



Upper Minnesota Valley  
**REGIONAL DEVELOPMENT COMMISSION**  
Helping Communities Prosper

323 W. Schlieman Ave. Appleton, MN 56208 320.289.1981 [www.umvrdc.org](http://www.umvrdc.org)

# BOARD POLICIES

Adopted This 28th Day of February, 2012

Revised:

## **COMMISSION DECISION-MAKING POLICY**

### **Presenting New Topics for Commission Decision**

1. Staff and/or Commission members suggest a new topic and its associated required action (for example: for Commission approval, information, discussion, etc.).
2. The Commission Chair and Executive Director put the topic on the Commission agenda for the next meeting.
  - a. Otherwise, if the topic is suggested during a meeting and for that meeting's agenda, a majority vote of the Commission members is required to change that agenda for the current meeting.
  - b. Otherwise, the topic can be deferred to the next meeting, or assigned to a committee and/or staff member for further research before the next meeting, to prepare for a decision in that next meeting.
3. Background materials for the decision are provided to all Commission members at least one week before the Commission meeting.

### **Procedure to Make Formal Commission Decisions**

1. The type of decision required from Commission members about a topic is articulated on the agenda, for example, action, discussion, generate resolution, or for information only.
2. Discussion and/or debate occur in Commission meeting.
3. A simple majority vote is conducted among Commission members. Decision outcome goes to the majority vote, as long as at least a quorum of the members participated in the vote.
4. The decision is documented in Commission minutes for that meeting.
5. All Commission members support the decision — they speak from “one voice.”

## **CONFLICT OF INTEREST**

### **Commission Members should:**

- Annually sign a conflict-of-interest policy.
- Report any apparent or real conflict of interest.
- Excuse themselves from any Commission deliberations and decisions that might directly or indirectly benefit their family, personal business or her/himself.
- Annually disclose to members the nature of my current business services or employment, and a list of organizations with which I am directly affiliated and/or have a financially vested interest.
- Not engage in a business relationship with another Commission member or a staff member unless previously permitted by a majority of Commission members.

## **TRAVEL REGULATIONS FOR COMMISSION MEMBERS**

*ADOPTED:* October, 1981 Revised: January 1986; June 1987; December 1989; November 1990; January 1991; April 1995; August 1997; October 2011

### **Per Diem and Expense Reimbursement**

1. Members of the Commission shall be paid a per diem of \$50 for regular meetings and all special meetings set by the full Commission or called by the chairperson.
2. Mileage will be paid at the rate approved by the IRS.
3. All Commission/Committee members shall be paid actual necessary expenses for travel, tuition, and room and board for committee meetings, conferences, or other meetings where attendance is approved by the Commission or in the absence of prior approval, attendance may be authorized by the Commission's executive director and its chairperson. Commission members will be reimbursed for the actual cost of meals while on official Commission business. Itemized meal receipts must be attached to claim forms to receive reimbursement. In absence of a meal receipt, a written statement indicating cost of meal, date incurred, location, and reason is to be made by claimant.

The meal cost allowance for Commission members should be consistent with the allocation for UMRDC Staff as stated in the UMRDC Personnel Policies.

In no instance is liquor reimbursable by the Commission.

4. Commission members must submit their requests for reimbursement on a claim form provided by the Commission office, with itemized receipts attached. Note that all claims will be received and paid in accordance with the financial management procedures as adopted by this Commission.
5. Members of committees shall be reimbursed for mileage for attending regular or specially scheduled meetings. Mileage will not be provided to committee members who are transported to committee meetings at someone else's expense. If board members and staff are attending the same meetings carpooling in an agency vehicle is recommended.
6. At the time a regional commissioner is appointed to serve on any committee, council, or association where the commissioner is representing the best interests of the Commission, a determination will be made by the Commission membership concerning a payment of per diem for the appointed commissioner.

## **COMMISSION MEDIA RELATIONS POLICY**

Commission members have a fiduciary duty of loyalty to the UMVRDC, including that members present favorable information about Commission operations, programs and services. Members also have a responsibility to favorably represent the Commission to its stakeholders. The intents of this policy are to:

- a) consistently present unified and accurate information to the media, including, but not limited to reporters, free-lance writers, funders and members of collaborating organizations;
- b) ensure that the most qualified personnel present the information to the media; and
- c) cultivate courteous and respectful relationships with media personnel

There are a wide variety of occasions where organizational personnel might interact with members of the media. It is not practical to define guidelines for each and every occasion and contingency. However, the following are the principle guidelines that address the vast majority of occasions.

1. The Commission Chair and Executive Director will approve content of press/media kits, standard talking points and other communications (pictures, videotapes, etc.) before it is conveyed to external stakeholders. Content will be generated by the Marketing Committee and staff and approved by the Commission in accordance with strategic priorities included in the most recent strategic plan.
2. Information about our stakeholders (for example, board members, staff members, clients, funders, collaborators, etc.) will not be shared with media without the expressed consent of each of the individuals involved.
3. Content will always be in reference, in wording and in nature, to our branding, including our preferred image and our logo, and to our mission, visions, values. Additional points in reference to the organization's current operations or events will be approved by the Executive Director for staff members and by the Commission Chair for board members.
4. The Commission Chair and/or Executive Director will be the only designated spokesperson(s) for the organization, unless either of these two personnel explicitly permits other organizational personnel to communicate with media. Other organizational personnel who are contacted by media personnel will promptly refer media personnel to the Commission Chair and/or the Executive Director.
5. In occasions where media personnel are persistent and referrals to the Commission Chair and/or Executive Director are not immediately practical, for example, in the event of a health or facility emergency, organizational personnel will always be respectful, and consistently and concisely focused on the most obvious and verifiable facts. Do not conjecture or engage in communications not based on the most obvious facts.

## UMVRDC BOARD MEMBER JOB DESCRIPTIONS

### **Commission Job Description**

Title: Commission Chair

Term: One year

Term Limit: Three years

Responsible to: Commission of Directors

Specific Duties: (in addition to the "General Responsibilities" listed in the job description of Board Member)

1. Provides leadership to the Commission who sets policy and to whom the Executive Director is accountable.
2. Chairs the meetings of the Commission after developing the agenda with the Executive Director.
3. Chairs the Board of Director's meeting.
4. Chairs the Budget Committee.
5. Appoints other committees (ie: Nominating Committee, etc.), in consultation with other Commission members.
6. Serves as ex-officio of all other committees and attends their meetings when invited.
7. Ensures the Commission's leading role in strategic planning.
8. Ensures ongoing financial planning and financial reports.
9. Leads discussions with the Executive Director regarding any issues of concern to the Commission.
10. Leads regular, formal evaluation of the performance of the Executive Director and informally evaluates the effectiveness of the Commission members.
11. Discusses issues confronting the organization with the Executive Director, and shares recommendations with the Commission.
12. Helps guide and mediate Commission actions with respect to organizational priorities and governance concerns.
13. Leads evaluation annually of the performance of the organization in achieving its mission.
14. Performs other responsibilities assigned by the Commission.

## **Commission Job Description**

Title: Vice Chair

Term: Three years

Term Limit: Three years

Responsible to: Responsible to entire Commission, reports to Commission Chair

Specific Duties: (in addition to the "General Responsibilities" listed in the job description of Board Member)

1. Performs Chair responsibilities when the Chair cannot be available.
2. Works closely with the Chair, Executive Director and other staff.
3. Participates closely with the Chair to develop and implement officer transition plans.
4. Performs other responsibilities as assigned by the Commission.

## **Commission Job Description**

Title: Secretary/Treasurer

Term: Three years

Term Limit: Three years

Responsible to: Responsible to entire Commission, reports to Commission Chair

Specific Duties: (in addition to the "General Responsibilities" listed in the job description of Board Member)

1. Performs Chair responsibilities when the Chair and Vice Chair cannot be available.
2. Works closely with the Chair, Vice Chair, Executive Director and other staff.
3. Signs monthly treasurers' report.
4. Signs monthly check listing.
5. Acts as a witness or co-signature on documents as requested.
6. Performs other responsibilities as assigned by the Commission.

## Commission Job Description

Title: Board Member

Term: City, County, Township, School District, Tribal Unit : Concurrent with term of elected office

Special interest: 1 year

Term Limit: Unlimited

Responsible to: Responsible to entire Commission, reports to Commission Chair

### General Responsibilities:

1. Know the goals, mission and programs/services of the organization
2. Provide constructive and timely feedback
3. Respect and value diversity of thought and opinion
4. Develop trust and fight fair with other board members, management and staff
5. Pitch in to help advance the mission of the organization
6. Know how to solve problems and work toward solving problems and issues
7. Focus on achieving positive results for the region and the commission
8. Define and oversee the mission of the commission and keep it relevant to the needs of the region and its individual local governments and communities
9. Approve programs and services and monitor their effectiveness and usefulness
10. Provide strategic guidance to the organization and the chief executive officer
11. Ensure financial solvency, integrity and soundness, including through fundraising assistance
12. Select, support and evaluate the chief executive officer
13. Not directly assign tasks to staff members, rather I will coordinate my suggestions for those tasks through the Commission as a body, which can, in turn, assign the Executive Director to carry out the tasks as he/she desires.
14. Ensure continuous board improvement and engagement
15. Attend a board orientation meeting with the executive director
16. Attend each meeting of the board
17. Participate in all board retreats
18. Participate in statewide and regional activities of the organization, as needed and requested
19. Serve on at least one board committee
20. Hold the commission to a high standard of performance and integrity
21. Ensure effective fiscal controls and accountability.
22. Approve the annual budget.
23. Ensure the Commission's operations meet all legal and corporate requirements.
24. Conduct my homework for board meetings and board member assignments, including developing a basic understanding of each program and service of the commission
25. Read the materials sent to the board and membership, and be prepared to ask timely and informed questions and to provide honest and constructive feedback
26. Listen carefully to other board members and staff with an open mind and an objective perspective
27. Participate in deliberations, decisions and actions of the Commission and its committees.
28. Speak up when I disagree with any opinions or decisions of Commission members.
29. Adhere to the decisions made by the Commission — I will avoid public disagreement with decisions, recognizing that all Commission members must "speak from one voice."
30. Promote decisions and solutions that are in the best interest of the region and the organization
31. Maintain confidentiality about all Commission information that is deemed by members to be confidential, including that are generated and decided during closed sessions.
32. Be legally responsible for the governance, operations and effects of the Commission.
33. Abide by the Articles of Incorporation, By Laws and Board policies.
34. Avoid conflict of interest in appearance or in application — my actions as a board member will always be first and foremost for the benefit of the UMRDC.
35. I agree that if, at any time, I am unable to fulfill the commitments of a member of the Upper Minnesota Valley Regional development Commission, I will give appropriate notice of resignation to the Commission.

## **BOARD MEMBER COMMITMENT AGREEMENT**

**As a member of the Commission, I commit to:**

- Know the goals, mission and programs/services of the organization
- Provide constructive and timely feedback
- Respect and value diversity of thought and opinion
- Develop trust and fight fair with other board members, management and staff
- Pitch in to help advance the mission of the organization
- Know how to solve problems and work toward solving problems and issues
- Focus on achieving positive results for the region and the commission
- Define and oversee the mission of the commission and keep it relevant to the needs of the region and its individual local governments and communities
- Approve programs and services and monitor their effectiveness and usefulness
- Provide strategic guidance to the organization and the chief executive officer
- Ensure financial solvency, integrity and soundness, including through fundraising assistance
- Select, support and evaluate the chief executive officer
- Not directly assign tasks to staff members, rather I will coordinate my suggestions for those tasks through the Commission as a body, which can, in turn, assign the Executive Director to carry out the tasks as he/she desires.
- Ensure continuous board improvement and engagement
- 
- Attend a board orientation meeting with the executive director
- Attend each meeting of the board
- Participate in all board retreats
- Participate in statewide and regional activities of the organization, as needed and requested
- Serve on at least one board committee
- Hold the commission to a high standard of performance and integrity
- Ensure effective fiscal controls and accountability.
- Approve the annual budget.
- Ensure the Commission's operations meet all legal and corporate requirements.
- Conduct my homework for board meetings and board member assignments, including developing a basic understanding of each program and service of the commission
- Read the materials sent to the board and membership, and be prepared to ask timely and informed questions and to provide honest and constructive feedback
- Listen carefully to other board members and staff with an open mind and an objective perspective
- Participate in deliberations, decisions and actions of the Commission and its committees.
- Speak up when I disagree with any opinions or decisions of Commission members.
- Adhere to the decisions made by the Commission — I will avoid public disagreement with decisions, recognizing that all Commission members must "speak from one voice."
- Promote decisions and solutions that are in the best interest of the region and the organization
- Maintain confidentiality about all Commission information that is deemed by members to be confidential, including that are generated and decided during closed sessions.
- Be legally responsible for the governance, operations and effects of the Commission.
- Abide by the Articles of Incorporation, By Laws and Board policies.
- Avoid conflict of interest in appearance or in application — my actions as a board member will always be first and foremost for the benefit of the UMRDC.
- I agree that if, at any time, I am unable to fulfill the commitments of a member of the Upper Minnesota Valley Regional development Commission, I will give appropriate notice of resignation to the Commission.

**Signature of Board Member:** \_\_\_\_\_ **Date:** \_\_\_\_\_





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# PERSONNEL POLICIES

Policies are updated annually the most recent version can be found on the UMRDC internal website “Companyweb” <http://companyweb/default.aspx> and can be found under Shared Documents.

Adopted This 15th Day of September, 1980

Revised:      October 18, 1984  
                  January 27, 1986  
                  April 20, 1987  
                  November 16, 1992  
                  January 18, 1993  
                  June 20, 1994  
                  November 20, 2000  
                  December 20, 2004  
                  October 20, 2008  
                  November 17, 2008  
                  January 27, 2009  
                  January 26, 2010  
                  February 22, 2011  
                  November 22, 2011  
                  February 28, 2012

## February 2012 UMRDC Policy Revisions

Old language to be removed is shown ~~crossed out~~ all other new/additional/replacement language is shown below.

**REVISED POLICY 6.11 Severance Policy.** Upon termination of employment in good standing the following will occur:

- A. For employees with less than 5 full years of employment the following items will be paid out to the employee.
  - a. Any accrued vacation time due the employee.
  - b. Any unused sick leave on the following basis:
    - 1 through 2 years of service    nothing
    - 3 through 10 years of service    5 percent of accumulated sick leave
  
- B. For employees with more than 5 years of service the following will be transferred to the Minnesota State Retirement System's (MSRS) Health Care Savings Plan (HCSP).
  - a. Any accrued vacation time due the employee.
  - b. Any unused sick leave on the following basis:
    - 1 through 2 years of service    nothing
    - 3 through 10 years of service    5 percent of accumulated sick leave
    - 11 through 19 years of service    7.5 percent of accumulated sick leave
    - 20 or more years of service    10 percent of accumulated sick leave
  - c. After completion of five years of service an amount equal to 100 percent of the balance in the employee's HRA.

### **REVISED POLICY 6.3 Health Insurance.**

Upon employee termination, health insurance will be prorated and the Commission will pay for all days while employed by the Commission in that month. Employees will be responsible for the remaining cost of insurance for all days not employed by the Commission in that month.

**REVISED POLICY 3.14 Resignations.** ~~An employee may resign in good standing by submitting his/her resignation in writing to the Executive Director.~~

An employee who wishes to resign in good standing from employment with the Commission shall provide a written resignation to the Executive Director at least ten (10) working days prior to their anticipated resignation date stating the effective date of resignation. Failure to comply with this procedure may be considered cause for denying the employee future employment by the Commission and denying severance benefits upon termination.

The letter of resignation shall remain part of the employee's personnel file.

**REVISED POLICY 7.6 Jury Duty Leave.** ~~When an employee is selected for jury duty she/he will receive the difference between his/her regular salary and the sum received for such services. Such reimbursement shall be limited to fifteen (15) days per calendar year. Any reimbursements for parking or mileage shall be retained by the employee.~~

A leave of absence with pay shall be granted to an employee who is called for jury duty or subpoenaed as a witness. This leave of absence shall not exceed 15 calendar days within one fiscal year. Any reimbursements shall be retained by the employee.

**REVISED POLICY 7.3 Maternity/Paternity and Adoption Parenting Leave.** The Commission falls under the federal Family and Medical Leave Act (FMLA) as a public employer. However, because the Commission does not employ fifty (50) or more employees, leave regulated by the FMLA as well as leave in accordance with the Minnesota Parenting Leave Act, which applies to employers with twenty-one (21) or more employees, is not available to Commission employees. The Commission, however, desires to assist new parents in balancing the demands of working and caring for children. The Commission is still required to provide information about the FMLA. This information is posted within the office.

**REVISED POLICY 1.6 Electronic Communications Use Policy.** The Commission's electronic communications systems are provided as tools to provide better service to the public by enhancing job effectiveness and efficiency. Proper use of the Commission's electronic equipment and resources is the responsibility of each employee. The use of the Commission's phones, voice mail system, desktop and laptop computers, computer networks, printers, facsimile machines, computer applications and software, e-mail, intranet and internet systems, electronic files, data bases, copiers, pagers or cellular phones and any other peripheral equipment is to be used for business purposes. Any use must be for legal purposes and must withstand public scrutiny without embarrassment to the Commission. All users must consider the security risks and the risk of legal liability. Inappropriate or misuse of any electronic communication resources may lead to discipline, up to and including termination and/or criminal prosecution.

Employees who use the Commission's email, computer network, and access the Internet must abide by the following:

- A. Understand that all data collected, stored, processed or disseminated by Commission employees is governed by the Data Practices Act, Minn. Stat. Chap 13 and other applicable statutes. Therefore, the gathering, use and dissemination of all such information through computers must be done within the structures of the Data Practices Act and other applicable statutes. Employees must not disclose or transmit Commission proprietary information, such as security specifics, software products or other information via email or the Internet except when approved by authorized management.
- B. All documents must be stored on a Commission server. This is to ensure proper anti-virus, storage, backup, and confidentiality requirements are being met. Local hard drives or external devices will not be used without prior approval by the Executive Director and IT Department, and even then should not be used for permanent storage.

- C. Adopted records retention schedules, based on the context of messages, are the same regardless of the medium - paper, voice, or electronic.
- D. Must not knowingly download, upload or forward material containing the following:
  - a. derogatory religious, racial or nationality content
  - b. sexual content
  - c. political statements
  - d. offensive language or harassment of any type
  - e. any content which would negatively reflect upon the Commission
  - f. material prohibited by law
- E. Must not use the Internet for personal gain or non-Commission approved solicitation.
- F. Must not attempt to gain unauthorized access to any Commission computer or communications system on the Internet, including remote access.
- G. Because the duplication of licensed software, except for backup or archival purposes, is a violation of the Federal Copyright Act, the terms of software license agreements must be strictly observed.
- H. New software is not to be installed on any computer without approval of the Executive Director and IT Department. Allowable software should be virus-scanned prior to installing, whenever feasible. Maintenance updates to existing software are excluded. Updates to existing software that require purchasing an upgrade license must be approved by Executive Director and IT Department.
- I. All passwords and logins must be filed with the Executive Director. Passwords for the computer, computer programs, and other business related log ins are not to be shared with anyone other than the Executive Director, Financial Officer or information systems staff. Passwords should not be created to protect files without Executive Director and/or IT Department approval/knowledge.
- J. Commission employees who access their email through the Commission web email site or mobile device must ensure confidentiality and security by being aware of others around you that can view your monitor.
- K. Personal computers (PCs), and more specifically those PCs which are referred to as "laptops" and "notebook-size" computers, and the data (confidential or otherwise) stored on them, are susceptible to loss through theft of the computer or damage to the computer itself. If the computer assigned to you is damaged or stolen, notify the Executive Director and/or the IT Department immediately.
- L. Use of the Commission, and Commission affiliated, e-mail and Internet access will be reviewed for cause, and will also be randomly monitored. Violations will be subject to disciplinary action, up to and including termination.

M. The Executive Director has access to Commission employee emails to review in order to assess the professionalism, timeliness and effectiveness of communications.

~~The UMVRDC recognizes that phone and computer systems are becoming increasingly interconnected and sophisticated in their ability to create, disseminate, and store electronic messages, along with an increased potential for the inappropriate release of non-public data. UMVRDC has developed policies and guidelines regarding the use of all electronic communications systems and information transmitted through or stored in those systems. The computer and communications systems operated by UMVRDC for the conduct of business are the property and work environment of UMVRDC and all UMVRDC policies relating to personal conduct apply to access and use of these resources.~~

~~The Internet and the public and private telephone systems have become a standard for communication between disparate governments, commercial organizations, and private citizens. Communications traffic may cross multiple networks prior to reaching the client destination. Yet the public has a high reliance on the integrity and accuracy of data shared from UMVRDC. This policy applies to all UMVRDC system users regardless of locations, status, or ownership. Each system user is responsible for adhering to the guidelines and policies regarding the use of these systems to protect the accuracy, integrity, and dependability of the organization's electronic systems and information. The Internet, for purposes of this policy, includes any entity having an Internet address.~~

~~The variety of computing and electronic communication access tools that UMVRDC provides its employees include desktop, laptop, mobile and central computers, internal and external networks, electronic mail, modems and facsimile (fax) systems, and voice mail.~~

~~These tools are UMVRDC owned. The computer systems, software, and information contained on or conveyed through them are the property of UMVRDC. Access and use are restricted by this *Acceptable Use Policy*.~~

~~By addressing the issue of uses for computer communications, UMVRDC ensures maximum benefit by recognizing a critical and defined balance between the need for operational communications and the protection of UMVRDC assets. Each system may, at times, have its own set of policies and procedures. In those cases where communications are carried across other regional networks, employees of UMVRDC are advised that this *Acceptable Use Policy* takes precedence over acceptable use policies of those other systems.~~

~~Users should have no expectation of privacy in using these electronic systems. No communication using these systems should be considered private or personal. Record retention policies apply to electronic communications; users should assume that even deleted messages are retrievable. UMVRDC may inspect information stored in or transmitted through its electronic systems. By using UMVRDC's computers and/or~~

~~networks the employee is voluntarily waiving any claims to privacy. The Executive Director, supervisors, or other authorized personnel may inspect the computers or review electronic communications of employees to determine whether there have been any breaches of security, violations of this policy, or other violations of duty on the part of any employee.~~

~~UMVRDC provides telephone, voice mail, fax, Internet access, and e-mail to conduct the business of UMVRDC. Use of these systems will be granted by the Executive Director or supervisors with regard to job function. Once given access, users are expected to use these systems in a responsible manner at all times. All usage should be able to withstand public scrutiny without embarrassment to the UMVRDC.~~

~~System users are responsible for the content of all text, audio, and video sent. All messages must comply with relevant federal and state laws regarding copyright, trademark, and intellectual property. Messages must contain the user's identity and should be written or verbalized with the same professional manner as any hard-copy correspondence. System users are not allowed to release passwords, user names, or access numbers to anyone other than designated individuals. System users cannot access or modify any proprietary information without the express prior permission of the authority responsible for generating or maintaining the information. UMVRDC's policies pertaining to harassment and other forms of workplace misconduct apply with full force and effect to the use of UMVRDC electronic communication systems.~~

~~The use of UMVRDC electronic communication devices is a privilege, not a right. It may be revoked any time by UMVRDC. Use of telephone, fax, Internet access, and e-mail is permitted for personal use, provided such use:~~

- ~~\_\_\_\_\_ does not impair the employee's workplace performance and productivity~~
- ~~\_\_\_\_\_ is done on the employee's personal time~~
- ~~\_\_\_\_\_ does not interfere with business usage~~
- ~~\_\_\_\_\_ does not result in any expenses for UMVRDC~~
- ~~\_\_\_\_\_ does not contain harassing or threatening material~~
- ~~\_\_\_\_\_ is not performing work for profit, for personal gain, promotional use, or solicitation~~
- ~~\_\_\_\_\_ does not contain or infer abusive, profane or offensive language.~~

~~Inappropriate use of telephone, fax, Internet access, or e-mail systems would include but are not limited to: participating in illegal activities; gambling; commercial activities; accessing sexually explicit or violent material; using the systems to harass or disable other systems; creation or distribution of virus or destructive programs; distribution of pirated software or stolen data; distribution of unsolicited or personal advertising; propagation of computer "worms" or viruses; using the network to make unauthorized entry to other computational, information, or communications devices or resources via any network; or any other activity that injures, or could potentially injure, others or UMVRDC in any way.~~

~~Requests for UMVRDC information can become very time-consuming and expensive. UMVRDC may establish public access points for information about UMVRDC, and for access to UMVRDC records and information. These systems should be operated only by persons specifically authorized and trained to place or remove data on such a system. Release of data to the public in other formats should be carried out through authorized channels.~~

~~Diskettes or memory drives from outside UMVRDC and incoming messages containing file attachments may imperil UMVRDC systems by importing viruses. Diskettes, portable drives, files or mail attachments entering the organization's network should always be scanned for viruses before being opened or used. Files of an unknown origin should be immediately deleted and not opened. The user should immediately notify their immediate supervisor if a virus is detected.~~

~~It is a supervisory responsibility to oversee use and to determine if uses of electronic systems are appropriate to assigned work. Although content is not routinely monitored, it may occur if inappropriate use is suspected, under subpoena, on a random basis to insure compliance with policy upon unexpected absence of an employee or for other business or technical reasons.~~

~~UMVRDC will treat the misuse of these resources as misconduct in accordance with its personnel policies. Violations of this policy will subject the user to discipline, up to and including discharge, as well as notification to law enforcement agencies when appropriate.~~

~~Adopted records retention schedules, based on the context of messages, are the same regardless of the medium - paper, voice, or electronic.~~

### **NEW POLICY Cell Phones** (update of interim policy passed June 23, 2009)

Cellular phones are not provided by the Commission for employees on official business or when working outside the office. The Commission may reimburse employees for the use of his/her personal cell phone. This will limit the exposure the RDC will have in separating work and the personal use of an agency provided cell phone that will be inevitably be used for some personal calls.

The Executive Director will determine which positions require a cell phone based on the following criteria:

- a. Employee travels frequently on Commission business.
- b. Employee frequently needs to conduct Commission business while off site.

Clear expectations need to be set by the Commission under this policy and they include:

- Employees must be able to leave their phone number with all other Commission employees and must grant the Commission permission to give out your personal cell phone number.

- Provide your cell phone number on business cards, emails, voice mail, etc. and expect your cell phone number to be provided to customers.
- Employees must have voice mail on their cell phones.
- When out of the office on any Commission business, employees must be available by cell phone. This realizes that employees may need to have their phone turned to silent or have calls sent right to voicemail during meetings. But employees will be expected to check messages regularly throughout the day and make return calls during appropriate times.
- Set up cell phone to link with the Commission 's computer server to send and receive email and access the calendar.

Employees who have been designated to receive a cell phone allowance will receive a monthly reimbursement of 50% of the cost for the employee's service plan. Employees receiving the allowance are responsible for:

- Providing proof of an active cell phone contract when requested.
- Notifying the Commission of any change in the cost of the cell plan coverage.
- Replacement or repair of the phone will be the responsibility of the employee unless the cell phone is lost or damaged as a direct result of the work environment.
- Contracting with a cell phone carrier that provides reliable service within the employees work environment.
- Initial purchase of the cell phone, accessories, activation, and termination fees.
- All costs incurred to the cell phone carrier above the allowance provided by the Commission.
- Adhering to the Commission's Electronic Communications Policy and other applicable policies.

**Employee Cell Phone Certification**

I, \_\_\_\_\_ agree to the terms of the UMVRDC Employee cell phone policy and hereby request that I receive reimbursement for my cell phone that I will use for business purposes.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Executive Director

\_\_\_\_\_  
Date



## **NEW POLICY Cell Phone Usage in Vehicles**

Employees will adhere to all driving laws. Texting while driving is strictly prohibited. Employees will be held responsible for damages in the event of a vehicle accident involving a Commission vehicle if they are misusing cell phones while driving. Cell phone use while driving is to be handled with caution, and hands free devices should be used whenever possible.

## **NEW POLICY Telecommuting**

This policy covers employees working remotely (outside the Commission office) during office hours. The reason for this policy is to instruct employees on what is and what is not acceptable for working remotely.

The Commission is committed to a work and life balance. To work effectively any such arrangement has to meet the needs of the Commission while ensuring that the needs of the clients will not suffer and neither will those of employees.

Some benefits to the Commission and employees are as follows:

- Opportunity to provide employee soft dollar benefits in difficult economic times
- Enhanced recruitment incentives
- Retention of trained employees
- Greater freedom to manage workloads and meeting deadlines
- Minimize fuel and drive time costs for employees
- Decreased absenteeism due to weather

### **Eligibility**

Only exempt employees will be eligible to work remotely as not all jobs are suited for telecommuting. Differing telecommuting options may be offered to employees with the same or similar job titles. To assess whether telecommuting would fit the job, the following issues should be addressed:

- The work undertaken can be completed remotely and with limited supervision.
- The work to be undertaken is clearly defined by the employee.
- No additional costs shall be incurred by the Commission as a consequence of the arrangements.
- Working remotely shall not increase or disrupt the workload of other employees.

The decision to allow telecommuting will be made by the Executive Director. The Executive Director shall take into account the employee's current areas of responsibility, need for and nature of interaction with other employees and external clients, and appropriate measures of performance. The Executive Director may require persons who are telecommuting to return to in-office status without cause or advance notice. Telecommuting should be viewed as a privilege not a right.

### **Approval Process**

A request for a telecommuting schedule must be emailed to the Executive Director for review and approval prior to telecommuting.

- The telecommuting schedule (not to exceed 2 days a week) will include specific days and hours of work. Mondays may not be used as a telecommuting day.

- The employee will be required to specify the work to be undertaken.
- The employee must post the dates and hours of telecommuting on the Commission's electronic central calendar with all contact information and hours of availability.
- Upon returning to the office the employee will e-mail a list of work completed to the executive director.

**Employee Responsibilities & Conditions:**

- A. A telecommuting arrangement does not change the basic terms and conditions of employment. The employee's salary, benefits, work status and responsibilities will not change as a result of working at home.
- B. In the event that the employee does not have enough work for an eight hour day they must adjust their timesheet accordingly.
- C. If the telecommuting employee is sick while working off-site, the employee will report hours worked and use sick leave for hours not worked.
- D. Employees must be able to work outside the office with minimal interruptions from family and friends. Dependents in need of childcare will not be cared for by the telecommuter during work hours.
- E. Commission laptops may be signed out for use at a telecommuting location providing it is not needed by another employee.
- F. Office supplies required for job function will be provided and will be obtained during the employee's in-office work hours.
- G. The employee may use their own equipment at their own expense and risk. If an employee chooses to use their own equipment, the following conditions apply:
- H. Employees must ensure that their equipment is in safe condition and that the software on it is compatible with the Commission's software;
- I. Employees must have antivirus software on their own equipment and ensure that it is kept up to date;
- J. Any data storage device must be virus checked before being introduced to a Commission computer.
- K. Employees will not hold the Commission responsible for the maintenance, replacement, or repair costs in the event of loss or damage or wear to any personal equipment;
- L. The Commission will not reimburse employees for internet expenses.
- M. No Commission data should be stored on a home computer.
- N. The telecommuter will not undertake other employment during working hours.
- O. Telecommuting may not be used if it would result in the employee missing previously scheduled meetings, including regularly scheduled internal meetings and employees meetings.
- P. During pre-established work hours the employee will be available by phone and/or email.

- Q. Employees may not conduct meetings in their home – with clients or other employees.
- R. The Commission is not liable for any injuries to family members, visitors, or others in the employee’s home or property.
- S. Employees who work outside the office have the same duties to keep the same health and safety conditions as those working at the office. Any accidents that involve injury must be reported immediately, as though they happened at the employer’s work site. OSHA requires safe workplaces at telecommuting locations. The Commission’s liability is limited to injuries resulting directly from the approved work.
- T. The employee’s telecommuting workspace should provide adequate work area (e.g. table or desk), lighting, telephone services, internet and power and temperature control.
- U. Homeowner’s insurance and any changes in rates or coverage are the responsibility of the employee and not the Commission.
- V. The legal status of all data used by the employee remains unchanged by the employee’s work location. Employees will take all necessary precautions to secure and prevent unauthorized access to all data used in the performance of their work responsibilities and agree to follow all pertinent policies, laws, and rules regarding data privacy.
- W. Documents, reports, data and software products created as a result of work-related activities are the property of the Commission and are subject to Commission policies and state law.
- X. The Commission is not responsible for any liability resulting from travel to and from the Commission and the employees telecommuting site.
- Y. For trip segments originating or terminating at the telecommuting site on days that the employee does not report to the Commission office, the Commission will reimburse for the lesser of the mileage from the Commission office to the destination, or the mileage from the telecommuting site to the destination.

### **NEW POLICY Social Media**

Social platforms provide a way to collaborate and share information quickly and easily, with friends, family, and colleagues. The Commission does not discourage our employees from using social media in their professional lives, and believes that social media can be used to strengthen our overall brand. For all intents and purposes we consider Facebook, Twitter, Google +, YouTube, MySpace, and Blogger and similar sites and programs all forms of social media that are allowable in the workplace.

### **Purpose & Procedures**

The Commission may choose to develop social media outlets for the entire agency or for specific projects or programs of the Commission. Employees will be designated by the Executive Director to represent the Commission on these social media sites and in any online forums.

When participating in online conversations, Commission employees must always remember that they represent the Commission and must act in accordance with the Standards Governing the Conduct of Employees as defined in the Commission Personnel Policy. Recognize that employees are legally liable for anything that they write or present online.

### **Employee Responsibilities When Using Social Media**

- **Be Professional.** Post meaningful, respectful comments. No blatant spam or promotion of any type.
- **Be Prompt.** Reply to comments quickly, when a response is appropriate. Remember, time is of the essence on the web.
- **Be respectful.** When disagreeing with others' comments always keep a calm composure and do not engage in inflammatory dialog.
- **Be transparent.** Honesty, or dishonesty, will be quickly noticed in the social media environment. Always identify yourself.
- **Be judicious.** Make sure that you are not sharing confidential information concerning the Commission or any of our business partners.
- **Write what you know.** Ensure that you write and post about your area of expertise. If you are unfamiliar with a subject matter, do the research before commenting.
- **Perception is reality.** Remember that each time you write an article or post that you are creating perceptions about the Commission and our business partners.
- **It's a conversation.** Talk to readers like you would talk to real people in professional situations. Do not be afraid to bring in your own personality and say what is on your mind.
- **Add Content.** Content is key and there is no shortage of it on the web. The only way to make content stand out is to write about topics that people will value.
- **Be a leader.** There is a fine line between healthy debate and incendiary reaction. Do not denigrate our competitors or other commenters. Be careful and considerate, when dealing with others.
- **Take Responsibility.** If you make a mistake, admit it. Be upfront and be quick with your correction.
- **Press pause.** If you are about to publish something that makes you even the slightest bit uncomfortable, then don't. Take a break and ask someone else to review it before it is published.
- **Use a disclaimer.** If you blog or post to another online forum in an unofficial capacity, you should make it clear that you are speaking for yourself and not on behalf of the Commission. Use a statement like "The postings on this site are my own and don't represent the Commission's positions, strategies or opinions." This is a good practice but does not exempt you from being held accountable for what you write.

## **NEW POLICY Firearms.**

Pursuant to Minnesota Statutes 624.714, no person, including Commission employees, shall carry, possess or convey onto Commission offices or in any Commission vehicles any firearm or dangerous ordinance. Violation of this policy shall result in immediate disciplinary action up to and including dismissal. This policy does not apply to a law enforcement officer certified to carry a firearm and acting within the scope of their authority.

## **NEW POLICY Employee Credit Cards**

The Executive Director will determine which employees will have agency credit cards. The Executive Director's credit card limit is \$6,000 and may be used to secure authorized business expenditures of the Commission. The Tourism Planner will have a credit limit of \$6,000 for the purchase of advertisements, marketing, etc. All other authorized credit cards have a \$2,000 spending limit. No cash advances will be available on any credit card.

Employees must give receipts to the Administrative Assistant as soon as possible following a charge with the following documentation.

### **Proper Documentation**

Every instance of credit card use needs to be documented with corresponding receipts before the expense will be considered authorized and will be approved for reimbursement. See details below.

- Lodging - Provide an itemized receipt from the hotel detailing every charge and the name of the person(s) for whom lodging is provided.
- Meals/Entertainment - Provide a receipt showing separately the cost for food/beverage and gratuities, and including the names of every person for whom food or beverage is provided and the specific business purpose.
- Other Expenditures - A receipt from the vendor detailing every individual good or service purchased (including class of service for commercial transportation) accompanied by an explanation of the specific business purpose.
- In the absence of an itemized receipt, a written statement indicating the cost, date incurred, and reason for charge is to be completed by the employee.

### **Unallowable or Unauthorized Use**

Unauthorized use of the credit card includes:

- Personal or non-business expenditures of any kind
- Expenditures which have not been properly authorized
- Meals, entertainment, gifts or other expenditures which are prohibited by:
  - a) Commission budget and/or policies
  - b) Federal, state, or local laws or regulations
  - c) Grant conditions or policies of the entities from which the Commission receives funds.

- Alcoholic beverages or tobacco
- Cash advances

In every case of credit card usage, the individual charging a Commission account will be personally responsible in the event the charges are deemed unauthorized or unallowable. Any expense without proper documentation, or non-eligible expenses, will become the personal responsibility of the individual cardholder. Any such expenses will be deducted from the employee's paycheck.

#### **Lost or Stolen Credit Card**

Individuals will be responsible for the safekeeping and proper use of their credit card. In the event of a lost or stolen credit card the employee will immediately notify the Executive Director who will immediately report the problem to the credit card company.

UMVCOMMISSION			SWCOMMISSION		
years of service	Days/year	sick	Year	Days	sick
0-2	10	13	1	6	6
3 to 4	13	13	2	12	12
5 thru 8	16	13	3	13	12
9 thru 12	19	13	4	14	12
13 thru 16	23	13	5 thru 14	15	12
17 thru 20	26	13	15+	20	12
21+	30	13			
max	24	100	max	17.5-22.5	520
COMMISSION 9			6E		
years	days	sick	years	days	sick
0-5	10	12	0 thru 2	10	12
5 thru 10	15	12	3 thru 5	12	12
10+	20	12	6 thru 8	15	12
max	2 years worth	100	9 thru 12	18	12
			13 +	21	12
			max to accum	20	125
YM Co			Swift Co		
Years	days	sick	Years	days	sick
0 thru 5	12	12	0 thru 5	12	12
6 thru 10	15	12	6 thru 10	15	12
11 thru 15	18	12	11 thru 15	18	12
16 thru 20	21	12	16 thru 20	21	12
21 and over	24	12	21 and over	24	12
max	30	120	max	24	100
COMMISSION 5--- Paid Time Off			WCIF- PTO		
Years	Per Year	years	days		
1 – 2	18 days	1	20		
3 – 5	21 days	2 thru 3	22		
6 – 7	24 days	4 thru 5	24		
8 – 10	27 days	6 thru 10	26		
11 – 12	30 days	11 thru 15	28		
max 12.5 days		16+	30		
		max	10		

