

**Calico Rock Museum Foundation, Inc.
Policies and Procedures**

General Policies

1. Mission of the Calico Rock Museum

We collect, preserve and display objects that **build a bridge between the past and future.**

2. Purpose of the Foundation

The foundation supports and operates the museum center. By ordinance, the foundation is the governing body for historic preservation for the city of Calico Rock.

3. Standards of Excellence & Code of Ethics

The museum adopts and incorporates the Standard of Ethics of the American Museum Association. The museum has a public trust to operate by high standards of excellence:

- A) Proper care and management of the collection(s)
- B) Efficient accounting of resources
- C) Appropriate recognition of donors

4. Governance

All authority and governance is vested in the board of trustees. The Executive Committee of the board may act with full authority subject to review by the board.

5. Admission and Hours

Admission to the museum is free. Children under the age of 12 should be accompanied by a responsible adult. The board will establish hours of operation.

6. Dissolution

All property including donated artifacts shall become the property of the city of Calico Rock, Arkansas upon the dissolution of the foundation and/or museum.

7. Collections Guidelines

The museum cannot and should not collect everything. The collection will be limited to items of historical or artistic significance to Calico Rock and surrounding community.

8. Interpreting and Presenting Articles

The museum uses the most accurate scholarship available in interpreting and presenting artifacts. The trustees will resolve any disputes in interpretation.

9. Exhibits about Individual People

Subjects of exhibits must have been deceased for at least five (5) years.

10. Photographs

Whenever possible, a scan or copy of original photographs will be used.

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11. Public Accessibility

The collection is accessible to the public. Articles in storage may be inspected by anyone upon request within a reasonable period of time.

12. Human and Animal Remains

The museum will not accept human remains, but may accept animal skeletons or taxidermy.

13. Donated Artifacts and Art

The board may accept or refuse any artifact or art without cause. Artifacts are accepted free of all conditions and restrictions without claim by future generations. The board determines how, or if, an artifact is exhibited and how, or if, to recognize. Gift receipts may be provided with the donor responsible for valuation.

14. Guidelines for Accepting Articles from Lenders

Individuals may retain ownership and lend an article to the museum free of all conditions and restrictions. The board determines how, or if, it is displayed and how, or if, the lenders are recognized. There are risks beyond the control of the trustees. Lenders waive all liability and have no expectation of compensation for loss.

15. Record of Articles in the Collection

The museum will catalog all items in the collection attempting to include a description, history, approximate date, owner/lender, contact information, and date received.

16. Collaboration with Other Museums

The board will approve all lending, borrowing, or other collaboration between other museums.

17. Museum Store

The board may establish a museum store which sells items reflective of the mission and scope.

18. Donor Recognition Policy

Donors may be recognized on plaques by donor category. Donors will be listed alphabetically. Donors giving \$5,000 or greater may be recognized on small plaques in individual gallery or exhibit areas. The board may refuse any donor or donor recognition.

19. Deaccession

The board has the authority to deaccess for any reason, by an appropriate means, any item(s) from the collection. Every effort will be made to offer the item to the owner or descendants.

20. Non-Discrimination

The museum and foundation will not discriminate on the basis of race, religion, national origin, or any other legally protected status.

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21. Programs

The museum may establish educational, outreach, or service programs.

22. Joint Ventures

The foundation will not enter into a joint venture with any entity that would jeopardize the tax exemption status of the foundation. Joint ventures with government entities, museums, foundations, or civic organizations are acceptable.

Financial Management Policy

1. Proper Handling of Funds

All monies shall be deposited into and paid from foundation accounts and be accounted for. A bill must be presented, approved and retained for every check issued. All returns shall be filed, bills paid, and funds deposited in a timely fashion.

2. Authorized Signers

The board will designate authorized signers. Two signatures are required for any transaction.

3. Annual Audit

An annual independent audit shall be conducted and the results reviewed by the board.

4. Travel Expenses

Official travel must be approved in advance by the board. Travel may be reimbursed at a rate of 25 cents per mile, \$75 per day for hotel, \$50 per day for meals, and parking. Receipts must be submitted and retained with all travel reimbursement requests.

5. Limitation of Exposure

The foundation has a limited number of staff and trustees and funds being handled. With other policies in place, there is limited exposure of risk. Additional controls are achieved by regular review by the board, annual reporting and auditing.

Conflict of Interest Policy

A conflict of interest arises when a person in a position of authority may benefit financially from a decision they make acting in their official capacity.

1. Disclosure and Review

If a potential conflict exists, a trustee or staff member will complete a Conflict of Interest Disclosure Form and submit it to the board. The board will review it and determine to:
(a) Take no action; (b) ask the person to recuse from participation in related discussions or decisions; or (c) ask the person to resign from his or her position or be subject to removal.

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2. Exclusions

In cases where a person or their business is selling products, goods or services to the foundation at or below fair market value, there is no conflict.

Whistleblower Policy

1. Encouragement of reporting.

The foundation encourages complaints, reports or inquiries about illegal practices or serious violations of the policies, including illegal or improper conduct.

2. Protection from retaliation.

The foundation prohibits any and all retaliation against anyone for making good faith complaints, reports or inquiries, even if proven mistaken. The foundation reserves the right to discipline persons who make bad faith or knowingly false complaints or reports, or who otherwise abuse this policy.

3. Where to report.

Complaints, reports or inquiries may be made on a confidential basis. They should describe in detail the specific facts demonstrating the bases for the complaints, reports or inquiries. They should be directed to the board. The board will conduct a prompt, discreet, and objective review.

Document Retention and Destruction Policy

1. Permanent Retention

The charter and amendments, bylaws, board minutes, 501 (c) (3) designation letter, intellectual property rights records, copyright and trademark registrations, deeds, and certain other documents shall be permanently retained.

2. Destruction of Records

Relevant paper or electronic documents will be retained for three years. Thereafter, they may be destroyed unless it is pertinent to any ongoing or anticipated government investigation or private litigation. Tax-related documents such as tax form, employee records, lease agreements, paid invoices, and bank statements must be retained for five years.

Employee Policies

1. Employment

Employees are hired by a majority vote of the Executive Committee or board.
Employees must be U.S. Citizens and provide proof of citizenship by law.

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2. Records

Employee records will be kept in the office. Employees may examine and copy their records during normal business hours.

3. Dismissal

Under Arkansas law, employees are “at will” and may be terminated anytime with or without cause. An employee is not due severance pay. The board chair may suspend employees without pay. A majority vote of the Executive Committee or board may terminate employees.

4. Equal Opportunity Employer

The foundation is an equal opportunity employer and will not discriminate on the basis of race or color, national origin, sex, affiliation, and/or religion.

5. Compensation

Compensation is reviewed and approved by the board. The foundation may base compensation decisions upon funding, experience, and/or performance.

6. Worker’s Compensation and Unemployment Insurance

The foundation is exempt from worker’s compensation insurance because there are fewer than three (3) employees. On the job accidents should be reported immediately. The foundation will provide unemployment insurance by law.

7. Overtime Pay

Any employee scheduled to work more than forty (40) hours per week will be compensated at 1.5 times the normal rate of pay for overtime hours. There is no compensatory time program. (A.C.A. 11-4-211, 11-4-203)

8. Payroll

Payroll will be the 10th day of the month. All federal and state income taxes, FICA withholding, and returns will be paid and filed in a timely fashion.

9. Employee Leave

All full-time employees will have 40 hours of paid time off per year, which may be taken in increments of one hour at a time. Requests for paid time off, including vacation, should be submitted to the board chair for approval at the earliest possible date. The employee is responsible for scheduling volunteers to keep the facility open. The foundation is exempt from the Family and Medical Leave Act.

10. Health Insurance Benefit

The foundation will pay up to \$40 per month for health insurance benefits for full-time, paid employees. Payment will be made directly to the insurance company and

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will not be paid to the employee. The foundation does not provide a cafeteria plan to deduct the purchase of additional coverage and employees are responsible for their deductibles and co-pays. Selection of an insurance provider is at the discretion of the employee. Employees must elect to receive this benefit within 5 days of their employment.

11. Jury Duty

An employee will be allowed unpaid leave for service on a state or Federal jury by law without impact on their employment status. (ACA 16-31-106)

12. Paid Holidays

The museum will close to observe New Year's Day, Thanksgiving Day, and Christmas Day. The museum will be open on Memorial Day, Independence Day, and Labor Day and the board chair will schedule closing(s) to honor these holidays.

13. Inclement Weather Policy

In the event of inclement weather, the board chair will determine if the foundation will close early, open late, or close entirely at no cost to the employee.

14. Professionalism

Employees are expected to conduct themselves in a professional manner including their dress, workspace neatness, and content of conversations.

15. Computer and Cell Phone Usage

Employees may use the computer(s), internet, and personal cell phones for a reasonable period of time. Playing computer games, editing blogs or Facebook, or downloading program to computers is not permitted without permission.

16. Military Leave

The foundation complies with active duty military leave law. (ACA 12-62-413)

17. No Smoking Facility

This is a no smoking facility under the Arkansas Indoor Clean Air Act of 2006.

18. Work Product

Work developed by the employee is the property of the foundation.

19. Performance Evaluations

The board will provide for performance evaluations at least annually.

20. Employee Complaints or Grievance

Employee complaints or grievances may be made to the board at any time.

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21. Drugs and Alcohol Prohibited

Employees may not be under the influence of drugs or alcohol. The employer may request an employee to take a drug or alcohol test upon reasonable suspicion. Failure to comply with this request would be deemed as an admission of guilt. Violations of this policy are subject to disciplinary action, including termination.

22. Employee Friendly Workplace

Employees will be free from sexual harassment and be in a safe environment.

23. Release of Employee Information

Employee information will not be released without permission of the employee, unless compelled to do so by legal authority.

Continuity Policies

1. Superseding Effect

If any policy is in conflict with state or Federal law or regulation, the policy will be superseded by law or regulation.

2. Severability

If any policy is invalidated, the remaining policies shall remain in force.

End of Policies

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Acknowledgement

I, the undersigned employee of the Calico Rock Museum Foundation, acknowledge the receipt of the Policies and Procedures, specifically employee policies. I further acknowledge having been given the opportunity to be advised by counsel or representative of these terms, an opportunity to ask questions and seek clarification, and an opportunity to object to these terms.

I acknowledge that by signing this acknowledgement I am agreeing to these terms of employment and entering into employment effective immediately.

Employee Signature: _____

Date: _____