



Employee Rules and Policies

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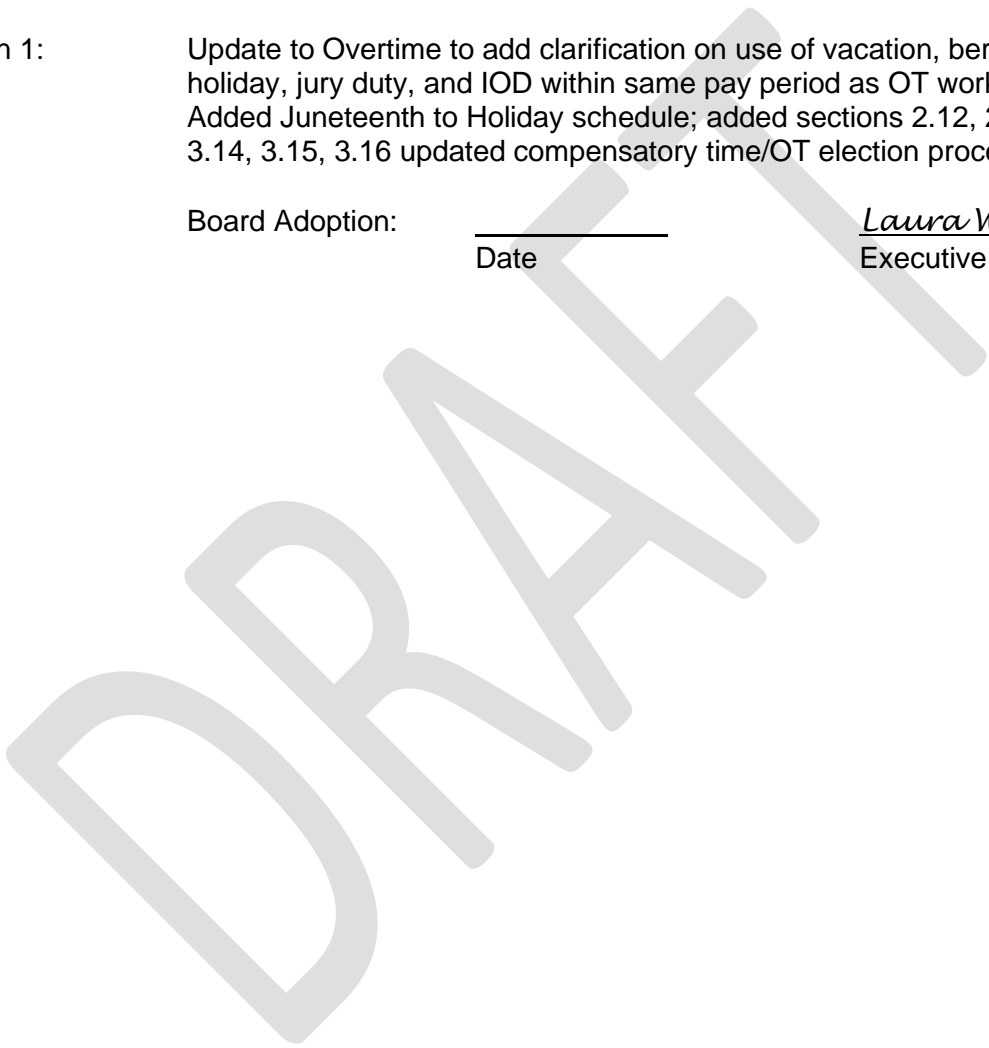
Change Control

To record changes and maintain accurate version control, all reviews and edits are to be documented below.

Original Version: Original Board Adoption: April 10, 2018 Laura Womack
Date Executive Director

Revision 1: Update to Overtime to add clarification on use of vacation, bereavement, holiday, jury duty, and IOD within same pay period as OT worked. Added Juneteenth to Holiday schedule; added sections 2.12, 2.13, 3.6.7, 3.14, 3.15, 3.16 updated compensatory time/OT election process

Board Adoption: _____ Laura Womack
Date Executive Director



CHAPTER 1
INTRODUCTION TO THE FAIR BOARD PERSONNEL
POLICY AND ADMINISTRATION OF THE RULES

1.1 OBJECTIVES OF RULES

The purpose of these rules is to bring a high degree of understanding, cooperation, efficiency and unity to the Board of Fair Commissioners ("Fair Board") and Fairgrounds employees. These rules provide a uniform personnel program for all employees, with all the benefits that such a program ensures. It is the policy of this Fair Board to treat all employees in an equitable manner with regard to hiring practices and promotions. The fundamental objectives to be achieved by these rules are declared to be:

- a) To promote and increase equity, efficiency, and professionalism at the Fairgrounds.
- b) To provide equal employment opportunities to all applicants and employees.
- c) To establish a program based on merit for the hiring and promotion of employees and to provide promotional opportunities, whenever possible, to qualified employees.
- d) To establish and promote high morale and enhance working conditions among Fairground employees by providing a uniform personnel policy and opportunity for advancement.

1.2 APPLICABILITY OF RULES AND POLICIES

These rules and policies shall apply to all employees of Fairgrounds.

1.3 PERSONNEL POLICY MANUAL

A manual will be maintained by the Fairgrounds containing all personnel policies referenced by the rules and/or approved by the Fair Board. A copy of this manual will be maintained at the Fairgrounds' Administration Office for employees to review as needed or desired.

1.4 AMENDING OR CHANGING RULES

The Executive Director or his/her designee is responsible for recommending changes of these rules to the Fair Board. Anyone may recommend changes to the Executive Director. The Fair Board is responsible for approving or disapproving any recommended changes.

1.5 PERSONNEL RULE AND POLICY INTERPRETATIONS

The Executive Director is responsible for interpreting the Personnel Policies. Employees may submit written requests for interpretations to the Executive Director or his/her designee.

1.6 EFFECTIVE DATE AND COMPLIANCE

The Fair Board shall establish the effective date of any rule they approve. On that date the previous rules is superseded. The Personnel Policy shall apply to all employees under the jurisdiction of the Fair Board. It is the responsibility of the Fair Board and each employee to carry out these rules and policies.

1.7 REVIEW BY THE FAIR BOARD

It shall be within the authority of the Fair Board to review or modify any action taken by the Executive Director.

CHAPTER 2 EMPLOYMENT PRACTICES

2.1 GUIDELINES ON DISCRIMINATION

Administrators and supervisors of the Fair Board shall be familiar with and will comply with all laws, regulations and guidelines governing various forms of discrimination. Specific guidelines are summarized in this document. Furthermore, harassment of any person in the form of verbal or physical conduct based on a person's race, sex, religion, age, national origin or disability is a form of discrimination and will not be condoned when such conduct:

- a) has the purpose or effect of creating an intimidating, hostile or offensive work environment;
- b) has the purpose or effect of unreasonably interfering with an individual's work performance;
- or
- c) Otherwise adversely affects an individual's opportunities associated with employment.

2.1.1 DISCRIMINATION

It is the policy of the Fair Board that there shall be no discrimination against any individual based on sex, religion, age, race, national origin or disability. This covers all employment actions and conditions of employment and benefits.

- a) Job Policies and Practices (Civil Rights Acts of 1964, Title VII) & (Equal Pay Act of 1963)
 - i. Personnel policies do not discriminate on the basis of sex.
 - ii. Employees and applicants of both sexes are equally considered for any positions for which they are qualified.
 - iii. Employment opportunities, wages, hours, conditions of employment and benefits are equally offered to all employees regardless of sex.
 - iv. Marital status shall not be a factor in any employment opportunity or decision.
 - v. Appropriate physical facilities shall be provided for people of both sexes.
- b) Maternity Leave (Pregnancy Act of 1978 & Tennessee Maternity Leave Law) — Accrued sick leave shall be granted for the time a woman is physically unable to work due to childbirth as document by her physician. Additional vacation and/or leave without pay may be granted in accordance with State law. The same vacation and/or leave without pay may be granted as paternity or adoption leave. Additional vacation and/or leave without pay may be granted in accordance with State or Federal law.
- c) Sexual Harassment (Civil Rights Act of 1964, Title VII; Guidelines on Discrimination Because of Sex, 1980) - Sexual harassment of any employee is prohibited by the Fair Board. Unwelcome sexual advances, requests for sexual factors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when:
 - i. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or
 - ii. submission to or rejection of such conduct is used as the basis for employment decisions affecting such individual, or
 - iii. Such conduct has the purpose of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Sexual harassment can take many forms. It is not limited to overt physical acts. Suggestive comments, jokes or a sexual nature, sexually suggestive objects or pictures, obscene gestures, sexually graphic stories, as well as unwanted touching, can all constitute sexual harassment. Sexual harassment of any employee shall not be tolerated. No

employee shall be allowed to sexually harass, either verbally or physically, another employee; nor shall any supervisor allow the harassment of any of his/her employees, either by other employees or by persons not employed by the Fair Board. It shall be the responsibility of managers and supervisors to take all steps necessary to ensure that the provisions of this policy are enforced. Any complaint of harassment will be investigated immediately and corrective and/or disciplinary action taken if the charges are found to be true.

- d) Religious Discrimination (Civil Rights Act of 1964, Title VII) - The Fair Board expresses its commitment to prohibit religious discrimination against applicants for employment and employees in all areas of employment and benefits. No distinction based on religion shall apply in employment opportunities, wages, and hours of work, other conditions of employment or benefits. Efforts will be made to accommodate the religious observance and practices of an employee unless such accommodation is unreasonable and would result in an undue hardship on the conduct of business. In making these decisions supervisors will consider such factors as:
- i. business necessity
 - ii. financial costs and expenses
 - iii. resulting personnel problems
- e) Age Discrimination (Civil Rights Act of 1964, Title VI & Age Discrimination in Employment Act of 1967 as amended) - The policy of the Fair Board prohibits age-based discrimination against individuals 40 years of age or older. No Executive Director shall be allowed to refuse to hire, to discharge, or otherwise discriminate against any individual with respect to compensation, terms, conditions, or privileges of employment because of an individual's age. Nor will any employee be segregated or classified in such a manner as to deprive him or her of job opportunities. Exceptions:
- i. There may be differentials in bona fide employee benefit plans.
 - ii. For some areas of work, age may be a bona fide occupational qualification.
- f) National Origin Discrimination (Civil Rights Act of 1964 Title VII & EEOC Guidelines effective Dec. 29, 1980):
- i. Policy
It shall be against the policy of the Fair Board to discriminate because of an individual's or his/her ancestor's place of origin or because an individual has the physical, cultural or linguistic characteristics of a national origin group. Furthermore, it is against the policy to discriminate for reasons which are grounded in national origin, such as (a) marriage or association with persons of a national origin group; (b) membership in, or association with an organization identified with or seeking to promote the interests of national origin groups; (c) attendance or participation in schools, churches, temples or mosques, generally used by persons of a national origin group; and (d) because an individual's name or spouse's name is associated with a national origin group. There shall be no discrimination based on national origin in any area of employment or condition of employment or in the granting of employment benefits.
 - ii. Citizenship
The Fair Board requires that all employees be United States citizens or legal resident aliens. Specified classifications require U.S. citizenship as a bona fide occupational qualification.

g) Disability Discrimination (State and Local Fiscal Assistance Act of 1972 and Rehabilitation Act of,1973: Americans with Disabilities Act of 1990)

i. Policy

It is the policy of the Fair Board to assure equal employment opportunity to handicapped or disabled persons on the basis of qualifications and ability to perform the job. There shall be no discrimination in terms of employment opportunities, wages, and hours of work or other conditions of employment benefits. An individual with a disability is one who has a physical or mental impairment that substantially limits one or more major life activities, a record of such an impairment, or who is regarded as having such an impairment.

ii. Application Process

Disabled persons are guaranteed the same application process as other applicants. Assistance may be provided when needed, such as the following:

(a) A reader may be provided for completing an application or written examination for qualified applicants who are vision-impaired or illiterate due to a learning disability.

(b) Waiver of a driver's license may be requested for qualified disabled applicants who are not allowed to drive.

(c) Applicants desiring additional information or assistance should contact the Fairgrounds Administration Office at 615 862-8980.

iii. Reasonable Accommodation

iv. The Fair Board shall make reasonable accommodation to the known physical or mental limitations of an otherwise qualified disabled individual. The specific accommodations needed shall be determined jointly by the individual and the Fair Board with technical assistance provided by the Metro EEO Coordinator.

Accessibility

The Fair Board will periodically survey their programs and physical facilities to ensure are accessible to disabled persons.

2.2 THE LAW ON EQUAL EMPLOYMENT

In our efforts to achieve equal employment opportunity for everyone in the service of the Fair Board, we are guided by the intent and mandates of all applicable laws. Major laws governing employment in the public sector that guide these efforts include:

2.2.1 FEDERAL LAWS AND REGULATIONS

Civil Rights Act of 1964, Title VII - makes it unlawful for an employer to discriminate as to hiring, firing, compensation terms, conditions or privileges or employment on the basis of race, color, religion, sex, or national origin. It also forbids employers to limit, segregate or classify employees in any way that tends to deprive any Individual or employment opportunities or adversely affect his/her employment status because of his/her race, color, religion, sex or national origin. This also applies to people in apprenticeship, training and retraining programs. It is also illegal to indicate a preference in advertisements relating to employment. All amendments approved since the establishment of the Civil Rights Act of 1964, Title VII will be adhered to.

2.2.3 UTILIZATION ANALYSIS

The Fair Board will supply requested data to the Metropolitan Government EEO Coordinator and will report the race and gender of full-time employees.

2.3 NEPOTISM

No employees who are relatives shall be placed within the same direct line of supervision whereby one relative is responsible for supervising the job performance or work activities of another relative. In no event will any employee be within two levels of the chain of command of a relative with authority to supervise that relative, including participation in a performance evaluation and excluding emergency situations which affect the health, safety or welfare of the public. A relative is defined as a member of the immediate or extended family.

2.4 PERFORMANCE APPRAISALS

Each employee's job performance shall be evaluated on at least an annual basis. Additional evaluations may be done as deemed necessary. The requirements of the position constitute the standards of performance or the basis upon which supervisors will rate the efficiency of employees. The standard of performance against which observed performance is compared shall be the performance which may be expected after a reasonable period of training of a fully qualified, competent and acceptable employee.

Performance evaluations are used to give employees feedback on their performance, to help them improve future performance. Types and frequency of evaluations:

- a) Annual – Each employee is evaluated at least annually.
- b) To determine whether or not an increment will be granted.
- c) As an aid to determine layoff decisions.
- d) Change of Evaluator – An employee whose evaluator changes will be given an evaluation by the out-going evaluator to cover the period of time since the employee's last evaluation.

If an employee disagrees with his/her evaluation, he may request in writing a review by the Executive Director. If the Executive Director is being evaluated, the review shall be by the Fair Board.

2.5 OUTSIDE EMPLOYMENT

An employee may engage in employment with another organization as long as he or she satisfactorily performs his/her or her job responsibilities with Fairgrounds. Outside employment is any work paid in addition to the Fairgrounds salary, including self-employment. Outside employment must be reported in advanced, in writing, to the Executive Director must be in accordance with the following guidelines:

- a) It must not interfere with the employees duties.
- b) It shall not involve a conflict of interest.
- c) No employee shall use departmental facilities, equipment, personnel or supplies for other than officially approved activities, except to the extent that they are lawfully available to the general public.
- d) Outside work does not violate any work restrictions placed on the employee by a physician and are being accommodated at The Fairgrounds.
- e) The Executive Director shall approve or disapprove an employee's outside employment in accordance with the guidelines above.

2.6 MANDATED TRAINING

All new full-time employees are required to complete on-boarding orientation provided by Metro Human Resources.

These courses are required for all employees per state law and metro ordinances. Employees are required to complete retraining every four years, unless otherwise noted.

- a) Sexual Harassment Prevention – Executive Order No. 023

- b) Drug Free Workplace Policy (Substance Abuse Prevention) – Executive Order No. 007
- c) Diversity and Inclusion – Executive Order No. 023
- d) DDC-6 (Defensive Driving) – with mandatory refresher every three years. This course is required per Metro Ordinance if an employee drives a metro vehicle or claims mileage reimbursement for his/her own personal vehicle – Metro Ordinance 12.08.120
- e) Domestic Violence – Executive Order No. 025
- f) Information Security governance structure – Executive Order No. 037

2.7 ETHICS

Fairgrounds employees shall comply with the executive orders of the Mayor of Metropolitan Nashville and Davidson County and the Metropolitan Code of Laws regarding ethical conduct and conflicts of interest.

2.8 PERSONNEL RULE AND POLICY INTERPRETATIONS

The Executive Director is responsible for interpreting the rules and policies and shall write interpretations when clarification is needed. These interpretations are to be followed in applying the rules and policies.

2.9 APPOINTMENTS

When an applicant is appointed he/she will be assigned to Probationary status.

2.10 PROBATION

- a) An employee shall be required to successfully complete a probationary period of no less than six (6) months of satisfactory job performance before appointment to permanent employee status.

The purpose of this time shall be for the supervisor to closely observe and evaluate the work performance of the employee and to assure his adjustment to the job. The probationary period shall begin with the employee's first scheduled day of work in the position. If an employee is granted any paid or unpaid leave in excess of ten working days during this time, the employee's probationary period may be extended the number of days missed. An employee transferred to a different classification during the probationary period will be required to complete a new six-month probationary period, whichever is applicable. The Executive Director may extend the probationary period, if warranted.

- b) Permanent Status
The Executive Director shall retain only those employees whose performance during the probationary or work test period is acceptable or better. The supervisor of each probationary employee shall furnish the Executive Director evaluation reports, making a recommendation as to the employee's retention or separation.

2.11 DIVERSITY, EQUITY, AND INCLUSION

Following Metropolitan government's lead in commitment to diversity and inclusion, the Fairgrounds will strive to reflect the diversity of the Nashville community in its hiring practices, contracting and economic development opportunities, and through the delivery of equitable programs, services, and policies by engaging best practice equity and inclusion techniques.

2.12 BACKGROUND CHECKS

The Fairgrounds Nashville is committed to providing quality service for our clients and community in an environment that is safe for our employees. To ensure these high standards, The Fairgrounds will

conduct standardized background investigations on all new hires and current employees (if determined to be necessary).

Background investigations should be completed prior to the viable candidate or the employee starting work in a new position. Prior to ordering background investigations for current employees, the Executive Director will consult with Metro Human Resources Department and the Department of Law for review and approval.

Individuals on whom background investigations are to be performed must first sign the Background Authorization/Release Form and consumer Credit Release Form. Refusal to sign these forms will disqualify an employee from consideration for a position for which a background check is required or may cause to remove an employee from a current position.

In the event that a viable candidate's background investigation report contains records or information that would preclude the individual from meeting the hiring criteria, then The Fairgrounds Nashville shall send the applicant a letter which provides the applicant five (5) business days to seek a reinvestigation, clarification, challenge or update on his/her Report prior to any formal adverse action being taken. In the event that the viable candidate does not take such action within the five (5) business days, then the Executive Director of The Fairgrounds will make an employment determination based on the contents of the Report and send the applicant a Notice of Adverse Action letter.

If a request for a reinvestigation is timely made, no decision will be made by The Fairgrounds to disqualify a viable candidate from consideration for employment. However, there is no requirement to keep the position open during any reinvestigation. Accordingly, The Fairgrounds will continue to interview and review applications as well as background investigation reports. In the event that a viable candidate's initial background investigation report is clarified, corrected, or re-issued, and the applicant thereafter meets the criteria, then his/her application will be re-activated and considered for future positions.

Background investigations may be conducted on current employees who are being considered for a position or are already in a position requiring a background check. Background investigations conducted on current employees shall be limited to the following type classifications/positions:

- Classifications/positions involving the management, processing of, or access to, financial or business transactions where there is the potential for the loss of funds from theft, fraud, embezzlement.
- Information Systems classifications or positions where there is a potential for the release of confidential information, the unauthorized transfer of information, or the destruction of files.
- Classifications or positions having access to files protected by law such as confidential legal files or sealed court records.
- Classifications or positions performing security related to public health and/or safety of Metro facilities, employees or the general public.
- Classifications or positions performing Motor vehicle operations/transportation. Background checks should be conducted on a regular basis for current employees to ensure they continue to possess a valid license.

When adverse information is reported on an employee or the employee refuses to sign release forms, the Executive Director will evaluate whether the employee should be removed from the position and/or employment.

Types of Background Checks

Background Checks are to be conducted by an outside contractor and shall comply with the Fair Credit Reporting Act. Metro uses four (4) separate levels of background checks.

Investigations: Levels 1- 4

Level One Basic Check

- Social Security Number Verification (SSN)
- Seven (7) year County Criminal Check
- Sexual Offender Registry (if appropriate)
- Driving Record (if appropriate)

Level Two Management Level Check

- SSN Verification
- Seven (7) year County Criminal Check
- Sexual Offender Registry (if appropriate)
- Driving Record
- Employment Verification (last job only)
- Education Verification (if appropriate)

Level Three Executive Level Check

- SSN Verification
- Seven (7) year County Criminal Check plus Federal check
- Sexual Offender Registry (if appropriate)
- Seven (7) year Employment Check
- Driving Record
- National Law Enforcement Submission and Warrants
- Credit Report
- Education Verification

Level Four Sensitive Check

- Executive Level plus Civil litigation (State and Federal) and media search

2.13 WORKPLACE CONDUCT

Employees of the Fair Board should not be exposed or subjected to abusive behavior from other employees. Employees found to be engaging in such conduct shall be subject to corrective and/or disciplinary action. Supervisors may also be subject to corrective action or discipline if they learn of abusive conduct in their workplace and fail to take appropriate action.

- a) **Definitions and Guidelines:** Abusive conduct is behavior that creates an intimidating environment likely to interfere with an individual's work. This conduct can be verbal, visual, physical, or communicated in writing or electronically. Such conduct is typically directed against a particular individual or individuals. It includes, but is not limited to, situations in which one person has authority over another and engages in conduct that unfairly exploits the power inherent in a supervisor's position. A "supervisor" is the person in an employee's chain of command having the departmental authority to direct the employee's work, to approve or deny leave requests, to conduct the employee's performance evaluations, and to counsel, correct, discipline and recommend termination of employment.

Examples of conduct that may be considered abusive include but are not limited to:

- Repeated threatening or intimidating behavior or words (written or oral)
- Repeated use of obscenities, profanity, epithets, gestures or cartoons directed at a person or group
- Repeated degrading of a person or a group on the basis of personal characteristic(s)
- Repeated taunting, jeering, mocking, or humiliating another person through acts or words
- Repeated screaming and/or yelling at or around others
- Insulting someone, especially in the presence of others
- Endangering the safety of an individual or individuals
- Sabotaging or undermining an employee's work performance

In considering a complaint under this policy, it shall be understood that abusive conduct must be distinguished from behavior that is appropriate to the carrying out of certain supervisory or instructional responsibilities. Examples of conduct that demonstrates the non-abusive exercise of managerial prerogative and which should not be considered as abusive include but are not limited to:

- Routine coaching and counseling, including feedback about and correction of work performance
- Reasonable work assignments, including shift, post, and overtime assignments
- Disciplinary procedures in accordance with adopted rules
- Individual differences in styles of personal expression
- Passionate, loud expression with no intent to harm others
- Differences of opinion on work-related concerns

The fact that someone did not intend to be abusive is generally not considered a sufficient defense to a complaint. In most cases, it is the effect of the behavior on the complainant and whether a reasonable person would find the conduct abusive that determines whether the behavior was abusive. A single act generally will not constitute abusive conduct, unless such conduct is determined to be severe and egregious.

a) Reporting Procedures

Any employee who feels he or she has been subjected to abusive conduct, or any employee who believes abusive conduct has been perpetrated by one or more employees toward one or more coworkers, should report the matter to a supervisor including his or her supervisor, to their department's Human Resources personnel, to Metro Human Resources, or to the Executive Director, including an elected agency head. Employees should not feel obligated to report their complaints to their immediate supervisor first before bringing the matter to the attention of one of the representatives identified above.

While it is encouraged, an employee need not make their initial complaint in writing. However, the complainant will be required to sign an "Employee Complaint Form," and must be prepared to present sufficient detail concerning the alleged abusive conduct, including dates, times, locations, the identity of any witnesses, and what the complainant expects the witnesses to know concerning his/her complaint. Unless a threat of personal or professional harm has caused an employee to delay reporting abusive conduct, a report of abusive conduct should be made within sixty (60) calendar days of the date of the conduct giving rise to the report. If the alleged conduct is part of a continuing problem going back more than sixty (60) calendar days, the complaint should be filed within a reasonable time frame of the most recent occurrence and the complainant will need to state when the abusive conduct began and the progression to the time of the complaint.

b) Response to Complaint

The recipient of an abusive conduct complaint should timely notify both the Executive Director and human resources personnel of the complainant's department. The Executive Director may appoint his/her own department personnel to investigate or may request the assistance of investigators from the Human Resources Department. If an investigation is deemed necessary, it will be conducted as soon as practicable. All affected parties will be informed of the investigation's outcome. If a complainant or group is dissatisfied with the report's finding on the ultimate question of whether the conduct complained of violated this policy, they may appeal to the Executive Director by making a written request for review within ten (10) calendar days of the date the investigative report was issued. The decision of the Executive Director shall be final. Lodging a complaint of abuse is not proof of prohibited conduct. A complaint against an individual shall not be taken into account during a performance evaluation or consideration for targeting into a new position or promotion, unless a final determination has been made that the individual violated this policy.

c) Retaliation

Retaliation means conduct that adversely affects another's terms or conditions of employment and has the effect of harming a person for filing a complaint or for participating in an investigation.

Retaliation can take many forms. Examples include but are not limited to:

- A threat of transfer or reassignment of work duties;
- A threat of the loss of one's job, salary level, or tangible benefits related to one's job.

It is a violation of this policy to retaliate against persons who report or make a charge of abusive conduct or to retaliate against those who testify, assist, or participate in any investigation involving a complaint. Any such retaliation, or any encouragement of another to retaliate, is a violation of this policy, independent of whether the underlying claim was substantiated.

**CHAPTER 3
ATTENDANCE AND LEAVE**

3.1 WORK HOURS

Full time employment is defined as 40 hours of work performed during a 7-day work schedule. Most Fairgrounds employees will work a 40-hour week that begins at 8:00AM and ends at 4:30PM. Employees working eight- (8) hours or more are required to take a 30-minute unpaid lunch. Breaks are a privilege and may be scheduled by a manager, if the schedule allows. Part-time employee's hours will be scheduled by the supervisor. Employees cannot give up their mealtime and/or break times in order to leave early. Breaks and lunch breaks are to be used as scheduled by the supervisor, or they are lost.

Regular payroll employees are required to clock-in (via work area time clock card) at the beginning of their shift and to clock out at the end of their shift. Employees are required to submit a leave form to their immediate supervisor for any time that they are absent from their scheduled shift. If an employee has an absence during their shift (e.g., doctor's appointment) they will clock out and clock back in when they return. An approved leave form will be required for the scheduled hours missed. Supervisors will submit timecards and leave forms to the Fairgrounds Administrative Office at the end of each work week. Any scheduled work time that is not documented by either timecards or approved leave forms shall be deducted from the employee's paid work hours for the applicable payroll period.

3.2 ABSENT WITHOUT LEAVE

An employee, who fails to report to work for whatever reason, unless prior approval has been given, shall be required to notify the designated supervisor stating a reason for his/her absence. This notification must be made no later than the first hour of the employees scheduled workday. When notification is given, the supervisor may approve the absence or may instruct the employee that he/she is being recorded as being on absence without leave. The failure of an employee to comply with this rule or having time recorded as absence without leave may be considered grounds for corrective action. If an employee is absent from work without notification for three days consecutively, he/she may be considered as having resigned in absentia.

3.3 HOLIDAYS

The following will be declared official holidays, and all employees will be excused without charge to leave, except those employees required to maintain essential operation, who shall be scheduled in accordance with Section 4.5.6

	New Year's Day	January 1
	Martin Luther King Day	Third Monday in January
	President's Day	Third Monday in February
	Memorial Day	Last Monday in May
	Juneteenth	June 19
	Independence Day	July 4
	Labor Day	First Monday in September
	Veterans Day	November 11
	Thanksgiving	Fourth Thursday in November
	Day after Thanksgiving	Fourth Friday in November
	Christmas Eve	December 24

	Christmas Day	December 25
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Holidays that fall on Sunday will be observed on the following Monday and holidays that fall on Saturday will be observed on the Friday before by those employees working Monday through Friday. On those occasions when Christmas day falls on Monday, the Christmas Eve holiday will be observed on the Tuesday following Christmas Day; on those occasions when Christmas falls on Saturday, the Christmas holiday will be observed on the subsequent Monday. If a holiday is observed on an employee's day off, the employee may be scheduled for a floating holiday during the week. If community practice dictates a change in the day observed, the Executive Director shall have discretion to change the dates for that year.

3.4 EFFECT OF OTHER LEAVES

An employee who is recorded with absence without leave for any part of the day immediately preceding or following a holiday(s) shall lose pay for the holiday as well as for the other day(s) off. Official holidays occurring during any other paid leave shall not be charged to the employee's other paid leave time.

If a holiday falls within a period where an employee is on leave without pay status, which has been approved to last for more than 20 working days, then the employee shall not be paid holiday pay. This shall only apply to the period of time around the specific holiday.

3.5 VACATION

3.5.1 VACATION EARNING SCHEDULE

Vacation leave is earned and accrued on a monthly basis according to the schedule below, based on months of service according to the continuous service date. An employee must be in a paid status the entire month in order to earn a vacation day, unless unpaid leave is taken for the benefit of the Fairgrounds, and/or is taken in order to perform official duties pertaining to Metro business. No employee may give or loan vacation to another employee.

Years of Service	Days Per Year	Days Per Month	Hours Per Month
Hire - 5 th year (1-60 months)	10	0.833	6.667
6 to 10 years (61- 120 months)	15	1.250	10.000
11 th year (121-132 months)	16	1.333	10.667
12 th year (133-144 months)	17	1.417	11.333
13 th year (145-156 months)	18	1.500	12.000
14 th year (157-168 months)	19	1.583	12.667
15 th year (169-180 months)	20	1.667	13.333
16 th year (181-192 months)	21	1.750	14.000
17 th year (193-204 months)	22	1.833	14.667
18 th year (205-216 months)	23	1.917	15.333
19 th year (217-228 months)	24	2.000	16.000
20 th year or more	25	2.083	16.667

3.5.2 VACATION ACCRUAL

Vacation may be accrued to an amount equal to the vacation time earned in the two previous employment years. This time may be accumulated in addition to the vacation earned in the current employment year. If an employee who has scheduled a vacation has a disabling injury on the job late enough in his/her employment year that being on injury leave would prevent him from using the scheduled vacation, that amount of time may be carried over into the following year. Such time must be used as soon as possible since the normal rule on maximum accrual will apply for all subsequent years.

Personnel who are terminating their employment, either voluntarily or involuntarily, will cease to accrue leave effective their last day physically at work. Employees running out their accrued leave will not continue to accrue leave.

3.5.3 VACATION SCHEDULING

Vacation days must be requested at least two weeks in advance. Once approved, vacation will be reflected on the biweekly schedule. The Executive Director reserves the right to deny PTO requests to ensure adequate staffing levels during peak times (e.g., during the annual divisional fair).

3.6 SICK LEAVE POLICY

3.6.1 GENERAL

Sick leave shall be considered a benefit and privilege and not a right. An employee may utilize their sick leave allowance for absence due to their illness, non-occupational injury or illness, or development or existence of a contagious disease endangering the health or other employees. Sick leave may also be used for appointments with a licensed doctor, dentist, or other licensed health professional. When appropriate, a partial sick day may be used rather than a full day. Up to five (5) days in a calendar year may be used for the illness of an employee's spouse, parent, or child, who lives in the employee's household or for whom the employee is the primary caretakers. Employees who become ill during the period of their vacation may request that their vacation temporarily be terminated and the time changed to sick leave. However, such request must be justified by means of a doctor's statement upon return to work. No employee may give or loan sick leave to another employee. An employee who requests sick leave, unless prior approval is given shall be required to notify the designated supervisor in their department stating a reason for their absence.

Generally, employees do not earn vacation and sick leave in a given month unless they are in a paid status for the entire month. The following are exceptions under which employees shall be credited with sick and/or vacation leave. Employees must call their immediate supervisor or the administration office within one hour of regular shift start time to report an absence due to illness.

3.6.2 EXCEPTIONS

- (a) When working a reduced work schedule due to ADA or FMLA related circumstances subject to the following:
 - i. The reduced work schedule must be supported by a physician's statement certifying the need.
 - ii. The reduced work schedule is approved by the department to comply with the ADA or FMLA.
 - iii. The leave without pay is for no more than 8 hours a week, so that the person is still a full-time employee.
 - iv. The need for such leave extends for a minimum of three continuous months, indicating a serious or chronic health condition.
 - v. Such leave, and the earning of sick leave and vacation, is subject to review and

approval by the Executive Director of the Fair Board.

- (b) When Leave without Pay is taken for the benefit of the Fairgrounds and/or to perform official duties pertaining to Fair Board business.

3.6.3 EXECUTIVE DIRECTOR'S DISCRETION

In addition to the above exceptions, other situations may arise from time to time in which it may be unwise, or unfair to the employee, to deny vacation and sick leave earnings due to an employee being in an unpaid status. The Executive Director shall have the discretion to waive the denial of Vacation/sick (no more than five days) - leave in such special situations.

3.6.4 EARNING AND ACCRUAL OF SICK LEAVE

All employees shall earn sick leave at a rate of one (1) eight-hour day for each calendar month of service. An employee must be in a paid status the entire month in order to earn a sick day, unless unpaid leave is taken for the benefit of the Fairgrounds, and/or is taken in order to perform official duties pertaining to Fairgrounds business. Unused sick leave shall be accumulated at a maximum of two hundred (200) days for employees hired July 1, 1989 or earlier. Employees hired after July 1, 1989 may accumulate a maximum of one hundred and twenty (120) days.

3.6.5 MEDICAL DOCUMENTATION OF SICK LEAVE

The Executive Director may require a physician's statement at any time sick leave is requested or if special arrangements for an employee are being made. Example: if you need your hours changed to accommodate Doctor's appointments or if you are out five (5) days in a row for illness. A physician's statement may be required for each absence if an employee is under corrective action for excessive use of sick time.

3.6.6 CONVERSION OF SICK LEAVE

Employees, in January of each year, may elect to convert up to three (3) sick days to three (3) personal days. Such days are not cumulative and must be scheduled and taken in the current calendar year and cannot be reconverted to sick leave. Days not converted will continue to accumulate as sick leave. Employees must have a minimum of twenty-four (24) sick leave days accrued to be eligible.

3.6.7 ABUSE OF SICK LEAVE

An employee who is suspected of abusing sick leave may be required to provide a physician's statement verifying his illness. Employees who abuse sick leave, or deliberately cause others to make false or misleading statements or claims shall be subject to dismissal or other appropriate disciplinary action. Any supervisor knowingly condoning unjustified sick leave of an employee shall be subject to disciplinary action.

3.7 IN-LINE-OF-DUTY INJURY LEAVE AND LIGHT DUTY

The Fairgrounds employees will follow the same policies as the Metropolitan Government's in-line-of duty leave rules, policies, and light duty; a copy of which is on file at The Fairgrounds administrative offices.

3.8 BEREAVEMENT LEAVE

In the event of a death in an employee's immediate family, the employee shall be granted a reasonable paid absence up to five (5) working days. Consideration will be given to the relationship of the employee to the deceased, the employee's responsibilities, logistics, travel, etc. An employee may be granted up to one full work shift (1 day) to attend the funeral of a member of the extended family. Immediate family is defined as spouse, parent, sibling, child, step or half relation,

grandparent, grandchildren, mother, father, mother-in-law, father-in-law, daughter-in-law, son-in-law, legal guardian or dependent. Extended family is defined as aunts, uncles, nieces, nephews, sisters-in-law and brothers-in-law. Extended Family situations are for the employee only, not their spouses or partners family.

3.9 ADMINISTRATIVE LEAVE WITH PAY

Absence with pay for administrative purposes may be granted by the Executive Director only when other paid leave is not appropriate. This leave will not exceed five working days per calendar year. The five working day limit can be extended by the Executive Director to ten (10) working days when the employee is on Administrative Leave with pay pending a disciplinary hearing.

3.10 JURY LEAVE

Upon receiving a summons to report for jury duty any employee shall, on the next day he is engaged in his/her employment, exhibit the summons to his/her immediate superior and the employee shall thereupon be excused with pay from his/her employment for the day or days required of him while serving as a juror in any court of the United States or the State of Tennessee provided that such employee's responsibility exceeds three (3) hours during the day for which excuse is sought. When jury service, including travel, does not exceed three (3) hours the employee shall be required to return to work. If a Fairgrounds employee summoned for jury duty is working a night shift or is working during hours preceding those in which court is normally held, such employee shall also be excused with pay from his/her employment as provided by this section for the shift immediately preceding his/her first day of service on any lawsuit. After the first day of service, when such person's responsibility for jury duty exceeds three (3) hours during a day then such person shall be excused from his/her scheduled work period occurring within twenty-four (24) hours of such day of jury service. Any question concerning the application this provision to a particular work shift or shifts shall be conclusively resolved by the trial judge of the court to which the employee has been summoned.

3.11 MILITARY LEAVE

3.11.1 ANNUAL TRAINING

Fairground employees, who are members of any military reserve component; will be granted military training leave, with pay, for such time as they are in the military service on field training or active duty for a period not to exceed twenty (20) working days each calendar year. Such requested leave shall be supported with copies of the armed forces orders and follow-up documentation and shall be granted by the Fair Board. Such leave with pay is not permitted for initial basic training or for weekend drills. Vacation or leave without pay may be used for reservists ordered to duty, weekend drills and/or training maneuvers.

3.11.2 ADDITIONAL TRAINING

Fairgrounds employees who are members of a military reserve unit who have completed their military training duty for the calendar year and are reactivated for additional training will be allowed an additional fifteen (15) working days military leave, with pay, if the additional military training:

- a) Occurs during the same calendar year, and
- b) Fulfills the employee's military training obligation for the subsequent calendar year.

3.11.3 REEMPLOYMENT FOLLOWING ACTIVE DUTY

Former Fairgrounds employees will be granted reemployment rights as provided by law.

3.12 MATERNITY LEAVE AND FAMILY AND MEDICAL LEAVE ACT

Full-time employees who are eligible (based upon six months of continuous service) may be granted up to thirty (30) work days of leave, designated as Paid Family Leave, for the following purposes:

- i. the birth of your child and in order to care for the child;
- ii. the placement of a child with you for adoption;
- iii. to care for your spouse, son, daughter, or parent who has a serious health condition

Paid Family Leave will be administered pursuant to the Metro FMLA Policy Handbook with the following specific direction:

- a. The leave may not be taken for the employee's own serious health condition.
- b. For the purposes of this policy, "spouse" means a husband or wife as defined or recognized in the state or place where the individual was married and includes individuals in a lawfully recognized same-sex marriage.
- c. In the case of birth or adoption, Metro Paid Family Leave will be available starting with the date of birth, date of adoption, or date that legal custody is granted.
- d. The leave shall run concurrently with, and be counted as, regular FMLA leave (if the employee is eligible for FMLA leave).
- e. Employee eligibility is dependent upon six months of continuous, full-time employment (32 hours per week or more). Part-time, seasonal, and probationary employees are not eligible for Paid Family Leave.
- f. If an employee has Short Term Disability insurance, Paid Family Leave will be treated as paid sick leave so that employees may not receive paid Short Term Disability benefits and Paid Family Leave for the same time period.
- g. A total of 30 Paid Family Leave days may be taken. Paid Family Leave commences on the first date leave is taken and must be concluded no later than twelve (12) months from that date. Any Paid Family Leave not taken during the twelve-month period just described shall not carry over to any subsequent FMLA year or need for leave.
- h. For spouses who are both employed by Metro, as discussed at Sec. I(6) of the Metro FMLA Handbook, each spouse shall be entitled to thirty (30) days of Paid Family Leave.
- i. The Tennessee Maternity Leave Act, TN Code Sec. 4-21-408, shall apply to Paid Family Leave. An employee may begin childbirth or bonding leave by using Paid Family Leave for thirty (30) days and may follow such leave by using regular FMLA leave (paid or unpaid depending on their individual accrued leave balances). The combined leave just described may not exceed 12 workweeks of leave pursuant to the FMLA. The employee may then use an additional 4 weeks of paid or unpaid leave, provided they are determined eligible to take leave under the Tennessee Maternity Leave Act.

3.13 LEAVE WITHOUT PAY

The Executive Director may approve leave without pay (LWOP) for up to twenty (20) workdays for any reason deemed legitimate. Under special circumstances, that LWOP can be extended, to up to six (6) calendar months by the Executive Director. The Executive Director shall not fill the position held by the employee on LWOP pay except temporarily; until the leave of absence has either expired and not been extended; or when the employee notifies the Executive Director, in writing, that he/she will not be returning to the position. The Executive Director may also rescind the LWOP should circumstances, originally justifying the LWOP, change.

3.14 ABSENTEEISM AND TARDINESS

Consistent attendance and promptness are important factors of employment for all employees of The Fairgrounds. Excessive absenteeism and/or tardiness are grounds for appropriate disciplinary action.

- If an employee in a non-exempt position is late for work relative to the start of their regular work shift or their return from scheduled lunch or breaks, the employee may be subjected to

loss of pay.

- An employee who develops a pattern of attendance and/or tardiness problems they will be counseled for improvement and may be reprimanded if counseling is not adequate. If the problems continue the employee may be subject to disciplinary action; however, counseling and reprimand are not pre-requisites for disciplinary actions, especially when incidents of AWOL are part of the issue.

3.15 INCLEMENT WEATHER/HAZARDOUS ROAD CONDITIONS

All employees are expected to be at work at their regularly scheduled time. Realizing this is not always possible; the following may be applied when inclement weather causes hazardous road conditions or an OEM designated emergency condition that impacts employee safety and security:

1. Reporting times for personnel will be at the discretion of the Executive Director
2. Employees may be allowed to utilize vacation time when unable to get to work or reporting in late. Employees not having accumulated vacation time may be charged with Leave Without Pay.
3. Employees calling in to utilize vacation will be charged vacation for their full shift even when employees are released early due to road conditions.
4. Employees calling in sick, who are not on sick leave the day before, may be requested by their supervisor to furnish a doctor's statement verifying the illness.

3.16 EXECUTIVE ORDERS FROM THE OFFICE OF THE MAYOR

The Fair Board shall honor Executive Orders relating to paid time off for Employee Election Day Volunteer Poll Worker Program (Executive Order 048) and the Employee Volunteer and Mentoring in School Program (Executive Order 034) as defined within each order.

CHAPTER 4 CLASSIFICATION AND COMPENSATION

4.1 INTRODUCTION

The Executive Director shall, subject to the authority of the Fair Board, be responsible for the maintenance and administration of the classification and pay plan.

4.2 ADMINISTERING AND CHANGING THE CLASSIFICATION PLAN

Administration of pay is subject to the discretion of the Executive Director under the authority of the Fair Board.

4.3 ESTABLISHMENT OF SPECIAL PAY PROVISIONS

The Fair Board may adopt special pay provisions as needed. Merit pay increases are intended as a reward for good performance. Increases may be granted upon recommendation of the Executive Director if the employee's performance is acceptable according to the performance evaluation system used to evaluate the employee. The pay plan as approved by the Fair Board will prescribe the schedule or frequency of merit pay increases.

4.4 RELATIONSHIP OF EVALUATION TO PAY INCREASES AND ADVANCEMENT

To be eligible for an increment increase or a promotion, an employee must have attained an acceptable rating on the most recent evaluation.

4.5 CLASSIFICATION POLICY

The Executive Director may at his/her discretion initiate classification audits. The purpose of these requests would be to properly classify employees of the Fair Board.

4.5.1 EXEMPT AND NON-EXEMPT CLASSIFICATIONS

The Executive Director shall designate to the Fair Board the classifications that are exempt, non-exempt and senior management for the purposes of overtime and/or compensatory time.

4.5.2 OVERTIME PAY: NON-EXEMPT EMPLOYEES

It is the policy of the Fairgrounds that overtime shall not be worked unless it is essential to the operations of the fairgrounds or to preserve public health and safety. Where overtime is deemed necessary, such overtime should be allocated as evenly as possible amount all non-exempt employees qualified to do the work. All overtime worked must be scheduled by the supervisor and then approved by the Executive Director in advance of the hours worked. The rate of pay for non-exempt overtime shall be calculated at one and one-half times the employee's hourly rate of pay. In no event will there be any pyramiding or compounding of overtime and holiday pay. Time scheduled as vacation, holiday, jury duty, bereavement, and injured in the line of duty during a designated work period shall be construed for purposes of calculating overtime or compensatory time as time actually worked.

4.5.3 COMPENSATORY TIME IN LIEU OF OVERTIME/ELECTION BY NON-EXEMPT

Non-exempt employees must make overtime or compensatory time elections on a quarterly basis by:

- July 1
- October 1
- January 1
- April 1

A non-exempt employee electing to earn compensatory time may accrue such up to the limit of 240 hours. Any hours worked in excess of that limit shall be paid as overtime. Compensatory time

earned during a six-month period must be used or paid within six months.

4.5.4 COMPENSATORY TIME FOR EXEMPT EMPLOYEES

An exempt employee will be given credit for compensatory time only. Exempt employees will receive compensatory time one hour per each hour worked in excess of forty hours worked during a work week and shall not exceed 160 hours. Compensatory time earned will be permitted as long as the Executive Director is notified in advance of the time worked or as soon as possible after it has occurred.

To earn compensatory time an exempt employee must explain why the time is needed, when it is to occur and/or did occur and must be approved by the Executive Director. This approved form must be submitted along with overtime/compensatory election form and/or timecard during the pay week in which it occurs. No compensatory time will be permitted for out of area travel time, unless the Executive Director determines otherwise, and in advance of, the actual travel. All overtime/compensatory election forms must be completed and signed for the pay period that is applicable.

Exempt employees may use compensatory time earned if the use of such time does not unduly disrupt the operations of the department. Exempt employees will not be paid for unused compensatory time except when laid off. An exempt employee must use all compensatory time accrued in a calendar year by June 30th of the following year or such time will be forfeited.

The Executive Director and any Assistant or Deputy Directors are not eligible for overtime or compensatory time off.

4.5.5 EXEMPT EMPLOYEE OVERTIME EXCEPTIONS

If an exempt employee is required to work overtime by the Executive Director in the event of a major emergency or to provide essential services, then that rare and unusual overtime pay situation shall be allowed and paid at straight time, if approved by the Executive Director.

4.5.6 WORKING HOLIDAYS

Due to the nature of work at The Fairgrounds and to provide required services to clients, employees that are scheduled to work on a holiday shall accrue the hours actually worked at a rate of one and one-half (1.5) hours to be taken at a future date within three (3) months of the holiday.

4.6 HIRE ABOVE BASE, BONUSES, AND INCREMENT ADVANCES

4.6.1 GENERAL

The Executive director has the ability to hire new employees at a rate above the base rate for the classification. Any decision to implement Increment Advances is at the discretion of the Executive Director and approved by the Fair Board. The Fair Board may, at their discretion, elect for the employees to participate in other programs such as employee bonuses.

4.6.2 INCREMENT ADVANCE

An employee may receive an early increment advance of one or more steps. The specific actions which warrant the advance must be documented and approved by the Executive Director.

4.6.3 EMPLOYEE BONUSES

Bonuses are a way to grant employees a pay increase without permanently increasing base pay. The Fair Board, Department of Human Resources, and Department of Finance must authorize the payment of any bonuses.

4.7 CALL BACK

An employee called to report to work outside his/her regularly scheduled time will be guaranteed a minimum of three (3) hours pay, except when such time is continuous within the employee's work shift and has not left the Fairgrounds for the day. Call back pay shall begin when the employee leaves home to report back to work and shall continue until the employee returns home from the call back.

4.8 OUT-OF-CLASS PAY

This policy for out-of-class-pay is intended to provide a Fairgrounds employee compensation for considerable additional responsibilities, when an essential budgeted management position becomes vacant for an extended period of time.

4.8.1 ELIGIBILITY PROVISIONS

The employee must be assigned to the additional responsibilities by the Executive Director of the Fairgrounds. The employee must perform at least 75% of the typical duties listed in the functional job description of the higher position.

4.8.2 WHEN PAY BEGINS

Employee must perform the duties of the higher class for a minimum of 30 consecutive workdays to be eligible for the out-of-class pay. Once eligible, the employee shall begin to receive out-of-class pay; retro-active to the first day they assumed the additional responsibilities. Out-of-class will end when the management vacancy is filled.

4.8.3 RATE OF PAY

The employee will be compensated at the base pay rate of the vacant management position; or, the next step of the vacant management position that is above their current rate of pay, whichever is greater.

4.9 SENIORITY

Seniority shall be based on hire date but may also include time in classification. Among its inherent and customary rights, management has the responsibility, among others, to assign and schedule work to ensure efficient operation. However, as far as practical, seniority shall be the governing factor in job assignments, scheduled overtime, out-of-class and call-back work after management determines that the employees at the work site and in the particular classification have the same knowledge, skills, abilities and performance and work record to perform the available job in a satisfactory manner.

4.10 LAYOFF

The Executive Director may recommend layoff actions to the Fair Board for their consideration and authorization. A layoff action is defined as a termination of employment resulting from the lack of funds or work, abolishment of position(s), reorganization, or a rollback in classification, increment or salary. A rollback in classification is when an employee is moved to a lower classification in the class series based on seniority, or to a previously held classification.

4.11 SHIFT DIFFERENTIAL PAY

- a) Shift differential pay shall be paid for regularly scheduled non-overtime work to all regular full time employees who work one-half or more of their shift after:
 1. Evening shift: 6:00 P.M.
 2. Night shift: 2:00 A.M. provided the shift begins before 5:00 a.m.
- b) The Fairgrounds shall use the shift differential rate approved for Metropolitan Government employees.

c) Premiums for shift differential shall be included in all salary computations.

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CHAPTER 5
CORRECTIVE ACTION AND GRIEVANCE PROCEDURES

5.1 CORRECTIVE ACTION GENERAL

Employees of the Fairgrounds are expected to perform their assigned duties and to maintain effective working relationships, high standards of conduct, cooperation, integrity, and efficiency in their work. Failure to do so can result in corrective action, up to and, including discharge. Full time employees who are terminated by the Executive Director may appeal to the Board of Fair Commissioners. Probationary employees and seasonal employees may be terminated without recourse.

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CHAPTER 6

SUBSTANCE ABUSE POLICY

6.1 GENERAL POLICY

The Fair Board will adhere to the Metropolitan Government's Substance Abuse Policy. It is the policy of the Fair Board to maintain a workplace that is free from the effects of drug and alcohol abuse. All Fair Board employees are included under this policy.

An excerpt:

- A. It is prohibited for any employee to sell, distribute, use, or possess illegal controlled substances on or off duty.
- B. It is prohibited for any employee to use alcohol or legal drugs in a manner that might interfere with the employee's performance of duties.
- C. This policy authorizes testing of an employee:
 - for Pre-employment and/or Pre-appointment to a position designated as Public Health and Safety (PHS) and those required to hold a Commercial Driver's License
 - when selected randomly as defined by this policy
 - who has been involved in a critical incident as defined by this policy
 - when there exists a reasonable suspicion that the employee has engaged or is engaging in prohibited conduct under this policy; or
 - who is returning to duty and requires follow-up testing as defined by this policy.
- D. In accordance with the Drug-Free Workplace Act of 1988, employees must notify the Executive Director of any criminal drug statute conviction occurring in the workplace within five workdays after the conviction.
- E. An employee must notify the Executive Director of any drug and/or alcohol related arrest or citation that occurred on or off duty immediately upon returning to work. After evaluating the specific facts of the employee's arrest, charge, or citation, the Executive Director may restrict an employee from performing safety sensitive duties, including driving. Any employee found in violation of these provisions may be subject to disciplinary action in accordance with the Civil Service Rules.

CHAPTER 7 FIREARMS

7.1 CARRYING OF FIREARMS

Metro employees are prohibited from bringing any firearms to the workplace unless the employee's job description specifically requires the carrying or possession of a firearm. Any employee carrying or in possession of a firearm as part of their job description shall carry only the firearm specifically authorized by the appointing authority. This prohibition applies to all employees and no exception shall be made for employees who have, in their status as a private citizen, obtained a handgun permit. This prohibition extends to all areas of the workplace or work site, including any parking area owned or otherwise controlled by the Metropolitan Government or any Metropolitan Government owned vehicle, except as authorized by state law. Employees who violate these rules will be subject to disciplinary action.

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CHAPTER 8

DRESS CODE

8.1 GENERAL POLICY

The purpose of the Dress Code policy is to provide guidelines to ensure that employees of the organization maintain a professional appearance.

8.2 DRESS CODE POLICY

The Fairgrounds employees are expected to dress appropriately for the assignments they are given. Attire for persons inside of the offices and/or meeting the public should always present a professional image with their attire, grooming and personal hygiene. Employees performing physical work in the buildings and on the Fairgrounds property are to dress in appropriate work clothing with proper precautions for safety and weather. Supervisors will inform employees of any clothing items that they observe being worn that are inappropriate. Once informed, the employee shall either go or change into clothing that is appropriate or be sent home without pay to change clothes.

Without unduly restricting individual tastes, the following personal appearance guidelines will be followed:

8.2.1 OFFICE EMPLOYEES

- a. Office attire is considered business casual or uniforms and should reflect the work being performed that day.
- b. Shoes must provide safe, secure footing, and offer protection against hazards.
- c. Personal hygiene, hairstyle, makeup and jewelry should conform to business and professional standards.
- d. Clothing items with Fairgrounds logo may be provided periodically at no charge to the employee.

8.2.2 MAINTENANCE AND OPERATIONS EMPLOYEES

- a. Uniforms consisting of pants, shorts, knit short sleeve shirts with fairgrounds logo, button-front short and long sleeve shirts with fairgrounds logo will be provided at no cost to full-time maintenance employees.
- b. The contract laundry service will supply maintenance employees clean work uniforms each week, if the employee elects to utilize this contracted service.
- c. Uniforms must be replaced when visibly worn or are damaged. Employees shall bring such garments to their supervisor for replacement.
- d. Maintenance employees are required to wear steel-toed safety shoes when on duty.
- e. Earrings are to be limited to studs only. For safety purposes, the wearing of necklaces and rings is strongly discouraged while on-duty.

8.2.3 INAPPROPRIATE DRESS

- a. Clothing items with racist and/or culturally insensitive words, depictions or logos.
- b. Any attire that exposes the midriff or undergarments has holes or that is excessively worn.
- c. No exercise/work-out, swimwear.