



Employee Handbook

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1.0 Introduction

1.1 Welcome!

Whether you have just joined our staff or have been at The Wausau Region Chamber of Commerce (WRC) for a while, we are confident that you will find our company a dynamic and rewarding place in which to work and we look forward to a productive and successful association. We consider the employees of WRC to be one of its most valuable resources. This manual has been written to serve as the guide for the employer/employee relationship.

There are several things that are important to keep in mind about this handbook. First, it contains only general information and guidelines. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to the Finance Manager. Neither this handbook nor any other Company document, confers any contractual right, either express or implied, to remain in the Company's employ. Nor does it guarantee any fixed terms and conditions of your employment. Your employment is not for any specific time and may be terminated at will, with or without cause and without prior notice, by the Company or you may resign for any reason at any time. No supervisor or other representative of the company (except the President) has the authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the above.

Second, the procedures, practices, policies and benefits described here may be modified or discontinued from time to time. We will try to inform you of any changes as they occur.

Third, this handbook and the information in it are for internal use only. No portion of this handbook should be disclosed to others, except WRC employees and others affiliated with WRC whose knowledge of the information is required in the normal course of business.

Finally, some of the subjects described here are covered in detail in official policy documents. You should refer to these documents for specific information, since this handbook only briefly summarizes those benefits. Please note that the terms of the written insurance policies are controlling.

2.0 Introductory Language and Policies

2.1 About the Company

The Chamber of Commerce, as a wholly voluntary institution in the United States, is eight years older than the Declaration of Independence. The first Chamber, the New York Chamber of Commerce, was organized in 1768. The first local Chamber was formed in Charleston, South Carolina in 1773.

The Wausau Region Chamber of Commerce has its roots in the Wausau Board of Trade and later formalized at a public meeting, held on Monday, March 11, 1912 at the Courthouse in Wausau. The purpose of that meeting was to organize a commercial club, and then called the Wausau Advancement Association. The purpose of the organization was to "foster, protect and advance the commercial, industrial and civic interest of the City of Wausau and County of Marathon, bring the advantageous location and natural advantages of the territory to its highest stage of development, utility and attractiveness and promote progressive thought and action in all that will make for an enlightened, contented and prosperous commonwealth".

The next day, the local newspaper reported that "with the earnestness and enthusiasm unprecedented in local movements of this kind, the citizens of Wausau to the number of five hundred or more met last night in the civilization of the society having for its object the promotion of the welfare of the city".

In those first years, efforts were devoted to such projects as: appointment of a committee to "look after entertainment of visitors and do what we can to secure other conventions for Wausau", development of plans to make Wausau a "greater buying center", formation of a committee to make Wausau safer from fire and development of new industrial prospects. The organization also devoted its resources to retaining and attracting new businesses to the area. It also promoted tourism, raised money for improving the road between Wausau and Merrill and encouraged better relations between the city and surrounding communities.

In May, 1916, the name of the organization was changed to "Chamber of Commerce". In 1961, as a result of the broadening geographical area, the name was changed to the Wausau Area Chamber of Commerce. In 1999, the name was once again changed to Wausau/Marathon County Chamber of Commerce and in 2005 changed to its current name, Wausau Region Chamber of Commerce.

From the beginning the Chamber has seen its responsibilities as much broader than to promote the interest of business and business people. It has recognized that, in the words of one past Chamber official, "The business community isn't healthy unless the total community is".

Today, the Wausau Region Chamber of Commerce has about 1100 Members. It is a non-stock corporation organized under Chapter 181 of the Wisconsin Statutes and is designated as a 501(c)(6) by the IRS, which permits dues to be deducted from federal income tax as a business expense. (The Chamber's affiliated Foundation is able to accept contributions for charitable purposes).

2.2 Ethics Code

The successful business operation and reputation of WRC is built upon the principles of fair dealing and ethical conduct of our employees. Our reputation for integrity and excellence requires careful observance of the spirit and letter of all applicable laws and regulations, as well as a scrupulous regard for the highest standards of conduct and personal integrity.

The continued success of WRC is dependent upon our Members' trust and we are dedicated to preserving that trust. Employees owe a duty to WRC, its Members, and the Board of Directors, to act in a way that will merit the continued trust and confidence of the public.

WRC complies with all applicable laws and regulations and expects its directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to refrain from any illegal, dishonest, or unethical conduct. In general, the use of good judgment, based on high ethical principles, will guide you with respect to lines of acceptable conduct. If a situation arises where it is difficult to determine the proper course of action, the matter should then be discussed openly with your immediate supervisor and, if necessary, with the President, for advice and consultation.

Compliance with this policy of business ethics and conduct is the responsibility of every WRC employee.

2.3 *Mission Statement*

To strengthen our member businesses and enhance our community by building business success.

2.4 *Organization Policy*

Board of Directors

The WRCC is governed by a Board of Directors and operates according to the policy governance manual. The President is in charge of staff and operations and reports to the Board of Directors.

Committees

Committees, boards, councils and task forces and the volunteers on them, are WRC's most valuable assets. Volunteers' time is WRC's scarcest resource. The staff's principal role is to provide the administrative support services that enable efficient group decision-making, project execution, and policy implementation.

If your assignments include providing direct services to volunteer groups, you are expected to:

- Become aware of and remain sensitive to group comfort needs;
- Clearly understand the group's purpose, and the objectives of each meeting;
- Advise the group's chairperson of WRC policies that relate to program proposals and potential issues for the group's consideration;
- Periodically, with the chairperson's assistance, assess the group's interest areas through evaluation surveys; and
- Be alert for evidence of Member dissatisfaction, as well as Member interest.

Affiliated Organizations

If you provide direct staffing services to affiliated corporations, i.e. The Chamber Foundation, you are expected to become familiar with basic legal requirements relating to the duties and responsibilities of officers and directors, and with the by-laws and policies of the group. In the case of specially-raised funds, solicitations must include language required by the Internal Revenue Service regulations that "contributions may not be taken as deductible charitable contributions." Some programs, however, are eligible for funding through one of the affiliated WRC foundations, in which case charitable contributions are possible. The President can assist in these determinations.

ADMINISTRATIVE SERVICES: The administrative services that staff provides to WRC volunteer groups include, but are not limited to, reserving adequate meeting space and providing sufficient means and/or refreshments, providing timely meeting notices, maintaining written documentation of actions and recommendations, developing needed background research, preparing correspondence, and maintaining membership-participation records.

CHAIRPERSON: You will work closely with the chairperson of your assigned groups. Because they are volunteering their time and reputations, they should receive all the assistance you can reasonably give them. While chairpersons do not have direct supervisory authority, their opinions are sought where appropriate in performance reviews. Chairpersons, other than those elected by autonomous affiliate groups, are subject to appointment by the Board of Directors.

MEALS: Meal prices should be adequate to absorb guest expenses unless affiliate group budgets anticipate such expenses. The price of meals for off-premises meetings will be determined by host facilities' menu costs, and will also be adequate to absorb guest expenses.

MEETINGS: All meetings are to be scheduled on the master calendar. Generally, WRC facilities are available for meetings on a "first-come, first-served" basis. However, groups who have a regularly scheduled meeting date take precedent over specially-called or irregular meetings.

MINUTES: Staff members should maintain adequate historical records of their assigned groups' proceedings and decisions, purge files as needed, and transfer program files when staffing functions are reassigned.

3.0 Hiring and Orientation Policies

3.1 *Conflicts of Interest*

The purpose of this conflict of interest policy is to prevent the institutional or personal interests of The Wausau Region Chamber of Commerce (Chamber), Board members, officers and staff from interfering with the performance of their duties to the Chamber, and to ensure there is no personal, professional or political gain at the expense of the Chamber.

This policy is not designed to eliminate relationships and activities that may create a duality of interest, but to require the disclosure of any conflicts of interest and the recusal of any interested party in a decision relating thereto.

A conflict of interest may exist when the interests or potential interests of any director, officer or staff member, or that person's close relative, or any individual, group or organization to which the person associated with the Chamber has allegiance, may be seen as competing with the interests of the Chamber or may impair such person's independence or loyalty to the Chamber. A conflict of interest is defined as an interest that might affect, or might reasonably appear to affect the judgment or conduct of any director, officer or staff member in a manner that is adverse to the interests of the Chamber.

Conflict of Interest Examples

- A conflict of interest may exist if a director, officer or staff member or close relative:
 - Has a business or financial interest in any third party dealing with the Chamber. This does not include ownership interest of less than five percent of outstanding securities of public corporations.
- Holds office, serves on a board, participates in management or is employed by any third party dealing with the Chamber, other than direct funders to the Chamber.

- Derives remuneration or other financial gain from a transaction involving the Chamber (other than salary reported on a W-2 or W-9 or salary and benefits expressly authorized by the Board).
- Receives gifts from any third party on the basis of his/her position with the Chamber (other than occasional gifts valued at no more than \$50, or if valued at more than \$50, the gift is made available in a common area for others to share – e.g. fruit baskets, boxes of candy). All other gifts should be returned to the donor with the explanation that the Chamber policy does not permit the acceptance of gifts. No personal gift of money should ever be accepted.
- Engages in any outside employment or other activity that will materially encroach on such person's obligations to the Chamber, compete with the Chamber's activities, involve any use of the Chamber's equipment, supplies or facilities or imply the Chamber's sponsorship or support of the outside employment or activity.

Use of Information

Directors, officers and staff shall not use information received from participation in Chamber affairs, whether expressly denominated as confidential or not, for personal gain or to the detriment of the Chamber.

Disclosure and Recusal

Whenever any staff member (paid or volunteer) has a conflict of interest or a perceived conflict of interest with the Chamber, he/she shall notify the Board Chair of such conflict in writing.

When any conflict of interest is relevant to a matter that comes under consideration or requires action by the Board or a Board committee, the interested person shall call it to the attention of the Board Chair and shall not be present during Board or committee discussion or decision on the matter. However, that person shall provide the Board or applicable committee with any and all relevant information on the particular matter.

The minutes of the meeting of the Board or its committee shall reflect that the conflict of interest was disclosed, that the interested person was not present during discussion or decision on the matter and did not vote.

Dissemination

A copy of this conflict of interest policy shall be furnished to each director, officer and staff member who is presently serving this organization or who may become associated with it.

Certification

The policy and its application shall be reviewed annually for the information and guidance of directors, officers and staff members, each of whom has a continuing responsibility to scrutinize their transactions and outside business interests and relationships for potential conflicts of interest and make such disclosures as described in this policy.

As administered by the Board Chair, each Board of Director will be asked to complete a Conflict of Interest Questionnaire with the policy and disclosure of any known conflicts of interest upon his/her election or re-election to the Board and annually thereafter. As administered by the employee in charge of human resources, each senior staff member will be asked to complete such a certification upon his/her employment and on an annual basis thereafter. All certificates shall be reviewed by the Board as appropriate.

3.2 Employment of Relatives and Friends

Board members and their immediate family members (as defined below) will be excluded from consideration for employment by the organization.

Employees shall not hold a position with the organization while they or members or their immediate family (as defined below) serve on the Board or any committee of the Board.

Employees may not hold a job over which a member of their immediate family exercises supervisory authority. For purposes of this policy, "immediate family" includes the following: husband, wife, significant other, son, son-in-law, daughter, daughter-in-law, father, father-in-law, mother, mother-in-law, brother, brother-in-law, sister, sister-in-law, grandparent and grandchild.

3.3 Employment Authorization Verification

To comply with federal regulations of the Immigration Reform and Control Act (IRCA), all employees are required to complete an Employment Eligibility Verification form (I-9 form). This law applies to all individuals hired, including part-time/temporary employees. All employees must complete the form within three (3) business days of the date employment begins by providing appropriate documentation. Any employee who fails to complete the Employment Eligibility Verification in the three (3) day time period cannot continue to work.

4.0 Wage and Hour Policies

4.1 Attendance Policy

WRC puts great emphasis on good attendance. Frequent absence or tardiness places an extra burden on your co-workers. Your individual contribution is important to the functioning of WRC. Excessive absenteeism is defined as 5 or more separate bouts of unplanned absences in 90 day period.

When employees cannot avoid being late to work or are unable to work as scheduled, they should call the main number at 715-845-6231 as soon as possible and preferably in advance of the anticipated absence. If possible speak directly to the receptionist. This will enable the receptionist to inform anyone who contacts the Chamber that the employee is not available. The receptionist will send an email to the staff noting the employee absence.

The employee needs to immediately note their calendar to reflect the absence and submit a time-off request using the timekeeping system.

When you don't come to work and don't call in, at some point we have the right to determine that you're not coming back. Thus, our rule is that unauthorized absences of three or more consecutive days without notice will be considered as a voluntary termination, and we will remove you from the payroll.

Attendance during inclement weather

We do not expect employees to travel if they feel that road conditions are unsafe. You are provided with two personal days or vacation time to be utilized in situations where you feel it is unsafe to travel. Follow the normal process for call in an absence as outlined on page 9.

4.2 Business Expenses Policy

WRC has a reimbursement policy for expenses incurred by employees while conducting business for WRC.

Reimbursable Expenses

- Business Travel Expenses - The actual costs of travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives, will be reimbursed by WRC. Employees are expected to limit expenses to reasonable amounts. All business travel must be approved in advance by the President.
- Entertainment Expenses – Expenses incurred by authorized employees will be reimbursed, providing that one or more of these criteria are met:
 - They are incurred as a result of the sponsorship of a project by the WRC or affiliate;
 - They are incurred with the intent of maintaining or improving the WRC's relations with Members, prospective Members, officials, or prospective business investors; or
 - They are incurred as a result of the WRC's desire to explore or expand a business relationship with a prospective Member, volunteer, or vendor.
- Vehicle Expenses - WRC will reimburse the employee for business use of personal vehicles at the standard IRS mileage rate upon the monthly submission of a log of the business miles driven, including the date, time, and purpose of the trip.

Non-Reimbursable Expenses

- Repairs to employee-owned vehicle
- Contributions/donations
- Annual fees and interest on personal credit cards
- Travel expenses incurred by relatives
- Purchase of personal effects such as books, grooming supplies, souvenirs and clothing
- Commuting cost (i.e., to and from work)
- Personal entertainment such as shows and charges for pay television
- Social Clubs – fees in connection with membership in a social club with the exception of the President when its use benefits the members, i.e., country club
- Laundering costs

Expense Reports

Expense reports must be completed monthly for reimbursement. Expense reports (standard form provided by WRC) are submitted to the employee's supervisor for approval, then to the President.

4.3 Introduction to Wage and Hour Policies

The salary administration program at WRC was created to achieve consistent pay practices, comply with federal and state laws, mirror our commitment to Equal Employment Opportunity, and offer competitive salaries within our labor market. Because recruiting and retaining talented employees is critical to our success, WRC is committed to paying its employees equitable wages that reflect the requirements and responsibilities of their positions and are comparable to the pay received by similarly situated employees in other organizations in the area.

Compensation for every position is determined by several factors, including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. WRC periodically reviews its salary administration program and restructures it as necessary. Merit-based pay adjustments may be awarded in conjunction with superior employee

performance documented by the performance evaluation process. Incentive bonuses may be awarded depending on the overall profitability of WRC and based on each employee's individual contributions to WRC.

Employees should bring their pay-related questions or concerns to the attention of their immediate supervisor. The President is also available to answer specific questions about the salary administration program.

Administrative Pay Corrections

WRC takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the unlikely event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Finance Manager so that corrections can be made as quickly as possible.

4.4 Posting of Work Schedules

The normal work schedule for all employees is eight (8) hours a day, five (5) days a week. Supervisors will advise employees of the times their schedules will normally begin and end. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week. The workweek begins on Sunday and ends on Saturday for the purpose of weekly overtime. Non-exempt employees must get supervisory approval before incurring more than 40 hours in a work week. Any need to balance hours by leaving early or arriving late need to be done in the same week as the overtime hours occur and be approved by the Finance Manager. Calendars should be adjusted to accurately reflect the schedule worked. Overtime must be approved in advance by the Finance Manager.

5.0 Performance, Discipline, Layoff, and Termination

5.1 Outside Employment

Employees may hold outside jobs as long as they meet the performance standards of their job with WRC. All employees are judged by the same performance standards and are subject to WRC's scheduling demands, regardless of any existing outside work requirements.

If WRC determines that an employee's outside work interferes with performance or the ability to meet the requirements of WRC as they are modified from time to time, the employee may be asked to terminate the outside employment if he/she wishes to remain employed with WRC.

Outside employment that constitutes a conflict of interest is prohibited. Employees may not receive any income or material gain from individuals outside WRC for materials produced or services rendered while performing their jobs.

5.2 Performance Improvement

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Additional formal performance evaluations are conducted by the President on an annual basis (usually prior to the start of

the fiscal year on 9/1) to provide employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

New employees will receive a performance evaluation after six months of employment and then at one year and annually thereafter. Salary increases are not guaranteed at the time of performance evaluation.

5.3 Problem Solving Procedures

WRC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from WRC supervisors and management.

WRC strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concerns to the President. No employee will be penalized, formally or informally, for voicing a complaint with WRC in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to contact the President.

5.4 Standards of Conduct

The internal culture at The Wausau Region Chamber is cooperative, supportive, challenging and flexible and we engage in teamwork to meet the goals of the organization. At the Wausau Region Chamber we believe that in order to reach our full potential and accomplish our goals and the goals of the organization we commit to:

- Acknowledging each other's' skills and remembering that everyone brings something valuable to the table and that we are equals.
- Being aware of and accepting others' work/communication styles; willing to adapt as we keep the end goal in mind.
- Treating others as we would like to be treated.
- Providing a timely response to co-workers, following through on our commitments and respecting the time of others.
- Keeping our facility in a way that reflects our pride in it.
- Embracing and supporting change as a way to continuously improve. Recognizing that change is constant and it is the responsibility of each of us to participate in the change process.
- Valuing open, honest, constructive dialogue and respecting each other's' right to disagree.

6.0 General Policies

6.1 *Computer Security and Copying of Software*

Computers, computer files, the e-mail system, and software furnished to employees are WRC property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and e-mail usage may be monitored.

WRC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, WRC does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. WRC prohibits the illegal duplication of software and its related documentation.

Employees should notify the Finance Manager, the President, or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

The WRC maintains a secure VPN connection available on some of the WRC owned laptops that allows some remote access to files. A request can be made to the Finance Manager for a VPN connection but this will only be done on chamber issued equipment.

6.2 *Employer-Provided Cell Phone/Mobile Device Policy*

This policy applies to all employees and other persons who have or are responsible for any cellular device issued by WRCC or conduct business on behalf of the company using any cellular device.

It is imperative that cellular devices owned by The Chamber used to conduct chamber business be used appropriately, responsibly, and ethically. The following must be observed:

- Company-owned cellular devices are property of The Chamber and must be treated, used, and safeguarded as such. If an employee damages or loses a company-issued cellular phone, the employee must notify the Finance Manager immediately.
- No employee is to use a company-owned cellular phone for the purpose of illegal transactions, harassment, or obscene behavior, in accordance with other existing employee policies.
- All costs associated with issued cellular telephones will be allocated to the appropriate account.
- Monthly itemized bills will be received by the company and reviewed by the President.
- Any service minutes that are "included" in the monthly plan are property of The Chamber.
- The employee will be asked to reimburse The Chamber for personal calls placed while traveling on company business.
- The Chamber employees are prohibited from using a company-issued cellular device while operating a motor vehicle.

Reimbursement for cellular calls on non-Chamber owned cellphones:

Employees may be reimbursed for company business calls made on their own cellular telephones; however, cellular access charges are the responsibility of the employee and will not be paid by The Chamber. In order to be reimbursed, the following conditions must be met:

- Reimbursement requests should be made on an Expense Report.
- A copy of the detailed phone bill must be attached to the Expense Report. If the cellular provider does not provide detailed billing, the employee must request that they do so in order to be reimbursed. If the copy of the bill does not list whom the calls were made to (or received from as the case may be), the employee will be required to provide any such further information as the company may reasonably request.

6.3 Nonsolicitation/Nondistribution Policy

WRC recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time.

6.4 Off-Duty Use of Employer Property or Premises

Employees have access to and are allowed use of WRC property and equipment needed in the course of their job. This access is not intended for personal use. Employees are responsible for all WRC property, materials, or written information issued to them or in their possession or control, which may include keys, parking pass, credit card, laptop, digital camera, and moving equipment.

Employees must return all WRC property immediately upon request or upon termination of employment. If an employee does not return property, they will be held legally responsible. WRC may also take all action deemed appropriate to recover or protect its property.

6.5 Personal Appearance

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image WRC presents to Members and visitors.

During business hours or when representing WRC, you are expected to present a clean, neat, and professional appearance. You should dress and groom yourself according to the requirements of your position and accepted social standards. This is particularly true if your job involves dealing with Members or visitors in person.

The President is responsible for establishing a reasonable dress code appropriate to the job you perform. Consult the President if you have questions as to what constitutes appropriate appearance. Where necessary, a reasonable accommodation may be made to a person with a disability.

6.6 *Personal Cell Phone/Mobile Device Use*

While WRC permits employees to bring personal cell phones and other mobile devices (i.e. smart phones, PDAs, tablets, laptops) into the workplace, you must not allow the use of such devices to interfere with your job duties or impact workplace safety and health.

Use of personal cell phones and mobile devices at work can be distracting and disruptive and cause a loss of productivity. Thus, you should primarily use such personal devices during nonworking time, such as breaks and meal periods. During this time, use devices in a manner that is courteous to those around you. Outside of nonworking time, use of such devices should be minimal and limited to emergency use only. If you have a device that has a camera and/or audio/video recording capability, you are restricted from using those functions on WRC property unless authorized in advance by management.

You are expected to comply with WRC policies regarding the protection of confidential and proprietary information when using personal devices.

While operating a vehicle on work time, the WRC requires that the driver's personal cell phone/mobile device be turned off. If you need to make or receive a phone call while driving, pull off the road to a safe location unless you have the correct hands-free equipment for the device that is in compliance with applicable state laws.

You may connect your personal device to the WRC guest wi-fi hot spot.

Staff members that need to use a cellphone for business purposes have been issued a chamber cellphone.

6.7 *Personal Data Changes*

It is the responsibility of each employee to promptly notify WRC of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data changes, notify the Finance Manager.

6.8 *Security*

Your safety is the constant concern of this company. Every precaution has been taken to provide a safe workplace. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for dismissal. WRC is sincerely concerned for the health and well-being of each member of the team. The cooperation of every employee is necessary to make this company a safe place in which to work. Help yourself and others by reporting unsafe conditions to your supervisor. Give earnest consideration to the rules of safety presented to you by poster signs. The front door is to remain locked outside of the normal business hours of 7:30am to 4:30pm. And although we have procedures in place to lock and unlock the front door, you need to be aware if you are the last person in the office at the end of the day, turn off the lights and be sure the door closes and locks behind you.

Visitors in the Workplace

To provide for the safety and security of employees and the facilities at WRC, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter WRC at the lobby. Authorized visitors will receive directions or be escorted to their destination. If an employee is called out to greet a visitor, do not gather or engage in conversations in the lobby either in front of or behind the reception desk. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on WRC's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the lobby.

6.9 Social Media Policy

At the Wausau Region Chamber of Commerce (WRC), we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers around the world. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established these guidelines for appropriate use of social media.

This policy applies to all associates who work for the WRC.

Guidelines

In the rapidly expanding world of electronic communication, social media can mean many things. Social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal web site, social networking or affinity website, web bulletin board or a chat room, whether or not associated or affiliated with the WRC, as well as any other form of electronic communication.

Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of fellow associates or otherwise adversely affects members, customers, suppliers, people who work on behalf of the Chamber's legitimate business interests may result in disciplinary action up to and including termination.

Know and follow the rules

Carefully read these guidelines and ensure your postings are consistent with these policies. Inappropriate postings that may include discriminatory remarks, harassment, and threats of violence or similar inappropriate or unlawful conduct will not be tolerated and may subject you to disciplinary action up to and including termination.

Be respectful

Always be fair and courteous to fellow associates, customers, members, suppliers or people who work on behalf of the Chamber. Also, keep in mind that you are more likely to resolve work-related complaints by speaking directly with your co-workers or by utilizing our Open Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or company policy.

Be honest and accurate

Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about the Chamber, fellow associates, members, customers, suppliers, people working on behalf of the Chamber or competitors.

Post only appropriate and respectful content

Maintain the confidentiality of the Chamber's trade secrets and private or confidential information. Trades secrets may include information regarding the development of systems, processes, products, know-how and technology. Do not post internal reports, policies, procedures or other internal business-related confidential communications.

Respect financial disclosure laws. It is illegal to communicate or give a "tip" on inside information to others so that they may buy or sell stocks or securities. Such online conduct may also violate the Insider Trading Policy.

Do not create a link from your blog, website or other social networking site to a Chamber website without identifying yourself as a Chamber associate.

Express only your personal opinions. Never represent yourself as a spokesperson for the Chamber. If the Chamber is a subject of the content you are creating, be clear and open about the fact that you are an associate and make it clear that your views do not represent those of the Chamber, fellow associates, members, customers, suppliers or people working on behalf of the Chamber. If you do publish a blog or post online related to the work you do or subjects associated with the Chamber, make it clear that you are not speaking on behalf of the Chamber. It is best to include a disclaimer such as "The postings on this site are my own and do not necessarily reflect the views of the Chamber."

Using social media at work

Refrain from using social media while on work time or on equipment we provide, unless it is work-related as authorized by your manager or consistent with the Company Equipment Policy. Do not use the Chamber's email addresses to register on social networks, blogs or other online tools utilized for personal use.

Retaliation is prohibited

The Chamber prohibits taking negative action against any associate for reporting a possible deviation from this policy or for cooperating in an investigation. Any associate who retaliates against another associate for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.

Media contacts

Associates should not speak to the media on the WRC's behalf without contacting the Marketing Manager. All media inquiries should be directed to them.

For more information

If you have questions or need further guidance, please contact your HR representative.

6.10 Telecommuting

Telecommuting is the practice working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that WRC may offer to some employees when it would benefit both WRC and the

employee.

Employees who believe telecommuting can enhance their ability to get the job done, should submit a written request to their managers proposing how it will benefit WRC and themselves. The request should explain how they will be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

The decision to approve a telecommuting arrangement is based on factors such as position and job duties, performance history, related work skills, and the impact on WRC.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing).

The employee's at-home work hours will conform to a schedule agreed upon by the employee and his/her supervisor and will be reflected on the employee's outlook calendar provided by WRC. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the employee's supervisor.

Telecommuting is an alternative method of meeting the needs of WRC and is not a universal employee benefit. As such, WRC has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

6.11 Third Party Disclosures

All press or other communications intended for publication by employees or committee members must be submitted to the Marketing Manager for review and approval prior to publication. Any contact from the media is to be directed to the Marketing Manager or President. Employees are not to make comments on behalf of the WRC.

6.12 Workplace Privacy and Right to Inspect

WRC property, including but not limited to phones, computers, tablets, desks, work place areas, vehicles, remains under the control of the WRC and is subject to inspection at any time, without notice to any employee, and without their presence.

You should have no expectation of privacy in any of these areas. We assume no responsibility for the loss of, or damage to, your property maintained on the WRC premises including that kept in lockers and desks.

7.0 Benefits

7.1 401(k) Plan

WRC has established a 401(k) savings plan to provide employees the potential for future financial security for retirement.

To be eligible to join the 401(k) savings plan, an employee must complete one year of service and be twenty-one (21) years of age or older. An employee may join the plan only during open enrollment periods. Eligible employees may participate in the 401(k) plan subject to all terms and conditions of the plan.

WRC's contribution toward an employee's 401(k) savings plan is currently 4.5% of an employee's annual wage or salary, with an additional 2% match for a total of 6.5%. Vesting is phased in over six (6) years; employees are fully vested after six (6) years of participation in the plan. Employees are automatically enrolled in the 401K plan at 6.5% when they become eligible and will need to submit a request via the website to opt out.

Details of the 401(k) savings plan are described in the Summary Plan Description provided to eligible employees. Contact the Finance Manager for more information about the 401(k) plan.

Statement of ERISA Rights

As a plan participant you have certain rights under the Employee Retirement Income Security Act of 1974 (ERISA). The Act provides that you are entitled to:

- Examine all plan documents, including insurance contracts, and annual reports and plan descriptions filed with the US. Department of Labor.
- Obtain copies of all plan documents and other plan information upon written request to the plan administrator. The administrator may make a reasonable charge for copies.
- Automatically receive a summary of the plan's annual financial report.
- Obtain once a year, upon written request, a statement of the retirement benefits to which you are now entitled, payable at age 65.

Plan Fiduciaries: those who are responsible for the activities of a plan - have an obligation to act prudently and in the interests of plan participants and beneficiaries.

- If a claim for benefits is denied, you are entitled to receive a written explanation of the reason, and have the right to have the claim reconsidered.
- No one may dismiss or discriminate against you to prevent you from obtaining benefits or exercising your rights under ERISA.

There are steps you can take to enforce the above rights:

- If you do not receive materials requested within 30 days, you may file suit in federal court. Unless there are extenuating circumstances, the administrator may be required to pay you up to \$100 a day until you receive the materials.
- If a benefits claim is denied or ignored, you may file suit in state or federal court.
- If fiduciaries misuse plan money, or if you are discriminated against for asserting your rights, you may seek assistance from the US. Department of Labor or file suit in federal court.

- When a suit is filed, the court will decide who should pay court costs and legal fees. If you are successful, the court may order the person sued to pay costs and fees. If you lose, for example if your claim is frivolous, the court may order you to pay costs and fees.
- If you have questions about any benefit plan, you should contact the Finance Manager.

7.2 Bereavement Leave

Employees who wish to take time off due to the death of a relative should notify the President immediately. A "relative" is defined as a spouse, siblings(step-siblings), child (step-child), parent(in-laws)(step-parent), grandparent or grandchildren.

Bereavement pay may be granted for "non-relatives" on a case by case basis. This request must be made directly to the President and is at the President's discretion.

Up to three (3) days of paid bereavement leave may be granted to eligible employees. These three days are to be taken consecutively within a reasonable time of the day of death or day of funeral and may not be split or postponed.

Bereavement pay is calculated based on the base pay rate at the time of absence and does not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Bereavement is recorded as such on the time report. Proof of death and relationship may be required.

Bereavement will normally be granted unless there are unusual business needs or staffing requirements. Employees may, with the President's approval, use any available paid leave for additional time off as necessary.

7.3 Dental Insurance

Dental insurance is provided for full-time employees only. Employees are responsible for 20% of the premium for single coverage and family coverage is available at the employee's own expense.

7.4 Disability Insurance

Short-Term Disability Insurance

WRC provides a short-term disability ("STD") benefits plan to full-time employees who are unable to work because of a qualifying disability due to an injury or illness. Eligibility begins ninety (90) days from the date of employment.

Full-time employees may participate in the STD plan subject to all terms and conditions of the agreement between WRC and the insurance carrier.

Disabilities arising from pregnancy or pregnancy-related illness are treated the same way as any other illness that prevents an employee from working. Disabilities covered by workers' compensation are excluded from STD coverage.

Details of the STD benefits plan, including benefit amounts, when they are payable, and limitations, restrictions, and other exclusions, are described in the Summary Plan Description provided to Employees. Contact the Finance Manager for more information about STD benefits.

*Full time hours defined for employees to eligible for Short Term Disability is 25 hours per week.

Long-Term Disability Insurance

WRC provides a long-term disability ("LTD") benefits plan to help full-time employees cope with an illness or injury that results in a long-term absence from employment. LTD is designed to ensure a continuing income for employees who are disabled and unable to work. Employee eligibility begins ninety (90) days from the date of employment.

Full-time (*see note below) employees may participate in the LTD plan subject to all terms and conditions of the agreement between WRC and the insurance carrier.

LTD benefits are offset with amounts received under Social Security or workers' compensation for the same time period.

Details of the LTD benefits plan, including benefit amounts, limitations and restrictions, are described in the Summary Plan Description provided to employees. Contact the Finance Manager for more information about LTD benefits.

*Full time hours defined for employees to eligible for Short Term Disability is 25 hours per week.

7.5 Exempt Personnel

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

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime pay under the specific provisions of federal and state laws. EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. For further clarification of NONEXEMPT and EXEMPT employees, see ----Wis. Admin. Code § DWD 274.04. An employee's EXEMPT or NONEXEMPT classification may be changed only upon written notification by WRC management.

7.6 Holidays

WRC grants holiday time off to all employees for the holidays listed below:

- New Year's Day
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve (1/2 day)
- Christmas

WRC grants paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay is calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day.

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. If a recognized holiday falls during an eligible employee's paid absence (such as vacation or sick leave), holiday pay is provided instead of the paid time off benefit that would otherwise have applied.

If eligible nonexempt employees work on a recognized holiday, they will receive holiday pay plus wages at their straight-time rate for the hours worked on the holiday or they may be offered a day off to be used at another time. This is at the discretion of the President only.

Paid time off for holidays is not counted as hours worked for the purposes of determining overtime.

7.7 Leaves of Absence

The Wausau Region Chamber of Commerce employs less than 50 employees. Employees of the Wausau Region Chamber of Commerce are not covered under the Family and Medical Leave Act.

Family and/or Medical Leave

WRC provides medical leaves of absence without pay to full-time employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions. Obtain the Family/Medical Leave form from the Finance Office.

Full-time employees may request medical leave only after having completed ninety (90) calendar days of service. Exceptions to the service requirement will be considered to accommodate disabilities. Employees should make requests for medical leave to the President at least thirty (30) days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to WRC. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Full-time employees are may be granted leave for the period of the disability, up to a maximum of (12) weeks months. Any combination of medical leave and family leave may not exceed this maximum limit. Employees will be required to first use any accrued paid leave time before taking unpaid medical leave.

Employees who sustain work-related injuries are eligible for a medical leave of absence for the period of disability in accordance with all applicable laws covering occupational disabilities.

Subject to the terms, conditions, and limitations of the applicable plans, WRC will continue to fund a portion of an employee's health insurance until the end of the month in which the medical leave begins. At that time, employees become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from medical leave, funds will again be provided by WRC according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, are suspended during the leave and will resume upon

return to active employment.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide WRC with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to return to work on the agreed upon return date, WRC will assume that the employee has resigned.

7.8 Life Insurance

WRC provides a basic life insurance plan for full-time (*see note below) employees. Life insurance offers you and your family important financial protection. Eligibility begins ninety (90) days from the date of employment. Additional supplemental and/or dependent life insurance coverage may also be purchased.

Accidental Death and Dismemberment ("AD&D") insurance provides protection in cases of serious injury or death, resulting from an accident. AD&D insurance coverage is provided as part of the basic life insurance plan.

Full-time employees may participate in the life insurance plan subject to all terms and conditions of the agreement between WRC and the insurance carrier.

Details of the basic life insurance plan, including benefit amounts, are described in the Summary Plan Description provided to employees. Contact the Finance Manager for more information about life insurance benefits.

*Full time hours defined for employees to eligible for life insurance is 25 hours per week.

7.9 Regular Full-Time Personnel

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work WRC's full-time schedule of 40 hours per week. Generally, they are eligible for WRC's benefit package, subject to the terms, conditions, and limitations of each benefit program.

7.10 Regular Part-Time Personnel

REGULAR PART-TIME employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule, but at least 20 hours per week. Regular part-time employees are eligible for some benefits sponsored by WRC, subject to the terms, conditions, and limitations of each benefit program. Full-time hours as defined by the State of Wisconsin to be eligible for health insurance is 30 hours.

7.11 Sick Pay

Regular full-time employees accrue sick leave at the rate of twelve (12) days per year (one (1) day for every full month of service). Sick leave is prorated for part-time employees. Sick leave begins accruing the first day of employment; however, employees are not eligible for paid sick days until they have completed ninety (90) days of employment.

Paid sick leave can be used in minimum increments of one-half day. Employees may use sick leave for an absence due to his/her own illness or injury, or that of a child, parent, or spouse of the employee. Paid sick leave is not intended to be used for routine medical or dental appointments.

Employees who are unable to report to work due to illness or injury should notify the WRC by calling 715-845-6231 before the scheduled start of their workday if possible. Follow this procedure for each additional day of absence. If possible speak directly to the receptionist. Email should not serve as the only means of communicating the absence. Update your calendar accordingly.

If an employee is absent for three (3) or more consecutive days due to illness or injury, a physician's statement must be provided verifying the disability and its beginning and expected ending dates. Such verification may be requested for other sick leave absences as well, and may be required as a condition of receiving sick leave. Before returning to work from an extended sick leave absence, an employee must provide a physician's verification that he/she may safely return to work.

Sick leave is calculated based on the employee's base pay rate at the time of absence and does not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials. Documentation of sick leave time will be done by TimeVantage (The Chamber's time reporting system)

Unused sick leave will be allowed to accumulate until the employee has accrued a total of thirty (30) calendar days' worth of sick leave.

Sick leave is intended solely to provide income protection in the event of illness or injury and may not be used for any other absence. Unused sick leave will not be paid out upon termination of employment.

7.12 Temporary Personnel

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of WRC's other benefit programs.

7.13 Unemployment Compensation Insurance Policy

Unemployment compensation insurance is paid for by WRC and provides temporary income for employees who have lost their job under certain circumstances. Your eligibility for unemployment compensation will, in part, be determined by the reasons for your separation from the WRC.

7.14 Workers' Compensation Insurance Policy

WRC provides a comprehensive workers' compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately and complete an injury report available from the finance office. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither WRC nor the insurance carrier are liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by WRC.

7.15 Military Leave (USERRA)

A military leave of absence will be granted to employees who are absent from work because of service in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). Advance notice of military service is required, unless military necessity prevents such notice or it is otherwise impossible or unreasonable.

Employees continue to receive full pay while on leave for two-week training assignments and shorter absences as long as they submit their full military pay to WRC. The portion of any military leaves of absence in excess of two weeks will be unpaid. However, employees may use any available paid time off for the absence.

Continuation of funds toward health insurance is available as required by USERRA based on the length of the leave and subject to the terms, conditions, and limitations of the applicable plans for which the employee is otherwise eligible.

Vacation, sick leave, and holiday benefits will continue to accrue during a military leave of absence.

Employees on military leave for up to thirty (30) days are required to return to work for the first regularly scheduled shift after the end of service, allowing reasonable travel time. Employees on longer military leave must apply for reinstatement in accordance with USERRA and all applicable state laws.

Employees returning from military leave are placed in the position they would have attained had they remained continuously employed or a comparable one depending on the length of military service in accordance with USERRA. They are treated as though they were continuously employed for purposes of determining benefits based on length of service. Contact the President for more information or questions about military leave.

8.0 Safety and Loss Prevention

8.1 General Safety Policy

Your safety is the constant concern of this company. Every precaution has been taken to provide a safe workplace. Common sense and personal interest in safety are still the greatest guarantees of your safety at work, on the road, and at home. We take your safety seriously and any willful or habitual violation of safety rules will be considered cause for dismissal. WRC is sincerely concerned for the health and well-being of each member of the team.

The cooperation of every employee is necessary to make this company a safe place in which to work. Help yourself and others by reporting unsafe conditions to your supervisor. Give earnest consideration to the rules of safety presented to you by poster signs.

The front door is to remain locked outside of the normal business hours of 7:30am to 4:30pm. And although we have procedures in place to lock and unlock the front door, you need to be aware if you are the last person in the office at the end of the day, turn off the lights and be sure the door closes and locks behind you.

Visitors in the Workplace

To provide for the safety and security of employees and the facilities at WRC, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

All visitors should enter WRC at the lobby. Authorized visitors will receive directions or be escorted to their destination. If an employee is called out to greet a visitor, do not gather or engage in conversations in the lobby either in front of or behind the reception desk. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on WRC's premises, employees should immediately notify their supervisor or, if necessary, direct the individual to the lobby.

Robbery Guideline

Precautions for Robbery:

- Be alert for individuals loitering near office. Note if you feel someone is watching location, the frequency, their appearance, vehicle, etc.
- Don't be obvious with where cash is secured. Place in strong box as soon as guest leaves.
- Review the Robbery Description Form and know what to look for in the event of an incident.
- Do not allow people to gather in reception workspace. Conversations with visitors should be conducted in lobby or move to meeting room.
- Think ahead. Review in your mind your exit routes and the following procedures to keep yourself and others safe.

During Robbery:

- STAY as CALM as possible. Obey the robber's instructions. Don't be a 'hero'.
- Avoid any action that may provoke robber to act violent or endanger life.
- Give the fake money box. Don't volunteer additional information.
- Observe details about the robber-(see Description Form.) Note appearance, voice, features, etc.
- Keep hold up note if one is presented.
- As robber leaves, try to notice exit route.
- When safe, lock front door.
- Advise a Director of event.
- Director calls 911.
- Employee in incident should be separated as soon as possible to complete description form. Employee should be monitored and supported, but do not discuss event with others until law enforcement arrives.
- Do not touch anything in area of incident. Isolate and protect area until law enforcement personnel are on scene.

8.2 Policy Against Workplace Violence

The WRC will not tolerate violent, threatening, intimidating or harassing behavior of any sort; possession or use of weapons; physical attacks; or the intentional destruction of company property, another person's property in our workplace

or in the course of conducting business. We will not tolerate weapons anywhere on company property. A concealed carry permit does not justify possession of firearms on company property.

8.3 *Drug-Free Workplace*

It is WRC's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical conditions to perform their jobs in a satisfactory manner.

While on WRC premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their supervisor to receive assistance or referrals to appropriate resources in the community.

9.0 **Trade Secrets and Inventions**

9.1 *Confidentiality and Nondisclosure of Trade Secrets*

The protection of confidential business information and trade secrets is vital to the interests and the success of WRC. Such confidential information includes, but is not limited to, the following examples:

- Compensation data
- Computer processes
- Computer programs and codes
- Member lists
- Member preferences
- Financial information
- Marketing strategies
- Pending projects and proposals
- Technological data

Employees who improperly use or disclose trade secrets or confidential business information, will be subject to disciplinary action, up to and including termination of employment, even if they do not actually benefit from the disclosed information.

10.0 Customer Relations

10.1 Customer, Client, and Visitor Relations

Community Services

WRC recognizes the importance of building positive relationships within the community. Our business and our employees are interdependent on the service agencies, organizations, educational institutions, and various resources within the community. WRC encourages and supports participation in community service activities that contribute to the community and foster future growth and development needs. Our goal is to help existing community service organizations implement and continue programs and projects, that will improve the quality of life for the community at large.

Any community services activity or related membership fee must be approved by the President.

Member Relations

Members are among WRC's most valuable assets. Every employee represents WRC to our Members and the public. The way we do our jobs presents an image of WRC. Members judge all of us by how they are treated with each employee contact; therefore, one of our first business priorities is to assist any Members or potential Members. Nothing is more important than being courteous, friendly, helpful, and prompt in the attention you give to Members.

WRC may provide Member relations and services training to all employees with extensive Member contact. Members who wish to lodge specific comments or complaints should be directed to the Membership Director for appropriate action. Our personal contact with the public, our manners on the telephone, and the communications we send to Members are a reflection not only of ourselves, but also of the professionalism of WRC. Positive Member relations not only enhance the public's perception or image of WRC, but also pay off in greater Member loyalty and increased sales and profit.

11.0 At-Will Employment

11.1 At-Will Employment

Employment with WRC is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, WRC may terminate the employment relationship at will at any time, with or without notice or cause.

Policies set forth in this handbook are not intended to create a contract, nor are they to be construed to constitute contractual obligations of any kind or a contract of employment between WRC and any of its employees. The provisions of the handbook have been developed at the discretion of management and, except for its policy of employment-at-will, may be amended or cancelled at any time, at WRC's sole discretion.

These provisions supersede all existing policies and practices and may not be amended or added to without the express written approval of the President of WRC.

12.0 Hiring and Orientation Policies

12.1 Disability Accommodation

The Company is committed to complying with all applicable provisions of the Americans With Disabilities Act ("ADA"). It is the Company's policy not to discriminate against any qualified employee or applicant with regard to any terms or conditions of employment because of such individual's disability or perceived disability so long as the employee can perform the essential functions of the job. Consistent with this policy of nondiscrimination, the Company will provide reasonable accommodations to a qualified individual with a disability, as defined by the ADA, who has made the Company aware of his or her disability, provided that such accommodation does not constitute an undue hardship on the Company.

Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact the finance manager. WRC encourages individuals with disabilities to come forward and request reasonable accommodation.

Procedure for Requesting an Accommodation

On receipt of an accommodation request, the Human Resources Director and your supervisor will meet with you to discuss and identify the precise limitations resulting from the disability and the potential accommodation that WRC might make to help overcome those limitations.

WRC will determine the feasibility of the requested accommodation considering various factors, including, but not limited to the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, WRC's overall financial resources and organization, and the accommodation's impact on the operation of the Company, including its impact on the ability of other employees to perform their duties and on WRC's ability to conduct business.

WRC will inform the employee of its decision on the accommodation request or on how to make the accommodation. If the accommodation request is denied, employees will be advised of their right to appeal the decision by submitting a written statement explaining the reasons for the request. If the request on appeal is denied, that decision is final.

The ADA does not require WRC to make the best possible accommodation, to reallocate essential job functions, or to provide personal use items (i.e., eyeglasses, hearing aids, wheelchairs etc.).

An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against based on a disability should notify the finance manager. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

12.2 EEO Statement and Nonharassment Policy

Equal Opportunity Statement

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at WRC are based on merit, qualifications, and abilities. WRC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, or any other characteristic protected by law. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the President. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Policy Against Workplace Harassment

WRC is committed to providing a work environment that is free from all forms of discrimination and conduct that can be considered harassing, coercive, or disruptive, including sexual harassment. Actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, or any other legally-protected characteristic, will not be tolerated. WRC provides ongoing harassment training to ensure everyone the opportunity to work in an environment free of harassment.

Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list of harassment examples:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- The conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment
- Visual conduct that includes leering, making sexual gestures, or displaying of sexually suggestive objects or pictures, cartoons, or posters
- Verbal conduct that includes making or using derogatory comments, epithets, slurs, or jokes
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations
- Physical conduct that includes touching, assaulting, or impeding/blocking movements
- Use of computers and the e-mail system in ways that are disruptive, offensive to others, or harmful to morale
- The display or transmission of sexually explicit images, messages, and cartoons
- Ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others

If you experience or witness harassment in the workplace, report it immediately to the President. If the President is unavailable or you believe it would be inappropriate to contact that person, you should immediately contact the Finance Manager or any other member of management. You can raise concerns and make reports without fear of reprisal or retaliation.

All allegations of harassment will be quickly and discreetly investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is complete, you will be informed of the outcome of the investigation.

Any staff member who becomes aware of possible harassment must immediately advise the President or any member of management, so it can be investigated in a timely and confidential manner. Anyone engaging in harassment will be subject to disciplinary action, up to and including termination of employment.

12.3 Religious Accommodation

WRC is dedicated to treating its employees equally and with respect and recognizes the diversity of their religious beliefs. All employees may request an accommodation when their religious beliefs cause a deviation from the employee dress code or the individual's schedule, basic job duties, or other aspects of employment. The WRC will consider the request, but reserves the right to offer its own accommodation to the extent permitted by law. Some, but not all, of the factors that will be considered are cost, the effect that an accommodation will have on current established policies, and the burden on operations — including other employees — when determining a reasonable accommodation. At no time will the WRC question the validity of a person's belief.

If you require a religious accommodation, speak with the President.

13.0 Wage and Hour Policies

13.1 Accommodations for Nursing Mothers

WRC will provide nursing mothers reasonable unpaid break time to express milk for their infant child(ren) for up to one year following the child's birth.

If you are nursing, you will be provided with a space, other than a restroom, that is shielded from view and free from intrusion from co-workers and the public.

Expressed milk can be stored in your personal cooler.

Break time should, if possible, be taken concurrently with any other break time already provided. If you are nonexempt, clock out for any time taken that does not run concurrently with normally scheduled rest periods, and such time will be paid in accordance with federal law.

You are encouraged to discuss the length and frequency of these breaks with the Finance Manager.

13.2 Meal and Rest Periods

Each workday, full-time nonexempt employees are provided with two rest periods of ten minutes in length. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time regular employees are provided with one meal period of one hour in length each workday. Management will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

13.3 Overtime

Overtime compensation is paid to all nonexempt employees at the rate of time and one-half for all hours worked in excess of forty (40) each week Sunday through Saturday. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of calculating overtime.

Overtime work must always be approved by the President before it is performed. In lieu of overtime, nonexempt employees may be given compensatory time off in the same work week, if extended hours during any day would result in more than 40 hours during the week. Exempt employees are not eligible for compensatory time.

Coverage schedules must be coordinated to assure no gaps in service. When hourly staff is allowed to leave early to avoid exceeding 40 hours per week, that staff person is ultimately responsible for coverage gaps. Compensatory time is not granted for work performed or training received during staff trips away from the Wausau area.

13.4 Pay Period

All employees are paid on the 15th and the last day of the month. Each paycheck includes earnings for all work performed through the end of the current payroll period. Overtime will be paid on the following pay period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, whenever possible employees receive pay on the last day of work before the regularly scheduled payday.

Employees must have pay directly deposited into their bank accounts. Employees will receive an itemized statement of wages for each pay period by mail.

13.5 Paycheck Deductions

The law requires that WRC make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. WRC also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." WRC matches the amount of Social Security taxes paid by each employee.

WRC offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Finance Manager can assist in having your questions answered.

13.6 Recording Time

Time is to be reported, recorded and submitted for approval through TimeVantage, the WRC's web-based time reporting system. Time reports are due no later than Monday morning 10am.

Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Nonexempt employees are paid on an hourly basis and must record all hours worked per day and per week, as well as vacation and sick leave hours.

Payment of wages are annualized and divided over 24 pay periods resulting in same amount each pay period for both exempt and non-exempt employees. When overtime occurs it will be paid on the next pay period following submission. All

employees first and last check will be calculated on a per hour basis.

If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Overtime is defined as more than 40 hours in any week Sunday through Saturday. Overtime pay is based on actual hours worked. Time off for sick leave, vacation leave, or any leave of absence will not be considered hours worked for purposes of calculating overtime. Overtime must be approved in advance.

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

14.0 Performance, Discipline, Layoff, and Termination

14.1 *Disciplinary Process*

The purpose of this policy is to state WRC's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. WRC's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Although employment with WRC is based on mutual consent and both the employee and WRC have the right to terminate employment at will, with or without cause or advance notice, WRC may use progressive discipline at its discretion.

Disciplinary action may call for any of three (3) steps -- verbal warning, written warning, or termination of employment -- depending on the severity of the problem and the number of occurrences. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

1. a first offense may call for a verbal warning;
2. a next offense may be followed by a written warning signed by the employee, the employees immediate Supervisor and the President. These warnings will be placed in the employee's personnel file;
3. another offense may lead to termination of employment.

Terminations will be at the sole discretion of the President, whose decision will be final and may not be appealed.

WRC recognizes that there are certain types of employee problems that are serious enough to justify termination of employment without going through the usual progressive discipline steps.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and WRC.

Termination of Employment

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

- Resignation - voluntary employment termination initiated by an employee. WRC requests at least two weeks' written resignation notice from all employees.
- Discharge - involuntary employment termination initiated by the organization.
- Layoff - involuntary employment termination initiated by the organization for non-disciplinary reasons.
- Retirement - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

Since employment with WRC is based on mutual consent, both the employee and WRC have the right to terminate employment at will, with or without cause, at any time.

Employee benefits are affected by employment termination in the following manner: All accrued, unused vacation benefits will be paid out upon termination. Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

15.0 General Policies

15.1 Personnel and Medical Records

WRC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records. No medical records are kept in file other than the health insurance application or waiver.

Personnel files are the property of WRC, and access to the information they contain is restricted. Generally, only supervisors and management personnel of WRC who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the President. With reasonable advance notice, employees may review their own personnel files in WRC's offices and in the presence of an individual appointed by WRC to maintain the files. The employee may submit a written request for a copy of their file and may be assessed a copy fee.

15.2 Voicemail, Email, and Internet Policy

Internet access to global electronic information resources on the World Wide Web is provided by WRC to assist employees in obtaining work-related data and technology. The following guidelines have been established to help ensure responsible and productive Internet usage. While Internet usage is intended for job-related activities, incidental and occasional brief personal use is permitted within reasonable limits.

All Internet data that is composed, transmitted, or received via the Chamber's computer communications systems is

considered to be part of the official records of WRC and, as such, is subject to disclosure to law enforcement or other third parties. Consequently, employees should always ensure that the business information contained in Internet e-mail messages and other transmissions is accurate, appropriate, ethical, and lawful.

The equipment, services, and technology provided to access the Internet remain at all times the property of WRC. As such, WRC reserves the right to monitor Internet traffic, and retrieve and read any data composed, sent, or received through our online connections and stored in our computer systems.

Data that is composed, transmitted, accessed, or received via the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. Examples of unacceptable content may include, but are not limited to, sexual comments or images, racial slurs, gender-specific comments, or any other comments or images that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

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

Abuse of the Internet access provided by WRC in violation of law or WRC policies will result in disciplinary action, up to and including termination of employment. Employees may also be held personally liable for any violations of this policy. The following behaviors are examples of previously stated or additional actions and activities that are prohibited and can result in disciplinary action:

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

16.0 Benefits

16.1 Health Insurance

The WRC offers a health insurance plan to full-time (*see note below) employees. Employees are responsible for 20% of the single premium. Employees who elect family coverage are responsible for 20% of the single premium plus 40% of the difference in premium between the single plan and the family plan. Spousal coverage is only available if the spouse doesn't have access to group health insurance. Coverage is not available for retirees.

*Full time hours defined by the State of Wisconsin for employees to eligible for insurance is 30 hours per week.

Open Enrollment for existing employees is September 1-30. Newly hired employees are eligible for health benefits on the 1st of the month following 30 days of employment. Example: Date of Hire is January 5, 2013, the newly hired employee would be eligible to come onto the plan March 1, 2013.

See the Finance Manager for specific details regarding these plans. Chamber contribution is determined by the Board of Directors and subject to change annually.

Wisconsin has a mini COBRA law that provides COBRA provisions for employers with less than 20 employees which provides coverage under certain qualifying events such as termination of employment to employees for a period of 18 months.

16.2 Jury Duty Leave

WRC encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Regular full-time employees are eligible for jury duty pay, up to a maximum of thirty (30) days. Jury pay is calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. To receive jury duty pay, an employee must sign their jury duty check over to WRC. Jury Duty is reported as such on the time report.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

16.3 Vacation Policy

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Vacation benefits will not be available until after the employee's annual anniversary period.

Full-time employees are eligible to receive vacation after one year (12 months) of full-time service. The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule:

Continuous Service Vacation

After 1 year : 10 days (80 hours)

After 5 years: 15 days (120 hours)

After 10 years: 20 days (160 hours)

After 20 years: 25 days (240 hours)

Vacation is prorated for part-time employees. The prorated amount will be based upon the average number of hours worked per week.

Vacation requests are made through TimeVantage to your supervisor prior to the day(s) requested. You will be notified through TimeVantage whether your request has been granted. Vacation scheduling will be determined on a departmental basis. In scheduling, your supervisor will consider your personal preferences, length of service and the needs of his/her department. Vacation may be granted in half-day increments.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, or bonuses.

In the event that available vacation is not used by the end of the benefit year, employees may carry one week, five (5) days of unused time forward to the next benefit year.

Upon termination of employment, employees will be paid for unused vacation time that has been accrued through the last day of work.

16.4 Voting Leave

WRC will allow you a reasonable time off to vote.

17.0 Safety and Loss Prevention

17.1 Drug and Alcohol Policy

It is WRC's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical conditions to perform their jobs in a satisfactory manner.

While on WRC premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the

Employee Assistance Program. They may also wish to discuss these matters with their supervisor to receive assistance or referrals to appropriate resources in the community.

17.2 *Nonsmoking Policy*

In keeping with WRC's intent to provide a safe and healthful work environment, use of any tobacco products is prohibited throughout the workplace.

This policy applies equally to all employees, Members, and visitors.

18.0 **Other Policies**

18.1 *Employee Assistance Program*

WRC cares about the health and well-being of its employees and recognizes that a variety of personal problems can disrupt their personal and work lives. While many employees solve their problems either on their own or with the help of family and friends, employees may need professional assistance and advice.

Through the Employee Assistance Program (EAP), UnumProvident LifeBalance, WRC provides confidential access to professional counseling services for help in confronting such personal problems as alcohol and other substance abuse, marital and family difficulties, financial or legal troubles, and emotional distress. The EAP is available to all employees and their immediate family members, offering problem assessment, short-term counseling, and referral to appropriate local services.

There is no cost to the employees to consult with an EAP company counselor. If further counseling is necessary, the EAP counselor will outline local services available. The counselor will also let employees know whether any costs associated with private services may be covered by their health insurance plan. Costs not covered by health insurance are the responsibility of the employee.

To use the EAP, call 1-800-854-1446.

18.2 *Employee Protection (Whistleblower) Policy*

If any employee reasonably believes that some policy, practice, or activity of The Wausau Region Chamber of Commerce (Chamber) or any of its affiliates is in violation of law, a written complaint must be filed by that employee with the President if the employee does not believe such officer was involved in such act, to the Chairman of the Board of Directors, and/or to the Chair of the Finance/Audit Committee.

It is the intent of the Chamber and its affiliates to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of the Chamber and provides the organization with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

The Chamber will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of the Chamber, its affiliates or of another individual or entity with whom the Chamber has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

The Chamber will not retaliate against employees who disclose or threaten to disclose to a manager or a public body, any activity, policy, or practice of the Chamber or its affiliates that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

18.3 Parking

WRC provides parking for all employees. Passes are issued on a monthly basis with no cost to employees, if the employee chooses to park in the designated outside city lot(based on what is available). The Chamber will cover the least expensive lot available. If employees choose to upgrade their parking to a covered ramp, such as Jefferson Street or the Wausau Center Mall parking ramp, a key card will be issued. The difference in cost for the parking fee in an outside lot and the parking fee for a parking ramp will be deducted from your paycheck.

18.4 Rehire policy

Where business needs dictate, it is the policy of WRCC to rehire former employees who a) voluntarily left company employment or were b) laid off due to business slowdown(s) and who possessed a satisfactory record of service. This policy sets forth the company's philosophy governing eligibility for reemployment and associated bridging of service ([service recognition](#)), where appropriate.

Classes Eligible for Rehire

Employees who had [completed](#) their company introductory period and who were part of a reduction in force as well as those who voluntarily resigned will be eligible for rehire based on company records including giving a two week notice. Former employees who had a less than satisfactory work record appropriately noted at termination as not being eligible for rehire are excluded from rehire consideration.

Classes Not Eligible for Rehire

Employees who were involuntarily terminated by WRCC or who were laid off (with a less than satisfactory work record) or who failed to [complete](#) their company introductory period will not be considered for rehire.

Service Restoration Rules for Eligible Employees

If a former employee with less than one year's prior service is rehired, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefit plan participation purposes. If a former employee with more than one year's prior service is rehired, the employee's seniority and eligibility to participate in company benefit plans will be bridged if the employee is rehired where the period of prior company service exceeded the duration of the period of absence. Service recognition will include prior service recognition for accrued leave plans. If a former employee with more than one year's prior service is rehired where the duration of the period of absence exceeded the period of prior company service, the employee will be considered a new employee and will not be eligible for prior service recognition for seniority or benefit plan participation purposes.

Rehire Service Date Adjustment

When recognition of prior service is granted, a rehired employee's company [service date](#) will be adjusted.

Example: Original hire date 1/1/2005. Termination Date 1/1/2010. Five years of service. Rehire date 1/1/2011. Credit five years of service and service hire date becomes 1/1/2006.

18.5 Supplemental AFLAC Benefits

Full and part-time employees are eligible to choose supplemental benefits provided by AFLAC. Insurance policies from AFLAC may provide the additional coverage you and your family need. Choices range from accident, sickness, cancer, personal recovery, and/or disability indemnity plans. Cash benefits are paid directly to you (unless you request otherwise) to spend as you see fit, regardless of any other plans you may have. Premiums are the responsibility of the employee but can be setup as a pre-tax deduction from payroll.

Acknowledgement of Receipt and Review

The Employee Handbook describes important information about WRC, and I understand that I should consult the President regarding any questions not answered in the Handbook.

I have entered into my employment relationship with WRC voluntarily and acknowledge that there is no specified length of employment. Accordingly, either I or WRC can terminate the relationship at will, with or without cause, at any time.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Handbook may occur, except to WRC's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the President of WRC has the ability to adopt any revisions to the policies in this Handbook.

Furthermore, I acknowledge that this Handbook is neither a contract of employment nor a legal document. I understand that only the Chamber's Board of Directors can create and agree to a binding employment contract with an employee and, to be binding, the contract must be in writing and signed by the President and Vice-President of the Board of Directors.

I have received the Handbook, and I understand I am to comply with the policies contained in this Handbook and any revisions made to it.

Employee's Name Printed : _____

Employee's Signature : _____

Date : _____