to devote at least two weeks for their first visit to account for the necessary training time. Volunteers who live in town, those who wish to commute, or those with prior experience in fossil preparation or excavation may arrange a different schedule with their immediate supervisor.

The maximum length of stay for out-of-town volunteers will be decided by Mammoth Site staff on a case by case basis. Arrival and departure dates for their stay must be finalized at least one month prior to arrival.

Some exceptions to timing and duration of stay may apply based on several factors, including volunteer evaluations.

## **Training**

Training will be provided on site by the immediate supervisor. Training will vary based on the assigned tasks and any prior experience the volunteer might have. Training will continue until volunteers are confident and skilled enough to complete their tasks successfully.

## **Volunteer Responsibilities**

While on duty, volunteers are acting as representatives of the Mammoth Site and are expected to follow these rules:

- If a volunteer cannot attend a scheduled session due to illness or personal reasons, it is their responsibility to inform the Mammoth Site as early as possible.
- Volunteers should *not* answer visitor's questions if they are unsure of the answer. The Mammoth Site is an educational institution; we do not want to provide inaccurate information. Volunteers are to answer questions from visitors only when they are confident of its accuracy. Otherwise, the volunteer should assist the visitor in locating a staff member to answer their questions. Volunteers are *not* permitted to supervise employees or other volunteers (including interns, Interpreter I's, etc.) except in rare circumstances when given express permission from their immediate supervisor, and with the understanding of the persons being supervised.
- Volunteers will follow orders and instructions given by their immediate supervisor; other employees (with proper training) may make suggestions or give instructions in the absence of the immediate supervisor, but the supervisor's instructions should always take precedence.
- Volunteers will complete tasks as assigned.
- Volunteers must not be disruptive to employees or the work environment.
- All media contact should be arranged and approved by the COO/Business Manager.
- Volunteers should refrain from using personal electronic devices (phones, tablets, laptops, MP3 players, etc.) while on duty and in view of the public, including in the lab and bonebed.

## **Dress Code**

While on duty volunteers become representatives of the Mammoth Site and are expected to be presentable. Appropriate dress will vary based on duties, but no offensive or obscene clothing will be tolerated. Volunteers are required to wear an identification badge at all times while on duty.

Laboratory and Molding & Casting: Volunteers will be in view of and interacting with the public. Volunteers must be presentable but, older clothing is advised as work can be dirty.

Bonebed: Volunteers will be in view of and interacting with the public. Volunteers must be presentable but, older clothing is advised as work can be dirty. Appropriate footwear is required when working in the bonebed; shoes should be flexible, comfortable with enclosed toes and without heavy or high-impact soles.

## **Performance Evaluation**

Volunteers will be evaluated on the basis of their performance at the conclusion of their volunteer service or annually, whichever is applicable.. Problems with performance and possible ways to correct or improve performance will be discussed. At this time, volunteers will have the opportunity to voice concerns of their own. Evaluations are intended to be a constructive way to address concerns. Evaluations will be given by your immediate supervisor and the Site Director or COO.

## **Recognition and Benefits**

Volunteers are a valued part of the Mammoth Site team and as such are entitled to a number of benefits:

- Contributions of volunteers are recognized in Mammoth Site Newsletters, Annual Reports and social media posts.
- A Volunteer-of-the-Year award is presented at the Mammoth Site Annual meeting each January.
- Volunteers are invited to attend special Mammoth Site events, including lectures and picnics.
- Each volunteer will receive a personal Mammoth Site membership and two complimentary free passes to the Mammoth Site for friends or family.
- Volunteers are entitled to a 20% discount in the museum gift shop.
- After the first 40 hours of volunteered time, volunteers earn one dollar per hour on a Mammoth Site gift card.

## **Record Keeping and Confidentiality**

The Mammoth Site maintains records for each volunteer, which include number of hours worked, a brief description of responsibilities and tasks performed, housing forms, applications and evaluations. Volunteer records will be treated with the same respect and confidentiality as staff records. Volunteers are responsible for keeping all personal and emergency contact information up to date.

Volunteers will sign in and out using the time clock located in the Main Office. Hours recorded on volunteer timecards are used to calculate the amount of gift shop money earned by each volunteer. The Mammoth Site uses the number of hours volunteered as a sign of community support and for grant writing purposes.



## **Appraisals**

The Mammoth Site is a scientific institution. We do not offer monetary appraisals for our own specimens or any other specimens a visitor might bring in or discuss. Volunteers will not appraise or speculate on monetary value of paleontological or archaeological specimens for visitors. As a scientific institution we are concerned only with scientific and educational value.

## **Health and Safety**

The Mammoth Site strives to provide a safe working environment for all employees and volunteers. If a volunteer is injured while on duty, they are required to notify their supervisor immediately. Work related injuries sustained while on duty may be covered under the Mammoth Site's volunteer insurance policy.

## **Food and Beverages**

In order to safeguard Mammoth Site specimens from potential spills or insect infestations, no food or beverages will be allowed in the bonebed or lab, except for water in closed or no-spill containers. Volunteers may take lunch in the classroom, break room, outside pavilion, or in housing (for out-of-town volunteers). Snacks and lunches may be kept in the classroom refrigerator.

## **Resignation and Dismissal**

If, for whatever reason, a volunteer must end their volunteer service earlier than planned, they must notify their supervisors soon as possible. The Mammoth Site reserves the right to terminate a volunteer at any time. Unacceptable behavior which does not result in immediate termination may lead to a verbal and/or written warning and possible retraining to correct behavior. See Termination section (pages 27-28) for more information.

## **Staff Responsibilities**

- If a volunteer requests housing, the immediate supervisor for that volunteer must determine if and when housing is available by conferring with the COO/Business manager and other staff who might be hosting volunteers, interns or visiting scientists.
- If an out-of-town volunteer is coming for a visit (staying in Mammoth Site housing or staying elsewhere), the immediate supervisor for that volunteer must inform all staff one month ahead of time, including the front desk.
- The immediate supervisor of a volunteer is responsible for properly training, supervising, and providing work for their volunteers.

# WORKING AT THE MAMMOTH SITE

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# **Employment**

## **APPLICANTS**

All applicants shall fill out and file the Mammoth Site of Hot Springs SD Inc., application form. This form requires relevant background information, such as education, work experience, and service in the Armed Forces, along with name, address, and phone number. All applications must be signed by applicant. The Mammoth Site may require proof of statements on the application. All applications, together with any documentation or records of action taken, will be retained for three years after departure.

The application for employment becomes the first document in a new employee's personnel file and as such should be retained as a part of that file which is confidential and retained for three years after departure .

All seasonal employees must re-apply annually for employment. Employees shall submit a written resignation whenever they are terminating their employment.

All employees will receive Position Descriptions detailing the duties and requirements of their jobs. In addition Performance Standards for each position will be established, and Performance Reviews (evaluations) will be conducted annually by their supervisor to evaluate their performance and identify areas of accomplishment and those in need of improvement. These documents will be filed in the employees official Personnel File

## **NEPOTISM**

It is the policy of the Mammoth Site to not practice nepotism, which is defined as favoritism shown or patronage granted to relatives or close friends. Special circumstances may warrant consideration of an exception to nepotism. In that case, prior approval must be given by the COO/Business Manager and reported to the Board of Directors. At no time may an employee supervise a relative.

## **EQUAL OPPORTUNITY**

The Mammoth Site of Hot Springs SD Inc., is an Equal Employment Opportunity Employer and does not discriminate against any person in recruitment, examination, appointment, training, promotion, retention, discipline, or any other aspect of personnel administration because of race, color, religion, sex, national origin, age, disabling condition, marital status, political affiliation, or any other non-merit factors, except where physical requirements constitute a bona fide occupational criterion.

## **NON-DISCRIMINATION**

1) The Mammoth Site will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. et seq. 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. et seq.) which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. 6101 et seq.) which prohibits discrimination on the basis of age; (e) The Drug Abuse Office and Treatment Act of 1972 (P.L.

92-255) as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcohol Prevention, Treatment, and Rehabilitation Act of 1970 (P.L. 91-616) as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism (g) et seq. 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. et seq. 290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C 3601 et seq.) as amended, relating to nondiscrimination in the sale, renting or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

## **HARASSMENT**

A value of the Mammoth Site is respect towards all individuals. The Mammoth Site is committed to providing a working environment in which its employees are treated with courtesy, respect and dignity. The Mammoth Site will not tolerate harassment based on sex, race, color, national origin, ancestry, veteran status, age, disability, sexual orientation, marital status, or any other basis. All forms of harassment are prohibited. We specifically emphasize that the Mammoth Site will neither tolerate nor condone any actions by any persons which constitute sexual harassment of any employee; nor will the Mammoth Site tolerate or condone any actions by employees which constitute sexual harassment of another person. The prohibition against acts of harassment applies to all seasonal, part-time and full-time employees and consultants, volunteers, Board members and those who provide service on a contractual basis.

Harassment includes verbal, physical, and visual conduct that creates an intimidating, offensive, or a hostile working environment or that interferes with work performance.

Sexual harassment refers to behavior of a sexual nature, which is unwelcome and personally offensive to its recipient. Sexual harassment is a form of employee misconduct, which is demeaning to another person or undermines the integrity of the employment relationship.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute "sexual harassment" when:

- A. Submission to such conduct is made explicitly or implicitly a condition of an individual's employment;
- B. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the employment of the employee; or
- C. The harassment has the purpose or effect of unreasonably interfering with the employee's work performance or creating an environment which is intimidating, offensive or hostile to the employee.

For example, unwanted physical contact, foul language, sexually oriented propositions, jokes, or remarks, obscene gestures or the display of sexually explicit pictures, cartoons or other materials are inappropriate at the Mammoth Site and, in addition, may be considered offensive to another employee and are not allowed.

The Mammoth Site prohibits retaliation of any kind against employees, who, in good faith, report harassment and/or discrimination or assist in investigating such complaints. If an employee feels he/she has been subjected to any form of harassment and/or discrimination, the employee should report that conduct to his/her supervisor, any member of the administration, or

to the COO/Business Manager, within three calendar days of the offense. A supervisor who receives a complaint or who observes harassing conduct will inform the COO/Business Manager immediately. The Mammoth Site emphasizes that you are not required to complain first to your supervisor, if your supervisor is the individual whom you believe is harassing you. Every complaint of harassment reported will be investigated thoroughly and in as confidential manner to the extent possible and allowed by law. However, the Mammoth Site will not allow the goal of confidentiality to be a deterrent to an effective investigation. A timely resolution of each complaint will be reached and communicated to the employee. Appropriate corrective action, up to and including termination, will be taken promptly against any employee engaging in discrimination and/or harassment. The corrective action issued will be proportional to the severity of the conduct. The alleged harasser's employment history and any similar complaints will be taken into consideration.

Employees are not required to approach the person who is retaliating against them, and they may bypass any offending member of administration.

**No Policy contained in this handbook should be considered as altering the employment-at-will relationship or as creating an expressed or implied contract or promise concerning the policies or practices that the Mammoth Site has implemented or will implement in the future.**

### **RETALIATION PROHIBITED**

The Mammoth Site encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of the Mammoth Site to investigate such reports. The Mammoth Site prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

### **DRUG-FREE WORKPLACE**

The Mammoth Site of Hot Springs SD Inc. and its employees, volunteers and board members will comply with the Drug-Free Workplace Act of 1988.

Employees, volunteers, and/or board members shall not manufacture, distribute, dispense, possess or use a controlled substance while on the grounds of the Mammoth Site of Hot Springs SD Inc. or while acting in an official capacity as an employee and/or a volunteer of The Mammoth Site of Hot Springs SD Inc. Alcohol is allowed on-site for authorized Mammoth Site activities.

Should an employee, volunteer or board member be convicted of the manufacture, distribution, possession or use of a controlled substance while on the grounds of the Mammoth Site of Hot Springs SD Inc., or while acting in an official capacity as an employee, volunteer or board member of the Mammoth Site of Hot Springs SD Inc., said individual will be subject to immediate termination.

If said violation occurred during the conduct of any grant activity, said conviction will be reported in writing in accordance with the Drug-Free Workplace Act of 1988.

## **SMOKE/TOBACCO FREE ENVIRONMENT**

The Mammoth Site of Hot Springs, SD, Inc. is a tobacco free facility. No tobacco is allowed in any of the Mammoth Site buildings, and is permitted only in designated smoking areas, out of view of the public, outside the facilities. All cigarette butts/tobacco are to be properly disposed of in proper receptacles.

## **DRUG ENFORCEMENT**

The Mammoth Site will provide a drug-free workplace by:

- a) publishing, and posting in conspicuous locations, a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Mammoth Site workplace and specifying the actions that will be taken against employees for violation of such prohibitions;
- b) establishing an ongoing drug-free awareness program to inform employees about (1) the dangers of drug abuse in the workplace; (2) the Mammoth Site's policy of maintaining a drug-free workplace; (3) any available drug counseling, rehabilitation, and employee assistance programs; and (4) the penalties that may be imposed on employees for drug abuse violations occurring in the workplace;
- c) Making it a requirement that each employee to be engaged in the performance of a grant be given a copy of the statement required by paragraph (a);
- d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will (1) abide by the terms of the statement; and (2) notify the employer in writing of his or her conviction for a violation for a criminal drug statute occurring in the workplace not later than five calendar days after such conviction.
- e) Notifying the Federal granting agency in writing within ten calendar days after receiving notice under subparagraph (d) (2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer on whose grant activity the convicted employee was working, unless the federal agency has designated a central point for the receipt of such notices. Notices shall include the identification number(s) of each affected grant;
- f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d) (2) with respect to any employee who is so convicted: (1) taking appropriate personnel action against such an employee, up to and including termination consistent with the requirements of the Rehabilitation Act of 1973, as amended; or (2) requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement, or other appropriate agency;
- g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

## **POLITICAL ACTIVITY**

The Mammoth Site of Hot Springs, SD Inc., its employees, volunteers, or board members, shall not use any Mammoth Site funds, including grant funds, for the purpose of political lobbying or any other political activity.

## RECRUITMENT

It is the policy of the Mammoth Site of Hot Springs SD, Inc.:

1. To recruit, select and advance employees and volunteers on the basis of their relative ability, knowledge, and skills, and includes open consideration of all qualified applicants for initial appointment.
2. To provide appropriate compensation and benefits to recruit and retain a sufficient number of well-qualified employees and volunteers.
3. To train employees and volunteers, as needed, to assure high quality performance.
4. To retain employees and volunteers on the basis of their performance, correcting inadequate performance and separating employees and volunteers whose inadequate performance cannot be corrected.
5. To assure fair treatment of applicants, employees and volunteers in all aspects of personnel administration without regard to political affiliation, race, color, age, national origin, sex, religious creed or any other non-merit factor.
6. Not to practice nepotism, which is defined as favoritism shown or patronage granted to relatives or close friends of staff or Board members. If special circumstances warrant consideration of an exception, prior approval must be given by the COO/Business Manager and reported to the Board of Directors. Employment in such a case will be considered temporary until, after a period of no more than two months, a satisfactory written review has been presented by the supervisor.
7. Not to allow "Quid Pro Quo" activities (meaning "this for that"), "Hostile Environments" (being subject to a work environment that is intimidating, hostile, or patently offensive) or sexual harassment. Proper remedial action will be taken should any of the above be alleged.
8. Employee background checks may be conducted prior to the finalization of any hiring selections. Continuing employment of any staff may be conditional solely at the discretion of the COO/Business Manager pending results of incomplete background checks.

## IMMIGRATION REFORM AND CONTROL ACT

The Immigration Reform and Control Act of 1968 requires all United States employers to identify the work eligibility of persons hired after November 6, 1986. All newly hired employees must establish his/her identity and work eligibility within the first three days of employment or the employee will be terminated.

## AMERICANS WITH DISABILITIES ACT

The Mammoth Site is committed to providing a work place free from discrimination based on disability. In accordance with the Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAA), it is the policy of the Mammoth Site not to discriminate against any qualified individuals (as defined by law) on the basis of disability.

It is the responsibility of the employee or applicant to request an accommodation by submitting a Request for Accommodation for any physical or mental disability which substantially limits one or more major life activity(ies) of the employee or applicant. In accordance with the ADA and ADAA, the Mammoth Site will take all such requests seriously. The Mammoth Site will promptly determine whether the employee or applicant is a qualified individual with a disability and whether a reasonable accommodation exists which would allow the employee or applicant to perform the essential functions of the job without imposing an undue hardship on the Mammoth Site or other employees.



## **ETHICS POLICIES**

### **A. General Ethics**

It is the philosophy of TMS that its board members, officers, employees and volunteers must uphold the highest standards of ethical, professional behavior. They shall agree to: hold paramount the safety, health, and welfare of the public in the performance of assigned duties; act in such a manner as to uphold and enhance personal and professional honor, integrity, and dignity of their role; treat with respect and consideration all persons, regardless of race, religion, gender, abilities, age, or national origin; engage in carrying out TMS's mission in a professional/ethical manner; collaborate with and support others in carrying out TMS's mission; build professional/ethical reputations on the merit of services and refrain from competing unfairly with others.

### **B. Confidentiality Policy**

It is the policy of TMS that board members, employees and volunteers not disclose, divulge, or make accessible confidential information belonging to, or obtained through their affiliation with TMS to any person, including relatives, friends and business and professional associates, other than to persons who have a legitimate need for such information and to whom TMS has authorized disclosure. Board members, employees and volunteers shall use confidential information solely for the purpose of performing services as a board member, employee or volunteer for TMS. This policy is not intended to prevent disclosure where disclosure is required by law. Board members, employees and volunteers must exercise good judgment and care at all times to avoid unauthorized or improper disclosures of confidential information. Conversations in public places, such as restaurants, elevators, and airplanes, should be limited to matters that do not pertain to information of a sensitive or confidential nature. In addition, board members, employees and volunteers should be sensitive to the risk of inadvertent disclosure and should for example, refrain from leaving confidential information on desks or otherwise in plain view and refrain from the use of speakerphones to discuss confidential information if the conversation could be heard by unauthorized persons. At the end of a board member's term in office or upon the termination or resignation of an employee or volunteer, he or she shall return, at the request of the COO/Business Manager, all documents, papers, and other materials, regardless of medium, that may contain or be derived from confidential information in his or her possession.

## **CONFLICT OF INTEREST**

This policy applies to board members, staff and certain volunteers of the Mammoth Site. A volunteer is covered under this policy if that person has been granted significant independent decision making authority with respect to financial or other resources of the Mammoth Site. Persons covered under this policy are hereinafter referred to as "interested parties."

## **Determining a Conflict of Interest**

A conflict of interest may exist when the interests or concerns of an interested party may be seen as competing with the interests or concerns of the Mammoth Site. There are a variety of situations that raise conflict of interest concerns including, but not limited to, the following:

Financial Interests - A conflict may exist where an interested party or a relative or business associate of an interested party directly or indirectly benefits or profits as a result of a decision or transaction entered into by the Mammoth Site. Examples include situations where:

..the Mammoth Site contracts to purchase or lease goods, services, or property from an interested party or a relative or business associate of an interested party;

..the Mammoth Site purchases an ownership interest in or invests in a business entity owned by an interested party or by a relative or business associate of an interested party;

..the Mammoth Site offers employment to an interested party or a relative or business associate of an interested party, other than a person who is already employed by the Mammoth Site;

..an interested party or a relative or business associate of an interested party is provided with a gift, gratuity, or favor of a substantial nature from a person or entity which does business or seeks to do business with the Mammoth Site;

..an interested party or a relative or business associate of an interested party is gratuitously provided use of the facilities, property, or services of the Mammoth Site.

Other Interests - A conflict may also exist where an interested party or a relative or business associate of an interested party obtains a non-financial benefit or advantage that he/she would not have obtained absent his/her relationship with the Mammoth Site, or where his/her duty or responsibility owed to the Mammoth Site conflicts with a duty or responsibility owed to another Mammoth Site. Examples include:

..an interested party seeks to obtain preferential treatment by the Mammoth Site for her/himself, a relative, or business associate;

..an interested party seeks to make use of confidential information obtained from the Mammoth Site for her/his own benefit or for the benefit of a relative, business associate, or other Mammoth Site; or

..an interested party seeks to take advantage of an opportunity or enables a relative, business associate or other Mammoth Site to take advantage of an opportunity which s/he has reason to believe would be of interest to the Mammoth Site.

## **Disclosure of Actual or Potential Conflicts of Interest**

An interested party is under a continuing obligation to disclose any actual or potential conflict of interest as soon as it is known or reasonably should be known.

An interested party shall complete a questionnaire, in the form attached hereto as Appendix A, to fully and completely disclose the material facts about any actual or potential conflicts of interest. The disclosure statement shall be completed upon his/her association with the Mammoth Site, and shall be updated annually thereafter.

An additional disclosure statement shall be filed at such time as an actual or potential conflict arises.

For board members, the disclosure statements shall be provided to the President of the Board. The President's disclosure statement shall be provided to the Secretary of the Board. Copies shall also be provided to the Chief Operating Officer of the Mammoth Site.

In the case of staff or volunteers with significant decision-making authority, the disclosure statements shall be provided to the Chief Operating Officer of the Mammoth Site. The Chief Operating Officer's disclosure statement shall be provided to the President of the board.

The Secretary of the Board shall file copies of all disclosure statements with the official corporate records of the Mammoth Site.

Whenever there is reason to believe that an actual or potential conflict of interest exists between the Mammoth Site and an interested party, the board of directors shall determine the appropriate Mammoth Site response. This shall include, but not necessarily be limited to, invoking the procedures described in Section IV, below, with respect to a specific proposed action or transaction.

### **Procedures for Addressing Conflicts of Interest - Specific Transactions**

Where an actual or potential conflict exists between the interests of the Mammoth Site and an interested party with respect to a specific proposed action or transaction, the Mammoth Site shall refrain from the proposed action or transaction until such time as the proposed action or transaction has been approved by the disinterested members of the board of directors of the Mammoth Site. The following procedures shall apply:

- An interested party who has an actual or potential conflict of interest with respect to a proposed action or transaction of the corporation shall not participate in anyway in, or be present during, the deliberations and decision making of the Mammoth Site with respect to such action or transaction. The interested party may, upon request, be available to answer questions or provide material factual information about the proposed action or transaction.

- The disinterested members of the board of directors may approve the proposed action or transaction upon finding that it is in the best interests of the corporation. The board shall consider whether the terms of the proposed transaction are fair and reasonable to the Mammoth Site and whether it would be possible, with reasonable effort, to find a more advantageous arrangement with an entity that is not an interested party.

- Approval by the disinterested members of the board of directors shall be by vote of a majority of directors in attendance at a meeting at which a quorum is present. An interested party shall not be counted for purposes of determining whether a quorum is present, or for purposes of determining what constitutes a majority vote of directors in attendance.

- The minutes of the meeting shall reflect that the conflict disclosure was made, the vote taken and, where applicable, the abstention from voting and participation by the interested party.

### **Violations of Conflict of Interest Policy**

If the board of directors has reason to believe that an interested party has failed to disclose an actual or potential conflict of interest, it shall inform the person of the basis for such belief and take the appropriate action.

## **CONFIDENTIAL REPORTING OF FINANCIAL IMPROPRIETY OR MISUSE OF MAMMOTH SITE RESOURCES**

### **Reporting of Mammoth Site Improprieties or Misuse of Resources**

Any member of the staff, member of the board of directors, or volunteer affiliated with the Mammoth Site who has information about known or suspected financial improprieties or misuse

of the Mammoth Site's resources, or other ethical problems, is encouraged to report their concerns to the Mammoth Site Treasurer, who will then ask the President of the Mammoth Site to investigate. In the event that the allegations involve the President, the Vice-President, will investigate the reported misconduct.

The person reporting may choose to do so anonymously via mail or through other means of communication that protects the individual's identity.

All efforts will be made to protect the confidentiality of those who report financial improprieties and choose not to do so anonymously. However, in certain situations, legal requirements make it impossible to keep the individual's identity confidential.

In accordance with the Sarbanes-Oxley Act, no retaliatory Mammoth Site action will be taken against those who report truthful information, even if the person incorrectly believes that a violation has occurred, about the commission or possible commission of any federal offense to a "law enforcement officer." The phrase "law enforcement officer" is defined by the Sarbanes-Oxley Act as including any "officer or employee of the Federal Government . . . authorized under law to engage in or supervise the prevention, detection, investigation, or prosecution of an offense."

### **Grievance Procedures**

Whenever a number of people work together, personal problems or differences will occasionally arise. Normally, these concerns can be resolved informally within each department. The first step toward a solution of a problem is a frank and early discussion with your immediate supervisor. You and your supervisors should follow the chain of command for counsel and assistance.

In exceptional cases, a need may arise for a more formal approach to the problem. In such a case, you may file a written grievance with your immediate supervisor, who will notify the next in command of the grievance. If the grievance involves your immediate supervisor, you may file the grievance directly with the next person higher on the chain of command. You or your supervisor must also distribute copies of the written grievance to the party who caused the grievance and that party's supervisors. The COO/Business Manager will investigate the grievance. The COO/Business Manager will inform you of the resolution, both verbally and in writing as promptly as possible, unless exceptional circumstances delay the consideration or investigation of the grievance.

If the grievance involves the COO/Business Manager or Site Director/Chief Scientist, the employee may file his or her written grievance directly with the president of the Board of Directors. The Board will determine the method it will use to resolve the grievance and will make every effort to do so in a timely manner.

Note: It is important to the process that you investigate and conclude an employee grievance in as timely a manner as possible.

### **RETAINING AND DESTROYING DOCUMENTS**

The purpose of this policy is to provide a system for complying with document retention laws, ensure that the Mammoth Site retains valuable documents, saves money, time and space, protect the Mammoth Site against allegations of selective document destruction, and provide for routine destruction of non-business, superfluous, and outdated documents.

Documents that should be retained and the period of retention are listed below. In general, documents that are not subject to a retention requirement should be kept only long enough to accomplish the task for which they were generated.

The Accounting/Development Officer is in charge of making sure that the appropriate department head or manger is complying with document retention schedule. On January 1st of each year each responsible department head or manager will submit to (Accounting/Development Officer a list of the documents that have been sent to storage or destroyed. The list will identify the documents with enough specificity that one outside the department could determine which documents were stored or destroyed. Lists of documents stored or destroyed will be kept by Accounting/Development Officer.

The Mammoth Site has a legal duty to retain relevant documents which it knows or believe may be relevant to any legal action. Such documents also include those that could lead to discovery of admissible evidence. Accordingly, all document destruction is automatically suspended when a lawsuit, claim, or government investigation is pending, threatened or reasonably foreseeable. In such a case, paper document destruction, as well as electronic destruction must cease immediately. In the case of electronic destruction, the system administrator is responsible for ensuring that any automatic destruction program is disabled and reviewing all electronic systems that contain documents potentially relevant to the litigation or claim.

All documents, including electronic documents, that are no longer relevant to the Mammoth Site's business, should be destroyed every 60 days. Do not retain drafts of any documents that have been finalized. Personal notes should not be kept after they are no longer needed.

In accordance with the Mammoth Site's policy, the following documents must be retained or destroyed as set forth in the schedule below. Please review the schedule and any applicable documents in your possession on an annual basis to ensure compliance with this schedule. Your supervisor will direct the deposit or filing of all documents that must be retained, as well as the destruction of documents that must be purged.

Text Box: A quick guide to abbreviations:

- ADA – American's With Disabilities Act
- ADEA - Age Discrimination in Employment Act
- DLLR - Department of Labor, Licensing, and Regulation
- EEO – Equal Employment Opportunity
- ERISA – Employee Retirement Income Security Act
- FICA - Federal Insurance Contributions Act
- FLSA – Fair Labor Standards Act
- FMLA – Family Medical Leave Act
- FUTA - Federal Unemployment Tax Act
- MOSH – Maryland Occupational Safety and Health
- OFCCP - Office of Federal Contract Compliance Programs
- OSHA – Occupational Safety Health Administration

## **GUIDELINES FOR APPROPRIATE CONDUCT**

All employees, volunteers, and board members are expected to accept certain responsibilities, adhere to accepted principles in matters of personal conduct, and exhibit a high degree of personal integrity at all times. These expectations not only involve expression of sincere respect for the rights and feelings of others but also demands that you refrain from any behavior that might be harmful to you, your coworkers and/or the Mammoth Site, or that might be viewed unfavorably by the public at large.

We all must observe the highest standards of professionalism at all times.

Listed below are just a few examples of unacceptable conduct which are in addition to prohibitions set forth in individual policies herein. This list should not be viewed as being all-inclusive. Types of behavior and conduct that we consider inappropriate and which could lead to disciplinary action up to and including immediate termination of employment, include but are not limited to, the following:

1. Falsifying employment or other Mammoth Site records.
2. Violating the Mammoth Site's nondiscrimination and/or harassment policy;
3. Being excessively absent, tardy or leaving early;
4. Using the Mammoth Site supplies, equipment or property for personal or non-Mammoth Site purposes;
5. Violating the drug or alcohol policy;
6. Dishonesty or stealing property from coworkers, the Mammoth Site or Mammoth Site vendors;
7. Abusing or misusing sick leave;
8. Disorderly conduct including fighting, attacking others, using obscene, abusive, or threatening language or gestures;
9. Having firearms or other weapons on the Mammoth Site's premises, in Mammoth Site vehicles, or while on Mammoth Site business;
10. Disregarding or violating safety or security regulations or practices;
11. Engaging in insubordination;
12. Failing to maintain the Mammoth Site's confidentiality policy;
13. Being disrespectful to donors, visitors or fellow employees;
14. Unacceptable work performance; and
15. Other conduct which in the sole judgment of the Mammoth Site warrants disciplinary action.

Committing any of the above will be grounds for Termination at Will.

## **FRAUDULENT OR DISHONEST CONDUCT**

The Mammoth Site will investigate any suspected fraudulent or dishonest use or misuse of the Mammoth Site's resources or property by staff, board members, consultants, or volunteers. The Mammoth Site will then rectify any such behavior, if substantiated.

Staff, board members, consultants, and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e., to act as "whistleblower"), pursuant to the procedures set forth below.

If an employee knows of or suspects fraud, dishonest conduct or embezzlement, the employee should contact the COO/Business Manager. A confidential investigation will be conducted as deemed appropriate. If the preliminary investigation results in sufficient evidence of fraud or

embezzlement, the COO/Business Manager will be notified. Appropriate action will be taken by the individual's immediate Supervisor in cooperation with the COO/Business Manager.

It is the policy of the Mammoth Site that any employee or any person contracted to perform work for the Mammoth Site who is involved in fraud, dishonest conduct or embezzlement may be subject to the following actions; including, but not limited to: suspension, termination and criminal charges.

With respect to any person who reports an activity which that person believes to be fraudulent or dishonest (a "whistleblower") the Mammoth Site will protect whistleblowers as defined below:

The Mammoth Site will use its best efforts to protect whistleblowers against retaliation. Whistle blowing complaints will be handled with sensitivity, discretion, and confidentiality to the extent allowed by the circumstances and the law. Generally, this means that whistleblower complaints will only be shared with those who have a need to know so that the Mammoth Site can conduct an effective investigation, and, determine what action to take based on the results of any such investigation, and in appropriate cases, with law enforcement personnel. (Should disciplinary or legal action be taken against a person or persons as a result of a whistleblower complaint, such persons may also have the right to know the identity of the whistleblower.)

Employees, consultants, and volunteers of the Mammoth Site may not retaliate against a whistleblower—with the intent or effect of adversely affecting the terms or conditions of the whistleblower's employment, including, but not limited to, threats of physical harm, loss of job, punitive work assignments, or impact on salary or fees--for informing management about an activity which that person believes to be fraudulent or dishonest. Whistleblowers who believe that they have been retaliated against may file a written complaint with the COO/Business Manager. Any complaint of retaliation will be promptly investigated and appropriate corrective measures taken if allegations of retaliation are substantiated. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

Individuals making false allegations may be subject to disciplinary action by the Mammoth Site and/or legal claims by the individual(s) falsely accused of such conduct.

### **OUTSIDE EMPLOYMENT**

The Mammoth Site may take exception to employment in addition to the Mammoth Site. This may reduce an employee's efficiency or may create a potential conflict of interest. Therefore, your supervisor and the COO/Business Manager must be notified and approve of any outside employment.

### **UNIFORMS AND PERSONAL APPEARANCE**

All employees that are in contact with the public will be issued the following uniform items: two regular work shirts, one week-end shirt and a name badge which must be turned in prior to receiving final paycheck. You are responsible for the proper care and maintenance of the uniform at all times. Make sure your clothes are clean, pressed and correctly worn. Staff may be authorized to wear appropriate clothing other than a Mammoth Site uniform, however they should always wear their name badge.

Hair must be clean, neatly groomed and kept off the face. Fingernails must be clean. Jewelry

must be modest and not distracting. Ears may be pierced, but any other body piercing or body art that is visible will not be allowed. Employees must be clean-shaven unless you already have an established, neatly kept beard or mustache. If you decide to grow a beard or mustache, you need to notify your immediate supervisor. If you have a medical problem that prevents you from shaving daily, you need to submit a written explanation from your doctor.

No eating, smoking, chewing tobacco, or gum chewing while on duty. You may do so on your breaks.

## **HOUSING**

### **General Housing Rules**

Housing is on the Mammoth Site property and is governed according to following established rules and regulations.

The Mammoth Site property is an alcohol, tobacco, and drug-free environment.

Each house has limited bedrooms and one bath. Expect to share a bedroom.

House maintenance must meet the stated standards:

- Each resident will complete a check-in/check-out form with a Mammoth Site Staff Member to evaluate housing. It is in your best interest to make sure everything is in order at check-in, since you will be responsible for any unreported damage when you check out at the end of the season. Check-outs may be scheduled with Mammoth Site Staff Monday-Friday 8 am –4:30 pm.
- General cleanliness of accommodations is expected. Cleaning supplies are not provided.
- Kitchen and bathroom must be kept clean at all times as you are sharing these facilities. Please attempt to work out an arrangement with housemates.
- No pets are allowed in the Mammoth Site housing.
- All long distance phone calls must be made with a calling-card or a prepaid phone card
- Please be considerate of other household members allocating time for all to use the facilities and amenities.
- Garbage will be discarded in the large green dumpster on the east side of the Mammoth Site Main building.
- Cooking and eating utensils, small appliances (i.e., toaster, coffeemaker), dishwasher, cable TV, and VCR are provided. Plan on bringing bedding and towels.
- Report all housing problems to Mammoth Site Staff/Maintenance within 24 hours.



- Know where the nearest fire extinguisher is located. Know where baking soda is located to extinguish cooking fires. Again, no smoking is allowed in the housing.
- Weather in summer can be fickle in the Black Hills. Please bring blankets/sleeping bag.
- One bathroom with bathtub/shower is available in each unit. Bring towels, other personal bath items.
- There are ample closets in each bedroom. A few hangers are provided.
- Laundry facilities are available in each house.
- Groceries can be purchased at several locations. Lynn's DakotaMart and Sonny's Supermarket are located on Chicago Avenue, approximately 1 mile away.

### **Security**

- Each employee will receive one key to his or her accommodations. You will turn in the key to Mammoth Site staff when checking out.
- Please ensure that housing doors are locked.
- Approval to bring in overnight guests must be granted by the COO/Business Manager at least 24 hours prior to visit. If granted, you are responsible for their behavior!
- Do not abuse housing policies! Otherwise housing privileges will possibly be denied.

### **Closing Considerations**

Our neighbors are an important part of the community. If you attract improper attention because of your activities or lack of care for the house and yard, there will be serious consequences...so please be sensible.

If at any time, situations occur in the housing that are repeatedly embarrassing and/or distressing between roommates, Mammoth Site personnel will intervene. Tenants may be asked to leave the Mammoth Site housing based upon social considerations, maintenance problems, policy violations, work and performance issues.

## **BREAKS**

The Mammoth Site is not required by law to give paid breaks to staff, however the following paid breaks are provided as long as you do not leave the Mammoth Site Main Building, with the exception of the designated smoking areas and the picnic table at the front of the building.

If you work: 0-4 hours: no paid break

4-7 hours: 15 minute paid break

7+ hours: two 15 minute paid breaks, or one 30 minute break

### All Staff other than Interpretive Staff:

Your 15 minute breaks will be taken between 9:30 a.m. – 10:00 a.m. and 3:00 p.m. – 3:30 p.m.

### Interpretive Staff:

Your supervisor will arrange for your breaks to coincide with noon meal and evening meals. Instead of 15-minute paid breaks you will get 20 minute paid breaks, as you are not guaranteed for your breaks to be consecutive minutes, as you may be called back to duty prior to your breaks being up.

## **EVALUATION POLICY**

1. The employee's supervisor will evaluate each employee annually. Introductory employees are to be evaluated at the end of the introductory period.

Areas to be evaluated will include, but are not limited to, knowledge of the job, quantity and quality of work, promptness in completing assignments, cooperation with other workers and supervisors, initiative, reliability, attendance, judgment, conduct and acceptance of responsibility.

2. The employee will have the opportunity to respond in writing to any negative comments which will be filed with the evaluation.

**Introductory Employee** - the introductory period for employees shall be 60 days for part-time and full-time employees and volunteers and 180 hours for seasonals.

**Non-Introductory Employee** - an employee who has successfully completed the introductory period.

### **Evaluation Results:**

The employee and the evaluator shall sign a copy of the evaluation. The employee shall be given a copy and a copy will be placed in the employee's evaluation file. The evaluation files shall be kept separate from personnel files and shall be treated in a confidential manner. The evaluations shall be subject to annual review by all parties involved. It shall be available at all times to the employee, supervisor, COO/Business Manager and Site Director/Chief Scientist.

Information in the evaluation file shall be kept for a minimum of three years upon termination of the employment. The information in the evaluation file, including any recommendations shall be released to potential employers upon written consent of the employee.

**No policy contained in this handbook should be considered as altering the employment-at-will relationship or as creating an expressed or implied contract or promise concerning the policies or practices that the Mammoth Site has implemented or will implement in the future.**

## **TERMINATION**

### TERMINATION AT WILL

Any employee or volunteer may be Terminated At Will for violating any established rules or regulations or for other improper conduct including those listed in the Guidelines for Appropriate Conduct section of this manual. If an employee or volunteer is given a Termination At Will, a Verbal Warning, and Written Warning will not be necessary.

### TERMINATION PROCEDURE OF A NON-INTRODUCTORY EMPLOYEE OR A VOLUNTEER

There are three steps that may be followed when terminating a Non-Introductory employee or a volunteer for a specific offense;

1. Verbal warning: Point out to the individual what he/she is doing wrong and discuss with them possible ways of improving the situation. Making this an open-ended discussion will be helpful to both.
2. Written warning: This usually is the final warning before the employee or volunteer is let go permanently. This warning is to be in written form. This letter will cite all the specific offenses, and is to be signed by the COO/Business Manager and the employee or volunteer. A copy is filed in the business office. This will protect all persons involved from any misinterpreted information. The letter must state that this is the final warning and any further instances will lead to their termination.
3. Termination completed.
  - a. The act of discharging the employee or volunteer should be done in a simple, forthright, and clear fashion. There should be no question as to whether the employee or volunteer understands that he/she is being discharged, or when the discharge itself becomes effective.
  - b. The act of discharging the employee or volunteer should be carried out at the most appropriate time in the opinion of the supervisor terminating the employment. The supervisor terminating the employment and 1 other permanent employee should be present at the time of termination. The end of the work day may be the preferred time so that most employees and volunteers will have gone home before the discharge conference is ended. This practice avoids unnecessary eavesdropping and saves undue embarrassment to the person.
  - c. The actual discharge should take place as soon as the decision has been made to fire the employee or volunteer.
  - d. Prior to any discharge of an employee or volunteer, the COO/Business Manager shall have all the facts relevant to the decision.

## TERMINATION PROCEDURE OF AN INTRODUCTORY EMPLOYEE OR A VOLUNTEER

There are two steps that may be followed when terminating an Introductory employee or a volunteer;

1. Verbal warning: Point out to the individual what he/she is doing wrong and discuss with them possible ways of improving the situation. Making this an open-ended discussion will be helpful to both.
2. Termination completed.
  - a. The act of discharging the employee or volunteer should be done in a simple, forthright, and clear fashion. There should be no question as to whether the employee or volunteer understands that he/she is being discharged, or when the discharge itself becomes effective.
  - b. The act of discharging the employee or volunteer should be carried out at the most appropriate time in the opinion of the supervisor terminating the employment. The supervisor terminating the employment and 1 other permanent employee should be present at the time of termination. The end of the work day, may be the preferred time so that most employees and volunteers will have gone home before the discharge conference is ended. This practice avoids unnecessary eavesdropping and saves undue embarrassment to the person.
  - c. The actual discharge should take place as soon as the decision has been made to fire the employee or volunteer.
  - d. When he/she discharges the person, the COO/Business Manager and the Board of Directors should have all the facts relevant to the decision.

### **PROBLEM RESOLUTION/GRIEVANCE PROCESS**

Employees and volunteers with grievances or complaints should attempt to resolve problems directly with their supervisor. If resolution is not accomplished, an appeal in writing will be made to the next level of supervision. Grievances unresolved at this level will be referred to the Board for final decision.

# Wage and Salary Administration

## PAYROLL POLICY

- A. The length of the pay periods will be as follows:  
The pay will be calculated on a two week basis, Sunday through Saturday, with payment on the following Monday (Tuesday if Monday is a holiday).
- B. There will be twenty-six (26) pay periods a year.
- C. Work hours for Mammoth Site employees and volunteers shall be determined by their immediate supervisor in consideration of the operating hours or needs of the site.
- D. All new employees and volunteers must complete a specified introductory period during which they will be evaluated for continued employment. This introductory period will be sixty (60) days for part-time and full-time employees and volunteers, and 180 hours for seasonal.
- E. All employees must fill out a W-4 annually, prior to first paycheck.
- F. All new employees must fill out an I-9 form.

## PAYROLL AND REPORTING INSTRUCTIONS

Data to be entered:

- List employee or volunteer name, and beginning and ending dates of pay period.
- All hourly employees and volunteers will use the time sheets or time clock to verify hours worked and/or leave used.

### Codes for Leave taken

AL	=	Annual Leave
H	=	Holiday
HW	=	Holiday Worked
JD	=	Jury Duty
SL	=	Sick Leave
W	=	Witness

## **OVERTIME**

All overtime must be approved in advance by a supervisor or the COO/Business Manager.

## **PAY ADVANCES**

The Mammoth Site will not provide pay advances to employees.

## **PAY DEDUCTIONS**

The Mammoth Site provides a limited payroll deduction program to help full-time employees pay off a debt or obligation to others.

Eligible employees must first get a letter of consent from the Business Office before making arrangements with the creditor for deductions from their paychecks. Any fees charged by the creditor are the responsibility of the employee.

Mandatory Deductions(where applicable) will include:

1. Federal Income Tax Withholding
2. Social Security
3. Medicare
4. Other Employee Deductions: voluntary employee insurance deductions.

## **TRAVEL ALLOWANCES**

Travel may be authorized by the COO/Business Manager upon request, and employees will be reimbursed for reasonable, actual out-of-pocket expenses incurred while on business for the Mammoth Site.

Every effort should be made to secure the most economical airline flights and hotel accommodations if options are available. If an employee chooses to drive their personal vehicle instead of flying, they will be reimbursed for the least expensive mode of transportation for the specific itinerary.

All requests for reimbursement must be supported by itemized statements and receipts for all expenditures. Mileage will be reimbursed based on actual mileage for official travel. Mileage will be paid at the current published IRS rate for personal vehicle use. If a Mammoth Site vehicle is available and your personal vehicle is used instead, you will be paid for actual fuel costs instead of the mileage rate. Any personal side trips must be accounted for and deducted from reimbursement requests, including annual leave, mileage, fuel, meals, & accommodations.

## **FREE TICKET POLICY**

While on official Mammoth Site travel and an employee is offered a free ticket due to over booking, such ticket may be accepted as long as it does not interfere with conducting Mammoth Site business and does not cause the Mammoth Site to incur any expense. This ticket may be used for personal use. In addition, any frequent flyer miles that might be accrued while on Mammoth Site business may be retained for personal use.

Mammoth Site credit cards may be used to purchase gas, lodging, meals, and airline tickets. All receipts must be turned in immediately after returning. If the traveler does not have a Mammoth Site credit card, a personal credit card may be used and receipts presented upon return.

Personnel will only be paid for 8 hours maximum travel time per day.

## **WORKER'S COMPENSATION INSURANCE**

The South Dakota Worker's Compensation law requires all employers to provide coverage for their employees. Employees who sustain work related injuries or illness, whether minor or serious, must inform his/her supervisor. The supervisor shall report the incident to the Business Office immediately.

Neither the Mammoth Site nor its insurance carrier will be liable for the payment of the workman's compensation benefits for injuries that occurred during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by the Mammoth Site.

## **ACCIDENT REPORTING PROCEDURES**

If an accident or injury, no matter how slight, occurs while on duty or on Mammoth Site property, the following procedures should be followed:

- Notify your supervisor and the COO/Business Manager immediately.
- Call 911 immediately if the injury is serious or life-threatening.
- Fill out the Accident Report Form found in the Appendix as soon as possible.

# BENEFITS

- Holidays
- Annual Leave
- Sick Leave
- Court Leave
- Maternity Leave
- Military Leave
- Other Excused Absences
- Leave Without Pay
- Family and Medical Leave Act
- Health Benefits
- Retirement
- Employee Benefits Table



## HOLIDAYS

1. January 1 - (New Year's Day)
2. Last Monday in May - (Memorial Day)
3. July 4 - (Independence Day)
4. First Monday in September - (Labor Day)
5. November 11 - (Veteran's Day)
6. Fourth Thursday in November - (Thanksgiving Day)
7. December 25 - (Christmas Day)
8. Easter

### Eligibility

1. Full-time employees & Part-time employees are entitled to an excused holiday with pay for their regular hours at their normal rate on a holiday which falls on a work day on their regular scheduled tour.
2. For Full-time employees only - when a legal holiday falls on a non-workday of a Full-time employee's tour of duty, another day will be designated for his holiday for the hours scheduled to work. A Full-time employee also may exchange working a holiday at their regular rate of pay for another day during the same or another pay period, upon filling out a request form and authorization by COO/Business Manager.

### Holiday Premium

Full-time, Part-time and Seasonal employees who would otherwise have been excused with regular pay are entitled to Holiday Premium when they work on a holiday. An employee working a holiday is paid time and a half to a maximum of eight hours, when authorized to work that day by the COO/Business Manager.

1. For Full-time employees, it is Holiday Premium when the employee works on a legal holiday or the day designated as his legal holiday.
2. For Part-time and Seasonal employees, it will be holiday pay only when the legal holiday falls on a day included as his working day in his schedule and is worked by the employee.

## **ANNUAL LEAVE (See Table page 38)**

Purpose: Annual Leave is provided for, but not limited to two general purposes:

1. To allow eligible employees an annual vacation period of extended leave for rest and recreation.
2. To provide periods of time off for personal and emergency use.

Eligibility: Full-Time and Part-Time salaried and/or hourly employees are entitled to accrue annual leave. Seasonal employees are not eligible.

### Annual Leave Earned:

Upon satisfactory completion of Introductory (60 day) period, all eligible employees will start accruing the following Annual Leave:

Full-Time Salaried employee's Annual Leave is based on a 40 hour work week or 80 hour pay period.

Full-Time hourly employees will receive Annual Leave based on the actual number of hours worked per pay period. That is, for an employee who averages 32 hours per week during the pay period, a week's annual leave will be comprised of 32 hours of pay time.

Part-time hourly and/or salaried employee's Annual Leave will be based on their bi-weekly hours worked. That is, for an employee who averages 25 hours per week during the pay period, a week's annual leave will be comprised of 25 hours of paid time.

First & Second Years - One Week  
Third – Fifth Years - Two Weeks  
Sixth – Ninth Years - Three Weeks  
Tenth + Years - Four Weeks

NOTE: Accrued leave up to four weeks may be carried over into the next calendar year. Hours in excess of four weeks may be carried over only with the written consent of the COO/Business Manager. Unless permission has been granted, Annual Leave carryover will be automatically reduced to four weeks after the anniversary date. Reminder notices will be sent out three months prior to the anniversary date to those employees in danger of losing their excess Annual Leave. Annual Leave cannot be taken in excess of two consecutive weeks.

Annual Leave Used:

1. Number of hours Annual Leave, when granted, must be entered in the appropriate day on the time card and coded as such (AL).
2. The Annual Leave available for use by the employee is the Annual Leave balance at the beginning of the pay period.
3. Annual Leave may be advanced with the approval of the COO/Business Manager. Any Annual Leave advanced above that earned which leaves a negative balance upon termination of employment will be deducted from their final paycheck.
4. Annual Leave may be used in lieu of sick leave at the request of the employee.
5. Upon termination of employment the employee shall be paid for the unused portion of their Annual Leave, which has accrued.

**SICK LEAVE (See Table page 38)**

Reasons for granting Sick Leave:

1. Medical, dental, or optical examination or treatment for the employee or a family member.
2. Employee is incapacitated for performance of job duties because of illness, injury, or pregnancy or confinement.
3. Employee must care for a member of his or her immediate family who is ill. Immediate family are husband, wife, children, step-children, mother, father, brother, sister, mother in-law,

father in-law, and grandchildren.

Eligibility:

Full-Time and Part-Time hourly and/or salaried employees are entitled to accrue Sick Leave.

All eligible employees will receive the following Sick Leave.

After 60 days to one year - 4 hours per month

More than one year -8 hours per month, based on a 80 hour pay period, Sick Leave will be earned based on the actual bi-weekly hours worked (60 hours would earn 6 hours per month).

Full-Time Salaried Personnel's Sick Leave will be based on 40 hour work week. Full-Time Hourly, Part-Time Salaried, and Part-Time Hourly employee's Sick Leave will be based on their bi-weekly hours worked (% of 80 multiplied by 8 hours per month).

Sick Leave Used:

The Number of hours of Sick Leave used must be entered in the appropriate day on the time card/time sheet and coded as such (SL).

An employee may use his or her Sick Leave accrued to the end of the most recent pay period; Maximum accrual to be 240 hours.

Sick Leave may not be used in lieu of Annual Leave. Upon termination, employees will not be paid for unused Sick Leave.

**COURT LEAVE (See Table page 38)**

1. An employee who is summoned to testify on behalf of the US. Government or the State of South Dakota, or is on jury duty, or is a witness on behalf of the state or local government, or a witness in a civil matter, is entitled to record those hours as regular time worked.
2. Only such duty as falls within regularly scheduled working hours is to be so recorded. The number of hours of "Jury Duty" or "Witness on behalf of (federal, state, or local government)" must be entered in the appropriate day on the time card and noted as such (JD) or (W). Supporting documents must be submitted with the Time Sheet to the business office.
3. When an employee has served jury duty and collects fees and allowances for his service, he must forward the fees collected and evidence thereof to the business office. Otherwise, a payroll deduction will be made to collect the amount of the fees.
4. Seasonal employees are not allowed paid time off for jury duty or testifying, however leave without pay may be granted if their appearance can not be excused during duty hours.

**MATERNITY LEAVE**

Pregnancy is a condition which eventually requires the employee to be absent from the job because of incapacitation. Sick or annual leave may be used.

## **MILITARY LEAVE**

It is the policy of the Mammoth Site to comply with all applicable laws that afford protection rights to employees serving duty with the military, military reserves or National Guard.

Members of a military reserve or National Guard unit may have an annual training period. When an employee receives orders for such training, he/she should promptly notify his/her supervisor, detailing the duration of the required service. Regular pay minus military pay received for regularly scheduled workdays will be provided for up to two weeks.

If an employee so desires, he/she may use annual leave for military service. Any additional time needed for military service will be leave without pay.

## **OTHER EXCUSED ABSENCES**

These unusual absences from duty may be charged to sick leave, annual leave or authorized without charge to leave at the discretion of the COO/Business Manager.

Types of excused absences:

- Compassionate – serious health problem or death of immediate family member or close friend
- Hazardous weather dismissals
- Blood donations
- Attending classes, conferences and conventions

If this administrative leave is used, the appropriate section of the time card/time sheet must contain a notation to identify the type of leave taken.

Voting:

If polls are open either 2 hours before or after an employee is scheduled to work, no leave will be granted to vote during the scheduled workday. However, employees will be allowed 1 hour of paid leave to vote in local, state and national elections on their regular workday if the polls are not open for 2 hours before or after their scheduled shift.

## **LEAVE WITHOUT PAY**

Mammoth Site employees may be granted leave without pay upon their written request, at the discretion of the COO/Business Manager.

## **FAMILY AND MEDICAL LEAVE ACT (FMLA Leave)**

Due to the size of the Mammoth Site workforce, FMLA does not apply at this time.

## **HEALTH BENEFITS (See Table page 38)**

Any Full-Time employee (salaried or hourly) is entitled to health benefits. The employee may choose to decline such coverage. In order to be eligible the employee must meet the minimum employment requirements of the insurance carrier. Employee and employer contributions to the health benefit plan will be determined by the Mammoth Site Board of Directors.

## **RETIREMENT (See Table page 38)**

The Mammoth Site has a SIMPLE IRA plan and may match up to 3% of total salary for those eligible employees. Employees may contribute a larger percentage as allowed by law.

To be eligible for the Mammoth Site's SIMPLE IRA employees must have received \$5,000 in compensation in the prior year or reasonably expect at least \$5,000 in the upcoming year.

Eligible employees are not required to make Elective Deferrals to the Plan. However, if the Mammoth Site has elected to match each Eligible employee's Elective Deferrals, the employee will not receive the Mammoth Site's Matching Contribution unless the employee elects to make Elective Deferrals.

Employees may make or change their Elective Deferral election at any time during the 60-day period before the beginning of each Plan Year (January 1st) by delivering a completed Salary Reduction to their Employer.

Employees may terminate their Elective Deferral election at any time during the Plan Year. If the employee terminates their Elective Deferral election during the Plan Year, they may not resume Elective Deferrals until the first day of next Plan Year.

Each year, The Mammoth site may make contributions to the employees SIMPLE IRA. If the Mammoth Site elects to make Non-elective Contributions to the Plan, you will be notified of the election within a reasonable time prior to the Plan's 60-day election period. Unless The Mammoth Site elects and notifies you that your Employer has elected Non-elective Contribution for the plan year, the Mammoth site will make a dollar-for-dollar match of your Elective Deferrals each year, up to 3% of your compensation or the applicable limit, whichever is less.

## EMPLOYEE BENEFITS

Benefit	Full-Time*	Part-Time*	Seasonals
Holidays	As per holiday list	As per holiday list	As per holiday list
Annual Leave	First & Second Years - One Week Third – Fifth Years - Two Weeks Sixth – Ninth Years - Three Weeks Tenth + Years - Four Weeks	First & Second Years - One Week Third – Fifth Years - Two Weeks Sixth – Ninth Years - Three Weeks Tenth + Years - Four Weeks	None
Sick Leave (Cap = 240 hours)	4 hours/month if employed 60 days to 1 year 8 hours/month if employed more than 1 year (ABOVE BASED ON 40 HOUR WORK WEEK)	4 hours/month if employed 60 days to 1 year 8 hours/month if employed more than 1 year (ABOVE BASED ON 40 HOUR WORK WEEK)	None
Retirement	Up to 3% match if eligible	Up to 3% match if eligible	None
Court Leave	Yes	Yes	None
Health Benefits	Yes	None	None

\*See definitions on page 4.

## **GENERAL INFORMATION AND GUIDELINES**

- Acceptance of Gifts
- Bank Accounts, Checks and Credit Cards
- Confidentiality and Work Product
- Continuing Education
- Photos and Videos of Employees, Volunteers and Board Members
- Internet, E-mail, and Computer Usage
- Policy Regarding Use of Social Media by Employees
- Equipment and Property
- Keys
- Misuse of Staff Status
- Other Privileges
- Purchasing
- Software Licenses
- Vehicle Use
- Visitors in the Workplace

## ACCEPTANCE OF GIFTS

On occasion some individuals may wish to present a gift to an employee as a gesture of appreciation or gratitude for a exceptional job or experience they provided. While this can create an awkward situation for both parties, it is the policy of the Mammoth Site that personal gifts may not be accepted for the performance of regular duties. If the situation arises, the best approach would be to express appreciation of the gesture and to tactfully suggest a donation to the Mammoth Site would be an appropriate and welcome way to express their feelings. You may also refer them to your supervisor so their experience and your performance can be documented and shared with others.

## BANK ACCOUNTS, CHECKS AND CREDIT CARDS

### **A. Official Depositories**

The official depositories are as determined by the Board of Directors at the annual meeting.

The COO/Business Manager is authorized to do on-line transfers between Mammoth Site accounts.

### **B. Check Signing Policy**

The Officers of the Mammoth Site Board of Directors and the COO/Business Manager have check signing authority. Two signatures are required on all Mammoth Site of Hot Springs, South Dakota, Inc. checks. If a second signature cannot be obtained from an officer, a stamp of the President's signature is permitted. A listing of checks in which the stamp was used will be presented to the President for initialing.

### **C. Credit Cards**

The Board shall approve individuals being issued credit cards with limits specified. Credit card purchasing authority may be delegated to other staff with approval by the COO/Business Manager and presentation of receipt(s). Personal credit cards may be used if you do not have access to a Mammoth Site credit card.

## CONFIDENTIALITY AND WORK PRODUCT

As a member of the Mammoth Site staff and Board, you may have access to confidential information including for example: donor financial contributions, and other employee records. It is extremely important that such information be made available to employees only on a need to know basis, that it not be disclosed to anyone outside our staff without the prior approval of your supervisor or the COO/Business Manager and that it be viewed as COMPLETELY CONFIDENTIAL. It is our policy that all confidential or proprietary information available to you through your job or position be considered private and held in strictest confidence. Gossiping about a staff member, board member or volunteer is also prohibited. Violation of this policy may lead to disciplinary action. Your obligation and responsibility with respect to confidential information not only applies during your employment with the Mammoth Site, but also after your employment ceases. Upon employment separation, you are required to promptly return all property of the Mammoth Site and all materials containing confidential information.



Any and all manuscripts, writings, pictorial materials, computer programs or software, and any other creations (collectively "Creations") created by you either individually or jointly with others, during your employment which relate to the Mammoth Site or its present or future activities, or which are capable of beneficial use by the Mammoth Site, belongs to the Mammoth Site exclusively and not to you. All employees, as a condition of their employment, relinquish to the Mammoth Site all rights they may have in any and all Creations. The Mammoth Site shall have the full right to seek and procure copyright registration on any Creations.

### **CONTINUING EDUCATION**

The Mammoth Site encourages all employees and volunteers to continue their education for the mutual benefit of themselves and the Mammoth Site

The Mammoth Site may provide funding in accordance with budgetary limitations. The Mammoth Site may also provide for a leave of absence or paid leave for the employees who participate in continuing education classes, conferences and conventions.

Requests for leave and reimbursement to attend these classes, conferences and conventions shall be made in advance in writing to the COO/Business Manager.

If the Mammoth Site decides to reimburse the employee or volunteer the following formula will be used for reimbursement for books & tuition:

<b>Grade</b>	<b>%</b>
A	100%
B	75%
C	50%
D & F	0%

### **PHOTOS AND VIDEOS OF EMPLOYEES, VOLUNTEERS AND BOARD MEMBERS**

The Mammoth Site may use photos or videos of employees, volunteers and board members for various publicity efforts, not limited to brochures, advertising, website, FaceBook, Twitter, etc. The Mammoth Site will not be required to obtain photo releases from employees, volunteers or board members for use of such photos or videos, unless the employee or volunteer is a minor.

## INTERNET, E-MAIL, AND COMPUTER USAGE POLICY

The use of Mammoth Site of Hot Springs, SD Inc. automation systems, including computers, fax machines, and all forms of Internet/intranet access, is for company business and for authorized purposes only. Brief and occasional personal use of the electronic mail system or the Internet is acceptable as long as it is not excessive or inappropriate, occurs during personal time (lunch or other breaks), and does not result in expense or harm to the company or otherwise violate this policy.

Use is defined as "excessive" if it interferes with normal job functions, responsiveness, or the ability to perform daily job activities. Electronic communication should not be used to solicit or sell products or services that are unrelated to the company's business; distract, intimidate, or harass coworkers or third parties; or disrupt the workplace.

Use of company computers, networks, and Internet access is a privilege granted by management and may be revoked at any time for inappropriate conduct carried out on such systems, including, but not limited to:

- Sending chain letters or participating in any way in the creation or transmission of unsolicited commercial e-mail ("spam") that is unrelated to legitimate company purposes;
- Engaging in private or personal business activities, including excessive use of instant messaging and chat rooms (see below);
- Using others' passwords without permission;
- Accessing networks, servers, drives, folders, or files to which the employee has not been granted access or authorization from someone with the right to make such a grant;
- Making unauthorized copies of company files or other company data;
- Destroying, deleting, erasing, or concealing company files or other company data, or otherwise making such files or data unavailable or inaccessible to the company or to other authorized users of company systems;
- Misrepresenting oneself or the company;
- Violating regulations prescribed by the network provider;
- Violating copyright laws;
- Violating the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way;
- Engaging in unlawful or malicious activities;
- Deliberately propagating any virus, worm, Trojan horse, trap-door program code, or other code or file designed to disrupt, disable, impair, or otherwise harm either the company's networks or systems or those of any other individual or entity;
- Using abusive, profane, threatening, racist, sexist, or otherwise objectionable language in either public or private messages;
- Sending, receiving, or accessing pornographic materials;
  - Assisting a campaign for election of any person to any office or for the promotion of or opposition to any ballot proposition;
- Causing congestion, disruption, disablement, alteration, or impairment of Mammoth Site networks or systems;
- Downloading unauthorized programs and/or software applications to company computers;
- Maintaining, organizing, or participating in non-work-related Web logs ("blogs"), Web journals, "chat rooms", or private/personal/instant messaging;
- Failing to log off any secure, controlled-access computer or other form of electronic data system to which you are assigned, if you leave such computer or system unattended;

- Using recreational games; and/or Defeating or attempting to defeat security restrictions on company systems and applications.
- Using company automation systems to access, create, view, transmit, or receive racist, sexist, threatening, or otherwise objectionable or illegal material, defined as any visual, textual, or auditory entity, file, or data, is strictly prohibited. Such material violates the company anti-harassment policies and is subject to disciplinary action. The company's electronic mail system, Internet access, and computer systems must not be used to harm others or to violate the laws and regulations of the United States or any other nation or any state, city, province, or other local jurisdiction in any way. Use of company resources for illegal activity can lead to disciplinary action, up to and including dismissal and criminal prosecution. The company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries, archives, or files on individual Internet activities, e-mail use, and/or computer use.

Unless specifically granted in this policy, any non-business use of the company's automation systems is expressly forbidden.

If you violate these policies, you could be subject to disciplinary action, up to and including dismissal.

### **Ownership and Access of Electronic Mail, Internet Access, and Computer Files; No Expectation of Privacy**

The company owns the rights to all data and files in any computer, network, or other information system used in the company and to all data and files sent or received using any company system or using the company's access to any computer network, to the extent that such rights are not superseded by applicable laws relating to intellectual property. The company also reserves the right to monitor electronic mail messages (including personal/private/instant messaging systems) and their content, as well as any and all use by employees of the Internet and of computer equipment used to create, view, or access e-mail and Internet content. Employees must be aware that the electronic mail messages sent and received using company equipment or company-provided Internet access, including web-based messaging systems used with such systems or access, are not private and are subject to viewing, downloading, inspection, release, and archiving by company officials at all times. The company has the right to inspect any and all files stored in private areas of the network or on individual computers or storage media in order to assure compliance with company policies and state and federal laws. No employee may access another employee's computer, computer files, or electronic mail messages without prior authorization from either the employee or an appropriate company official.

The company uses software in its electronic information systems that allows monitoring by authorized personnel and that creates and stores copies of any messages, files, or other information that is entered into, received by, sent, or viewed on such systems. Accordingly, employees should assume that whatever they do, type, enter, send, receive, and view on company electronic information systems is electronically stored and subject to inspection, monitoring, evaluation, and company use at any time. Further, employees who use company systems and Internet access to send or receive files or other data that would otherwise be subject to any kind of confidentiality or disclosure privilege thereby waive whatever right they may have to assert such confidentiality or privilege from disclosure. Employees who wish to maintain their right to confidentiality or a disclosure privilege must send or receive such information using some means other than company systems or the company-provided Internet access.

The company has licensed the use of certain commercial software application programs for business purposes. Third parties retain the ownership and distribution rights to such software. No employee may create, use, or distribute copies of such software that are not in compliance with the license agreements for the software. Violation of this policy can lead to disciplinary action, up to and including dismissal.

### **Confidentiality of Electronic Mail**

As noted above, electronic mail is subject at all times to monitoring, and the release of specific information is subject to applicable state and federal laws and company rules, policies, and procedures on confidentiality. Existing rules, policies, and procedures governing the sharing of confidential information also apply to the sharing of information via commercial software. Since there is the possibility that any message could be shared with or without your permission or knowledge, the best rule to follow in the use of electronic mail for non-work-related information is to decide if you would post the information on the office bulletin board with your signature.

It is a violation of company policy for any employee, including system administrators and supervisors, to access electronic mail and computer systems files to satisfy curiosity about the affairs of others, unless such access is directly related to that employee's job duties. Employees found to have engaged in such activities will be subject to disciplinary action.

### **Electronic Mail Tampering**

Electronic mail messages received should not be altered without the sender's permission; nor should electronic mail be altered and forwarded to another user and/or unauthorized attachments be placed on another's electronic mail message.

### **Policy Statement for Internet/Intranet Browser(s)**

The Internet is to be used to further the company's mission, to provide effective service of the highest quality to the company's customers and staff, and to support other direct job-related purposes. Supervisors should work with employees to determine the appropriateness of using the Internet for professional activities and career development. The various modes of Internet/Intranet access are company resources and are provided as business tools to employees who may use them for research, professional development, and work-related communications. Limited personal use of Internet resources is a special exception to the general prohibition against the personal use of computer equipment and software.

Employees are individually liable for any and all damages incurred as a result of violating company security policy, copyright, and licensing agreements.

All company policies and procedures apply to employees' conduct on the Internet, especially, but not exclusively, relating to: intellectual property, confidentiality, company information dissemination, standards of conduct, misuse of company resources, anti-harassment, and information and data security.

### **Personal Electronic Equipment**

The company authorizes the use or possession in the workplace of cell phone camera, digital camera, video camera, or other form of image- or voice-recording device. Employees are asked to limit any personal use of Mammoth Site telephones and personal cell phones during regular

work hours. Cell phone use is prohibited while operating a Mammoth Site vehicle. These devices may not be used to capture images or record voices and/or images without the express permission of the company and of each person whose image and/or voice is/are recorded. This provision does not apply to designated company personnel who must use such devices in connection with their positions of employment.

Employees should not bring personal computers or data storage devices (such as floppy disks, CDs/DVDs, external hard drives, flash drives, iPods, or other data storage media) to the workplace or connect them to company electronic systems unless expressly permitted to do so by the company. Any employee bringing a personal computing device, data storage device, or image-recording device onto company premises thereby gives permission to the company to inspect the personal computer, data storage device, or image-recording device at any time with personnel of the company's choosing and to analyze any files, other data, or data storage devices or media that may be within or connectable to the personal computer or image-recording device in question. Employees who do not wish such inspections to be done on their personal computers, data storage devices, or imaging devices should not bring such items to work at all.

Violation of this policy, or failure to permit an inspection of any device covered by this policy, shall result in disciplinary action, up to and possibly including immediate termination of employment, depending upon the severity and repeat nature of the offense. In addition, the employee may face both civil and criminal liability from the company, from law enforcement officials, or from individuals whose rights are harmed by the violation.

### **POLICY REGARDING USE OF SOCIAL MEDIA BY EMPLOYEES**

While the Mammoth Site encourages its employees to enjoy and make good use of their off-duty time, certain activities on the part of employees may become a concern if they have the effect of impairing the work of any employee; harassing, demeaning, or creating a hostile working environment for any employee; disrupting the smooth and orderly flow of work within the office; or harming the goodwill and reputation of the company among its customers or in the community at large. In the area of social media (print, broadcast, digital, and online services such as Facebook, LinkedIn, MySpace, Plaxo, and Twitter, among others), employees may use such media in any way they choose as long as such use does not produce the adverse consequences noted above. For this reason, the Mammoth Site reminds its employees that the following guidelines apply in their use of social media, both on and off duty:

1. If an employee publishes any personal information about the employee, another employee of the organization, the company, a client, or a customer in any public medium (print, broadcast, digital, or online) that:
  - a. has the potential or effect of involving the employee, their coworkers, or the company in any kind of dispute or conflict with other employees or third parties;
  - b. interferes with the work of any employee;
  - c. creates a harassing, demeaning, or hostile working environment for any employee;
  - d. disrupts the smooth and orderly flow of work within the office, or the delivery of services to the company's clients or customers;
  - e. harms the goodwill and reputation of the company among its customers or in the community at large; or
  - f. tends to place in doubt the reliability, trustworthiness, or sound judgment of the person who is the subject of the information,

the employee(s) responsible for such problems will be subject to counseling and/or disciplinary action, up to and potentially including termination of employment, depending upon the severity and repeat nature of the offense.

2. No employee may use company equipment or facilities for furtherance of non-work-related activities or relationships without the express advance permission of the COO/Business Manager.

3. Employees who conduct themselves in such a way that their actions toward and relationships with each other interfere with or damage work relationships, disrupt the flow of work or customer relations, or cause unfavorable publicity in the community, should be concerned that their conduct may be inconsistent with one or more of the above guidelines. In such a situation, the employees involved should request guidance from the COO/Business Manager to discuss the possibility of a resolution that would avoid such problems. Depending upon the circumstances, failure to seek such guidance may be considered evidence of intent to conceal a violation of the policy and to hinder an investigation into the matter.

4. Use of social media that involves any kind of criminal activity or harms the rights of others may result in criminal prosecution or civil liability to those harmed, or both.

5. Social media access and use involving company equipment and resources are subject to the company's "Internet, E-Mail, and Computer Usage Policy" at all times.

How an employee uses social media is not a matter of concern as long as it is consistent with the above guidelines. Employees may address any questions on this policy to the COO/Business Manager.

### **EQUIPMENT AND PROPERTY**

The Mammoth Site strives to keep neat and attractive work areas and grounds and expects all employees to assist in maintaining this environment. Each employee should keep his or her work area neat and clean and must take proper care in the use of Mammoth Site equipment. Items such as stationary, envelopes, postage, etc., are for business use exclusively and not for personal use. No Mammoth Site property should leave the grounds without prior approval.

### **KEYS**

Keys will be checked out only to authorized employees and treated as accountable property. If a key is lost, there will be a replacement fee charged as determined by the COO/Business Manager. Upon termination of employment, all keys must be turned in to the supervisor before a final paycheck is issued.

### **MISUSE OF STAFF STATUS**

A staff member should not use the Mammoth Site's name nor his/her employment status in any opinion or certificate concerning the following:

- The merit or credit of any business undertaking
- The value of any scientific and practical invention
- The sponsorship of an organization
- Any commercial venture or enterprise

- Any endeavor which may bring discredit to the Mammoth Site.

### **OTHER PRIVILEGES**

All Mammoth Site employees, volunteers, and Board Members have the privilege of purchasing any publication or merchandise (other than pop and candy) at 80% of the retail price. This cannot be used in addition to other discount promotions.

All Mammoth Site employees and volunteers will receive Mammoth Site memberships. Full-time personnel and volunteers will receive individual or family memberships depending on their family status. Part-time and seasonal employees will receive individual memberships. All Mammoth Site employees, volunteers and Board members will receive two free passes per year.

### **PURCHASING**

The COO/Business Manager may authorize staff to purchase minor items (less than \$100.00) at local stores. Major purchases (over \$100.00) will be done with authorization from the COO/Business Manager and may be done via the internet by using Mammoth Site credit cards or via Purchase Orders.

### **SOFTWARE LICENSES**

Unauthorized copying and/or the unauthorized use of computer software programs are strictly prohibited. Before obtaining a software license at the Mammoth Site's expense, the approval of the COO/Business Manager must be obtained. It is your responsibility to become familiar with and understand the license rules for each software program you may use. Any violation of this policy may be grounds for sanctions against the employee.

### **VEHICLE USE**

1. Driver must obey all traffic laws and must have a valid drivers license.
2. Only driver's authorized by the Mammoth Site's insurance carrier may operate the vehicle.
3. No smoking or tobacco use in vehicles is allowed.
4. No drinking alcoholic beverages while driving, or driving while under the influence of alcohol or drugs.
5. Seat belts must be properly worn by all persons in the vehicle at all times.
6. Check oil and coolant levels when you fill with fuel.
7. Clean vehicle and fill the vehicle with fuel when you are through with your trip.
8. Report any vehicle problems to COO/Business Manager immediately.
9. Keys must be checked out from and returned to the Business Office.
10. When in Hot Springs, fuel the vehicle at Nelson's Oil & Gas, or local station with the lowest price or use gas credit card when out of town; always fill the tank if it is less than ½ full. Return all receipts to the Business Office.
11. No personal use of the vehicles is permitted.
12. Only Mammoth Site Staff, Volunteers, or Board members are authorized to travel in the vehicles unless approved by the COO/Business Manager or a supervisor in advance.
13. Report any accidents or damage immediately to the COO/Business Manager.

## **VISITORS IN THE WORKPLACE**

To provide for the safety and security of employees in the facilities at the Mammoth Site, only authorized visitors are allowed in the work place. Family and friends of employees are discouraged from visiting during work hours if such will interfere with their work. In cases of emergency, employees will be called to meet visitors outside their work area.

Non-Mammoth Site related solicitors should not be encouraged in the workplace.



## APPENDIX

To: COO/BUSINESS MANAGER'S OFFICE

From: \_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Department)

I acknowledge receipt of the Mammoth Site Handbook, dated \_\_\_\_\_. I understand this handbook is not an employee contract and supersedes all previous handbooks issued by the Mammoth Site's discretion. Any conflicts arising from the contents of this handbook will be resolved by the COO/Business Manager taking into account the Mammoth Site's Policy Statements. I understand that it is my responsibility to read this handbook thoroughly and become familiar with its contents. I understand that changes may be implemented without advance notice to me.

\_\_\_\_\_  
Printed/Typed Name of Staff Member

\_\_\_\_\_  
Staff Member Signature

\_\_\_\_\_  
Date

**INJURY REPORT FORM**

DATE: \_\_\_\_\_ TIME: \_\_\_\_\_

PLACE: \_\_\_\_\_

NAME OF INJURED: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP \_\_\_\_\_

TYPE OF INJURY: \_\_\_\_\_

DESCRIPTION OF WHAT HAPPENED: \_\_\_\_\_

WITNESS NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP \_\_\_\_\_

FIRST REPORTED TO: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_

SUPERVISOR FILLING OUT THIS FORM: \_\_\_\_\_

SIGNATURE OF SUPERVISOR: \_\_\_\_\_

SIGNATURE OF INJURED PARTY OR PARENT/GUARDIAN: \_\_\_\_\_



A NON-PROFIT ORGANIZATION 501-C-3  
 1800 Highway 18 Truck Rt., PO Box 692  
 Hot Springs, SD 57747-0692  
 PH. 605-745-6017 Fax: 605-745-3038  
 mammoth@mammothsite.org  
 http://www.mammothsite.org

## Mammoth Site of Hot Springs, SD Inc. JOB APPLICATION

**Please complete all three pages of this application.**

Name \_\_\_\_\_ Date \_\_\_\_\_  
 Phone No. (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_  
 Email Address: \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Position(s) applied for \_\_\_\_\_  
 Are you under 18? Yes ( ) No ( ) if under 18 please give your birth date \_\_\_\_\_  
 Do you have a valid Driver's License? ( ) Yes ( ) No If yes list # \_\_\_\_\_  
 Beginning date available \_\_\_\_\_ Last date available \_\_\_\_\_  
 Reasons for available dates \_\_\_\_\_

**Are you authorized to work in the United States?** Yes ( ) No ( )

### History:

Have you ever been convicted of, or pled guilty to a felony or a misdemeanor (excluding minor traffic offenses with a fine of less than \$500.00)? \_\_\_ No \_\_\_ Yes  
 If yes, please explain \_\_\_\_\_

The Mammoth site of Hot springs, SD Inc. and its employees and volunteers will comply with the Drug-Free Workplace Act of 1988.

### Education and Training:

Do you possess a high school diploma or GED? Yes ( ) No ( ) Circle last year completed. For high school or GED circle 12. 9 10 11 12 13 14 15 16 17 18 plus  
 List schooling beginning with most recent (High school, college, vocational School, Military Name and address of school \_\_\_\_\_  
 Years attended \_\_\_\_\_ to \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_  
 Did you graduate? \_\_\_ Special awards and recognitions \_\_\_\_\_

Name and address of school \_\_\_\_\_  
 Years attended \_\_\_\_\_ to \_\_\_\_\_ Major \_\_\_\_\_ Minor \_\_\_\_\_  
 Did you graduate? \_\_\_ Special awards and recognitions \_\_\_\_\_

**What benefits can you bring to the Mammoth Site via your employment?**

\_\_\_\_\_

**What are your future goals, and how can your employment at the Mammoth Site help you to achieve these goals?** \_\_\_\_\_

**Indicate below type of position you are interested in if volunteering:**

- Museum exhibits/curation     Library maintenance     Interpretation
- Education     Comparative osteological collection curation and maintenance
- Molding and Casting     Office assistance     Landscape assistance
- Visitor relations/assistance     Carpentry     Maintenance
- Bone preparation (minimum 12 weeks of commitment for inexperienced person; and minimum two-weeks commitment if you have 2 months or more preparation experience, or have experience at the MS through the Elderhostel or Earthwatch programs)

**Skills/Experience please give details:**

Paleontology skills \_\_\_\_\_

Geology skills \_\_\_\_\_

Field techniques/work \_\_\_\_\_

Laboratory experience \_\_\_\_\_

Interpretation (specify) \_\_\_\_\_

Computer skills, platforms, and software with which you have experience \_\_\_\_\_

Foreign languages \_\_\_\_\_

Maintenance \_\_\_\_\_

Office \_\_\_\_\_

Marketing \_\_\_\_\_

Hospitality training \_\_\_\_\_

Management \_\_\_\_\_

Other \_\_\_\_\_

**Work Experience** (include paid or volunteer, starting with most recent):

From \_\_\_\_\_ 20\_\_ To \_\_\_\_\_ 20\_\_ Position \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No. \_\_\_\_\_

Duties, responsibilities (list accomplishments) \_\_\_\_\_

Name and title of immediate supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact your employer? Yes ( ) No ( ) No. of employees you supervised \_\_\_\_\_

Circle average hours worked per week 1-10 11-20 21-30 31-40 40+

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

**Work Experience** (include paid or volunteer, starting with most recent):

From \_\_\_\_\_ 20\_\_ To \_\_\_\_\_ 20\_\_ Position \_\_\_\_\_  
Employer \_\_\_\_\_ Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No. \_\_\_\_\_  
Duties, responsibilities (list accomplishments) \_\_\_\_\_

Name and title of immediate supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact your employer? Yes ( ) No ( ) No. of employees you supervised \_\_\_\_\_

Circle average hours worked per week 1-10 11-20 21-30 31-40 40+

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

**Work Experience** (include paid or volunteer, starting with most recent):

From \_\_\_\_\_ 19\_\_ To \_\_\_\_\_ 20\_\_ Position \_\_\_\_\_

Employer \_\_\_\_\_ Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Telephone No. \_\_\_\_\_

Duties, responsibilities (list accomplishments) \_\_\_\_\_

Name and title of immediate supervisor \_\_\_\_\_

Reason for leaving \_\_\_\_\_

May we contact your employer? Yes ( ) No ( ) No. of employees you supervised \_\_\_\_\_

Circle average hours worked per week 1-10 11-20 21-30 31-40 40+

Starting Salary \_\_\_\_\_ Ending Salary \_\_\_\_\_

**References (not person listed above or relative):**

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_ How Long has this individual known you? \_\_\_\_\_

Name \_\_\_\_\_ Occupation \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_ How Long has this individual known you? \_\_\_\_\_

**Person to be notified in case of an emergency:** Name \_\_\_\_\_

Phone No. (work) \_\_\_\_\_ (home) \_\_\_\_\_ (cell) \_\_\_\_\_

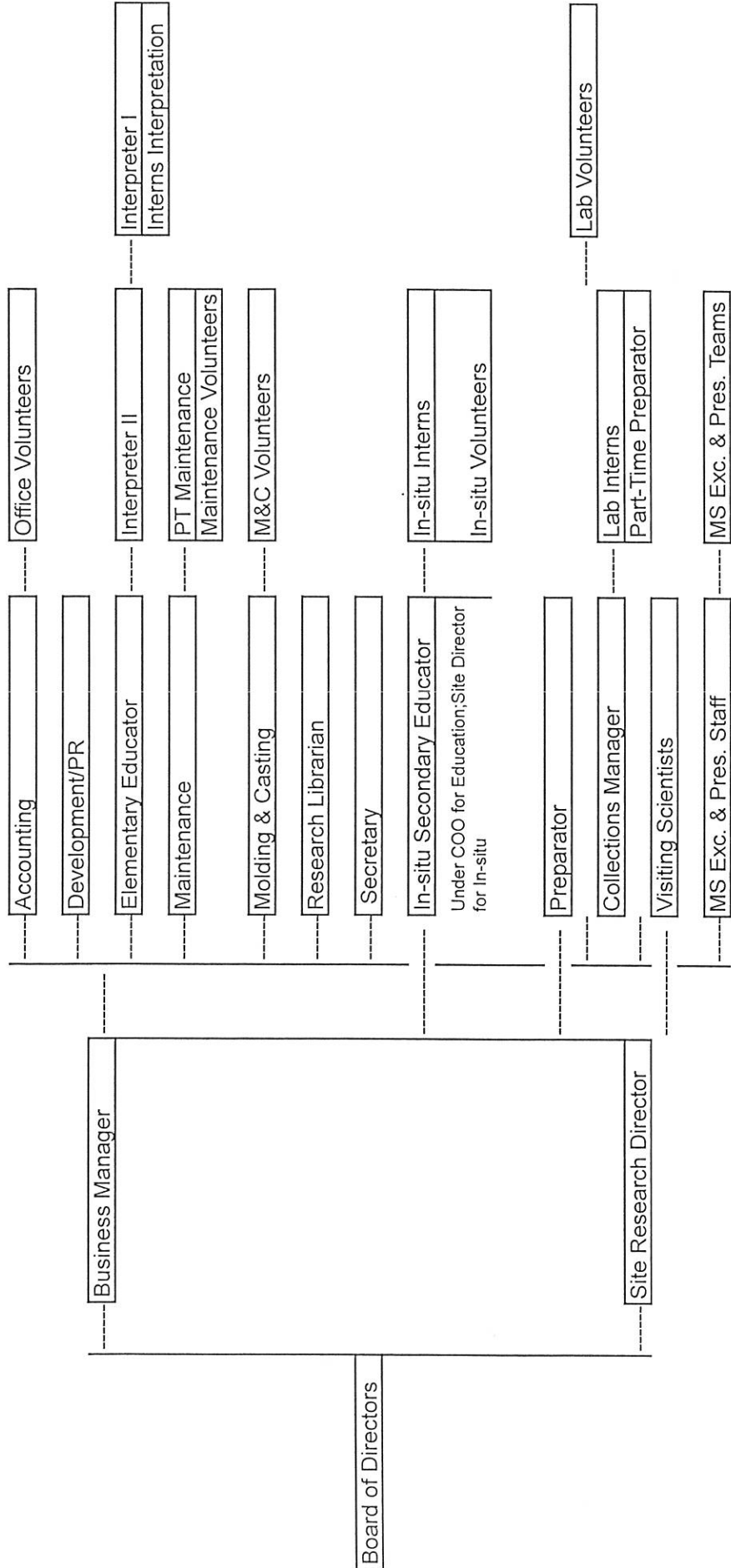
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

By submitting this application, you are certifying that the information is true, correct, and complete to the best of your knowledge and belief. A false or misleading statement or intentional omission of relevant information is cause for disciplinary action, including termination of employment. Applicant's Signature \_\_\_\_\_

**Please attach a resume and make copies of this form if you wish to list additional experience or references.**

**You also can request (info@mammothsites.org) the electronic form, fill it out and e-mail it to mammoth@mammothsites.org**

# MAMMOTH SITE OF HOT SPRINGS, SD ORGANIZATIONAL CHART 2/24/15



**HOUSING CHECK-IN LIST - Must be completed upon arriving**

**Name:** \_\_\_\_\_ **Staff:** \_\_\_\_\_  
**Date:** \_\_\_\_\_ **House:** \_\_\_\_\_

<b>LIVING ROOM</b>	<b>YES</b>	<b>NO</b>
1. Carpet clean	_____	_____
2. Light fixtures operable	_____	_____
3. Windows & drapery clean	_____	_____
4. TV & VCR in working order	_____	_____
5. Furniture functional and free of stains/dirt/debris	_____	_____

Notes: \_\_\_\_\_  
\_\_\_\_\_

<b>BEDROOMS</b>	<b>YES</b>	<b>NO</b>
1. Carpet clean	_____	_____
2. Light fixtures operable and clean	_____	_____
3. Windows & drapery clean	_____	_____
4. Bed, mattress & dressers clean	_____	_____

Notes: \_\_\_\_\_  
\_\_\_\_\_

<b>BATHROOM</b>	<b>YES</b>	<b>NO</b>
1. Tub, toilet & sink clean	_____	_____
2. Floors clean	_____	_____

Notes: \_\_\_\_\_  
\_\_\_\_\_

<b>KITCHEN AREA</b>	<b>YES</b>	<b>NO</b>
1. Microwave clean & operable	_____	_____
2. Stove top & oven clean	_____	_____
3. Kitchenware & utensils clean	_____	_____
4. Floors clean	_____	_____
5. Sink clean	_____	_____
6. Refrigerator/freezer clean and empty	_____	_____

Notes: \_\_\_\_\_  
\_\_\_\_\_

<b>OTHER</b>	<b>YES</b>	<b>NO</b>
1. Dishwasher clean and empty	_____	_____
2. Washer clean and empty	_____	_____
3. Dryer clean and empty	_____	_____

Notes: \_\_\_\_\_  
\_\_\_\_\_



**HOUSING CHECK-OUT LIST** - *Must be completed before leaving*

Name: \_\_\_\_\_

Staff: \_\_\_\_\_

Date: \_\_\_\_\_

House: \_\_\_\_\_

**LIVING ROOM**

**YES**                      **NO**

- 1. Carpet clean \_\_\_\_\_
- 2. Light fixtures operable \_\_\_\_\_
- 3. Windows & drapery clean \_\_\_\_\_
- 4. TV & VCR in working order \_\_\_\_\_
- 5. Furniture functional and free of stains/dirt/debris \_\_\_\_\_

Notes: \_\_\_\_\_

**BEDROOMS**

**YES**                      **NO**

- 1. Carpet clean \_\_\_\_\_
- 2. Light fixtures operable and clean \_\_\_\_\_
- 3. Windows & drapery clean \_\_\_\_\_
- 4. Bed, mattress & dressers clean \_\_\_\_\_

Notes: \_\_\_\_\_

**BATHROOM**

**YES**                      **NO**

- 1. Tub, toilet & sink clean \_\_\_\_\_
- 2. Floors clean \_\_\_\_\_

Notes: \_\_\_\_\_

**KITCHEN AREA**

**YES**                      **NO**

- 1. Microwave clean & operable \_\_\_\_\_
- 2. Stove top & oven clean \_\_\_\_\_
- 3. Kitchenware & utensils clean \_\_\_\_\_
- 4. Floors clean \_\_\_\_\_
- 5. Sink clean \_\_\_\_\_
- 6. Refrigerator/freezer clean and empty \_\_\_\_\_

Notes: \_\_\_\_\_

**OTHER**

**YES**                      **NO**

- 1. Dishwasher clean and empty \_\_\_\_\_
- 2. Washer clean and empty \_\_\_\_\_
- 3. Dryer clean and empty \_\_\_\_\_

Notes: \_\_\_\_\_

MAMMOTH SITE OF HOT SPRINGS, SOUTH DAKOTA, INC.

HOUSING AGREEMENT FORM

I, \_\_\_\_\_, have read the Housing Policy in addition to the Mammoth Site Guide Manual. I am aware of the responsibilities I accept as occupant in Mammoth Site Housing on Mammoth Site Property. I will respectfully follow the policies established and if I neglect to do so, understand housing and/or employment may be revoked/terminated.

I will report any unsafe practices and broken equipment to the Mammoth Site Staff-Maintenance. All provided materials in provided housing are expected to be used in a considerate fashion.

Signed: \_\_\_\_\_ (in ink)  
Name: \_\_\_\_\_ (printed)  
Date: \_\_\_\_\_

Witness: \_\_\_\_\_ (signature)  
Name: \_\_\_\_\_ (printed)  
Date: \_\_\_\_\_

Approved: \_\_\_\_\_ (signature)  
Name: \_\_\_\_\_ (printed)  
Title: \_\_\_\_\_ (Museum Official)  
Date: \_\_\_\_\_

*Keep this copy for your records.*

**Mammoth Site of Hot Springs, SD, Inc. Conflict of Interest Policy Annual Affirmation of Compliance and Disclosure Statement**

I have received and carefully read the Conflict of Interest Policy for board members, staff, and volunteers of Mammoth Site, Inc. and have considered not only the literal expression of the policy, but also its intent. By signing this affirmation of compliance, I hereby affirm that I understand and agree to comply with the Conflict of Interest Policy. I further understand that the Mammoth Site of Hot Springs, SD Inc. is a charitable organization and that in order to maintain its federal tax exemption it must engage primarily in activities that accomplish one or more of its tax-exempt purposes.

Except as otherwise indicated in the Disclosure Statement and any attachments, I hereby state that I do not, to the best of my knowledge, have any conflict of interest that may be seen as competing with the interests of the Mammoth Site of Hot Springs, SD Inc., nor does any relative or business associate of mine have such an actual or potential conflict of interest.

If any situation should arise in the future which I think may involve me in a conflict of interest, I will promptly and fully disclose the circumstances to the President of the board of Directors of Mammoth Site, Inc., or to the Chief Operating Officer, as applicable.

I further certify that the information set forth in the Disclosure Statement and any attachments is true and correct to the best of my knowledge, information, and belief.

---

Name (Please print)

---

Signature

Date

## Disclosure Statement

Please complete the questionnaire below indicating any actual or potential conflicts of interest. In answering these questions, please refer to any current relationship or transaction, or any which have taken place in the last twelve months. If you answer "yes" to any of the questions, please provide a written description of the details of the specific action or transaction in the space allowed. Attach additional sheets as needed.

**Financial Interests** - A conflict may exist where an interested party, or a relative or business associate of an interested party, directly or indirectly benefits or profits as a result of a decision made or transaction entered into by the Mammoth Site.

Has the Mammoth Site contracted to purchase or lease goods, services, or property from you or from any of your relatives or business associates?

If yes, please describe:

Has the Mammoth Site purchased an ownership interest in or invested in a business entity owned by you or owned by any of your relatives or business associates?

If yes, please describe:

Has the Mammoth Site offered employment to you or to any of your relatives or business associates other than a person who was already employed by the Mammoth Site?

If yes, please describe:

Have you or have any of your relatives or business associates been provided with a gift, gratuity, or favor of a substantial nature from a person or entity which does business or seeks to do business, with the Mammoth Site?

If yes, please describe:

Have you or any of your relatives or business associates been gratuitously provided use of the facilities, property, or services of the Mammoth Site?

If yes, please describe:

**Other Interests** - A conflict may also exist where an interested party or a relative or business associate of an interested party obtains a non-financial benefit or advantage that s/he would not have obtained absent his/her relationship with the Mammoth Site, or where his/her duty or responsibility owed to the Mammoth Site conflicts with a duty or responsibility owed to some other Mammoth Site.

Did you obtain preferential treatment by the Mammoth Site for yourself or for any of your relatives or business associates?

If yes, please describe:

Did you make use of confidential information obtained from the Mammoth Site for your own benefit or for the benefit of a relative, business associate, or other Mammoth Site?

If yes, please describe:

Did you take advantage of an opportunity, or enable a relative, business associate or other Mammoth Site to take advantage of an opportunity, which you had reason to believe would be of interest to the Mammoth Site?

If yes, please describe:

FINANCIAL DOCUMENTS	MINIMUM RETENTION REQUIREMENT
<p><b>NOTE:</b> How long should you keep the documents listed below? In the nonprofit world, the answer is less clear than in the for-profit sector, as most of the document retention statutes are directed at profit-making corporations or those that issue securities. As a general rule, you should keep the below listed documents until the statute of limitations has expired on the item of income or deduction for that particular return. For most purposes, the minimum limitations period is three years after the date the return is due or filed, whichever is later, as that is when the limitations period generally runs for an IRS audit. However, in light of the Sarbanes-Oxley Act that requires auditors to keep audit records for 7 years following a final audit report, it may be prudent to keep most financial documents for 7 years. Remember, many of the same records listed below will also be used to monitor programs and prepare statements for funders. Accordingly, you should check your grant applications, awards and contracts to determine if reporting requirements and subsequent document retention periods are set forth in those documents.</p>	
<b>Accounts Payable Ledgers and Schedules</b>	5 years
<b>Audit Reports</b>	7 years (many organizations keep these records permanently).
<b>Bank Reconciliations and Statements</b>	5 years and/or until all federal and state audit requirements have been met.
<b>Checks</b> (for important payments and purchases)	5 years or 4 years after item purchased is no longer owned.
<b>Correspondence – customers/vendors</b>	Depends on issue in correspondence and whether there is a contract; if potential litigation-3 Y until threat of litigation has passed; if contract claim is possible, 4 years or until potential claim has dissipated.
<b>Depreciation Schedules</b>	While active + 3 years
<b>Expenses and Purchases -</b> Documentation can include: cash register tapes, account statements, canceled checks, invoices, credit card sales slips. Separate deductible expenses in the event organization pays unrelated business income tax.	5 years
<b>Gross Receipts</b> -amounts received from all sources. Documents that support gross receipts include: cash register tapes, bank deposit slips, receipt books, invoices, credit card charge slips, and Form 1099-MISC	5 years
<b>Year-end financial statements</b>	If Audit Report is generated by organization- 7 years; if no audit is conducted and year-end financial report is used in place of audit – permanently.

<b>HUMAN RESOURCE DOCUMENTS</b>	<b>MINIMUM RETENTION REQUIREMENT</b>
<p><b>NOTE:</b> A former employee in Maryland generally has 300 days to file an EEO claim. Employees under contract may have up to four years to file a claim. Other types of employment claims, for example defamation, intentional infliction of emotional distress, and wrongful discharge are subject to a three-year statute of limitations.</p> <p>If the statute governing the record specifies no time limit, then you can usually apply the Uniform Preservation of Private Business Records, which specifies a three-year time limit for preserving documents. The Office of Federal Contract Compliance Programs (OFCCP) requires federal contractors to preserve most employment records for 2 years.</p> <p>To make things easier for the document retainers, you may want to adopt a uniform guideline that will work for almost all employment documents, such as four years, with exceptions for longer periods of time.</p>	
<b>Affirmative Action Plan and Related Information</b>	5 years from date of Plan Year-Maryland law.
<b>Age Discrimination in Employment Act</b>	Records relating to discrimination charges-Until final disposition of the charge.
<b>Applications for Employment and Résumés-For those who were not hired</b>	Age Discrimination in Employment Act (ADEA), Title VII and ADA-1 year from date of submission; OFCCP large contractor and schools-2 years; driving records are regarded as hiring records and should be kept for same period of time.
<b>Unsolicited Applications for Employment</b>	Answer is unclear; recommend same as above; online submissions of resumes may be discounted but no definitive ruling in this area.
<b>EEO Claims</b>	While active, plus three years.
<b>EEO Reports</b>	As long as current. If an OFCCP contractor-1 year. If OFCCP contractor with more than 150 employees and \$150,000 in contracts, then must keep for 2 years.
<b>Employee Benefit Plans</b>  <b>ERISA Records relating to Welfare and Pension Benefits</b>	Records relating to ADEA-1 year after termination of plan. Records relating to payment of premiums while on FMLA leave- 3 years after final payment was made for premiums. Records relating to data mentioned in the Summary Plan Description-6 years after data and description were published to employees.  6 years.

HUMAN RESOURCE DOCUMENTS	MINIMUM RETENTION REQUIREMENT
Employment Tax Records and Returns	4 years after the date the tax becomes due or is paid.
Employment Documents Relevant to Discrimination or other Statutory Claims	Title VII-The Act itself only requires the employer to keep records until final disposition of the charge; recommend that records be kept at least 1 year after charge is resolved.
Employment Turn-downs (Rejection Letters)	1 year after letter is sent.
FMLA Leave Documents	3 years after end of leave period.
I-9s	3 years from date of hire or 1 year after termination, whichever is later. Many experts recommend keeping these forms separate from the employee's personnel file, but such action is not required by law.
Interview Information and Reference Checking Notes	1 year after job is filled under ADA, ADEA, and Title VII; References-1 year after record is made.
Job Advertisements and Job Requests Made to Agencies	1 year after placement of advertisement or request for an employee-ADEA.
Job Descriptions	2 years after record is made under Equal Pay Act.
OSHA and MOSH Logs	5 years for OSHA Form 200, 300 and 301 and OSHA or MOSH (Maryland Occupational Safety and Health) 101; legally required medical exams and toxic exposure records for duration of the individual's employment, plus 30 years.
<b>Personal Medical Information</b> Make sure that no medically related information is in an employee's personnel file; all such information should be kept in a separate file.	1 year after termination; OSHA Records-See above. Medical Certifications: 3 years after certification is obtained. Medical information includes all medical records, physical examinations, workers comp claims, drug and alcohol testing, medical forms requesting health information for insurance purposes.
<b>Payroll Records and Summaries</b>	3 years from the last date of entry. 4 years for FICA-related information. 4 years for FUTA-related information.



<b>HUMAN RESOURCE DOCUMENTS</b>	<b>MINIMUM RETENTION REQUIREMENT</b>
<b>Personnel Files</b> (terminated employees)- Should include employment application, discipline reports, evaluations, salary history, etc.	7 years, though experts differ on the time period for these records as there is no specific law regulating retention periods for most of the documents kept in personnel files; some recommend as few as 4 years after employee terminates; ADEA, ADA, FLSA and FMLA require 3 years for basic employment info.
<b>Policies, Guidelines and Employee Handbooks</b>	For as long as they are current and at least 3 years after they are outdated.
<b>Recruiting Information-</b> Advertisements, Job Postings, interview information, Applications for Employment when not hired.	1 year after record is made.
<b>Retirement and Pension Records</b>	During the time the Plan is active plus 6 years after discontinuance of the Plan. Other experts recommend keeping such documents permanently.
<b>Timesheets</b>	3 years from last date of entry. Other experts recommend keeping for 7 years.
<b>Unemployment Insurance Documents-</b> DLLR Forms, Quarterly Contribution Report and Employment Report	5 years after return is filed (Maryland law).
<b>MISCELLANEOUS DOCUMENTS</b>	<b>MINIMUM RETENTION REQUIREMENT</b>
<b>Contracts</b>	4 years after contract term has expired.
<b>Correspondence – general</b>	3 years.
<b>Correspondence – legal/important</b>	Keep with legal issue file whether lawsuit, insurance claim, etc. then retain according to that retention requirement.
<b>Grant applications and Awards</b>	Life of grant, plus 3 years after expiration of grant; grant itself may have separate record-keeping requirements that organization must adhere to.

<b>MISCELLANEOUS DOCUMENTS</b>	<b>MINIMUM RETENTION REQUIREMENT</b>
<b>Grant and Contract Reports</b>	Life of grant or contract, plus 3 years after expiration of grant or contract; review grant or contract for any separate record-keeping requirements.
<b>Insurance Records, Accident Reports, Claims</b>	Workers Compensation Claims-10 years after close of matter. Long-term Disability-10 years after return to work, retirement or death.
<b>Insurance Policies (expired)</b>	3 years if a Claims-Made policy; permanently, if the it is an Occurrence policy.
<b>Internal Audit Reports</b>	Generally retain most recent 5 years or until resolved + 5 years.
<b>Inventories of Products, Materials, Supplies</b>	Generally the most recent two inventories and/or until all audit requirements have been met.
<b><u>DOCUMENTS THAT SHOULD BE KEPT PERMANENTLY</u></b>	
<b>Minute Books</b>	
<b>Charter (Articles of Incorporation)</b>	
<b>Bylaws and all Amendments</b>	
<b>Form 990 and any Schedules filed with the form, Form 990-T Exempt Organization Income Tax Form</b> (if your organization files such a form) Note: this document is subject to the public disclosure regulations for up to 3 years after the due date or the filing date of the return.	
<b>IRS Determination Letter Granting Organization 501(c) Status.</b> Note: this document is subject to the public disclosure regulations.	
<b>1023 Application for Tax-Exempt Status, all Supporting Documents</b> submitted with the form, and all documents that the IRS requires the organization to submit. Note: these documents are subject to the public disclosure regulations. Older organizations may not have a 1023 Form as this requirement did not come into existence until the late 1960s. If your organization does not have a 1023, you should obtain a letter from the IRS to that effect. If your 1023 is lost, you can obtain another copy from the IRS.	
<b>Trademark Registrations and Copyrights-</b> Life of trademark – there is no legal retention requirement but should keep for the lifetime of the trademark plus applicable statute of limitations (6 years).	
<b>Patents, Related Papers.</b> Life of patent + 6 years.	
<b>Deeds, Mortgages, Notes and Leases.</b>	
<b>Combined Registration Applications.</b>	

<b>Sarbanes Oxley Requirements</b>	<b>Organization's Current Policies and Procedures</b>	<b>Changes Needed</b>
<p><b><u>Independent and Competent Audit Committee</u></b> Recommended that organization establish an audit committee with at least one person with financial acumen.</p>	Describe organization's current policy or practice.	Create a separate Audit Committee and move the responsibilities of selecting auditor and approving audits to the new committee. Adopt policy incorporating ideas set forth in the attached draft policy.
<p><b><u>Responsibilities of Auditors</u></b> The lead and reviewing partner of the auditing firm needs to rotate off of the audit every five years. Prohibits the auditing firm from providing any non-audit services to the company concurrent with auditing services.</p>	Describe organization's current policy or practice.	Adopt policy requiring public disclosure of audited financial statements and 990s. See attached draft policy.
<p><b><u>Certified Financial Statements</u></b> Not necessary for CEO and CFO to certify audited financial statements. Recommended that they sign Form 990.</p>	Describe organization's current policy or practice.	Recommend that CEO and CFO sign Form 990.
<p><b><u>Insider Transactions and Conflicts of Interest</u></b> Recommended that the organization prohibit loans to insiders and have in place a policy and procedures addressing conflict of interest.</p>	Describe organization's current policy or practice.	Adopt policy prohibiting loans to officers and directors and a policy addressing conflicts of interest. See attached draft policies.
<p><b><u>Disclosure of financial information.</u></b> Recommended that organization make audited financial statements and 990 available to the public.</p>	Describe organization's current policy or practice. Note that the law already requires an organization to make the 990 public.	Adopt policy requiring public disclosure of audited financial statements and 990s. See attached draft policy.
<p><b><u>Whistle-Blower Protection</u></b> Must have policy in place that encourages reporting of financial improprieties with a provision to do so anonymously.</p>	Describe organization's current policy or practice.	Adopt policy that encourages reporting of such conduct, as well as grievance policy. See attached draft policies.
<p><b><u>Document Destruction</u></b> Must have policy in place that describes organization's document retention schedule.</p>	Describe organization's current policy or practice.	Adopt policy setting forth retention schedule that includes retention procedures for electronic and voicemail records. See attached draft policy.

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