

# PERSONNEL POLICY

## Grand Lodge of Masons in Maine



**Most Wor. W. Louis Greenier II, Grand Master**

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As adopted effective September 1, 2011  
(except for five-day, forty hour workweek)

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## **SECTION 1: GENERAL**

### **1.1 INTRODUCTION**

The Grand Lodge of Maine (Grand Lodge) believes that it is imperative to work together harmoniously in a spirit of friendliness and cooperation for the best interests of everyone concerned, in consort with the teachings of the fraternity. The Grand Lodge will therefore do everything in its power to employ those persons best fitted by skill and experience to serve the fraternity.

All the Grand Lodge's activities are centered around people. People and their needs are the entire reason for existence of a fraternal organization, and service is the commodity which we, as Grand Lodge employees and members, provide. Whatever your particular job, you will be ultimately involved with the health, safety, welfare, education, and convenience of the people in or associated with Freemasonry and those who visit and serve.

This handbook is designed to acquaint you, the employee, with the Grand Lodge's personnel policies and practices and to help you understand your benefits and responsibilities as an employee of the Grand Lodge. We believe that we offer steady employment, job security, and a good environment in which to work. If you have any questions or suggestions, do not hesitate to discuss them with the Grand Secretary and ultimately with the Grand Master.

It is the employee's responsibility to become familiar with and understand this handbook. Employees who may need any part of this handbook clarified should direct their questions to the Grand Secretary. All employees are required to sign a receipt of this handbook containing the Grand Lodge's policies and procedures. A copy of this receipt will be placed in the employees' personnel file.

The Grand Lodge has developed the plans, policies and procedures described in this handbook and they are provided for general information only and are not a statement of contractual obligation guaranteeing employment for any specific duration. While the employee or the Grand Lodge may end employment "at will," absent any contractual agreement, with or without cause or advance notice, advanced notice of termination should be made in all possible situations.

This handbook is not an employment contract and certain policies or procedures may be changed according to the chartered authority of the Grand Lodge and the Grand Master without prior notice. The employee will receive updated information concerning any changes in policy.

### **1.2 ORGANIZATION OF THE GRAND LODGE OF MAINE**

The Grand Lodge of Maine operates under a statute enacted by the Maine Legislature in 1820. The Finance Committee is comprised of five members elected by the members of Grand Lodge for a term of three years. The Finance Committee sets policies, develops long range plans, makes rules, and proposes budgets and salary actions for adoption by the members of Grand Lodge. Each year the Finance Committee members elect a Chairman.

The Finance Committee works with the Grand Master and the Grand Secretary, who are responsible for all administrative matters of the Grand Lodge in accordance with the Constitutions and Standing Regulations adopted by Grand Lodge.

At the time this policy was adopted, the Finance Committee was serving as the Grand Lodge Personnel Committee with the authority to consider personnel matters unable to be resolved by the Grand Secretary, and to render recommendations on such matters to the Grand Master, while abiding by the Personnel Policy and any changes adopted from time to time. This role is intended to be assumed by a newly formed Personnel Committee.

## **SECTION 2: EMPLOYMENT**

This section deals with the various categories surrounding employment. It will help you understand the process of applying for a job and the many different items that pertain to the employment process. Where applicable, the provisions of these Personal Policies shall apply to candidates for and the employment of appointed and elected Grand Lodge officers.

All applicants must submit a written application for employment by Grand Lodge. No person shall be employed for a position in any job classification except by the action of the Grand Secretary and as funded by the annual Grand Lodge budget,

Employment of all personnel in office positions is the responsibility of the Grand Secretary, and all appointee positions are the responsibility for the Grand Master.

### **2.1 General**

Employees are encouraged to seek information or advice from the Grand Secretary on any matter affecting their employment.

Rules and regulations adopted from time to time by the Grand Lodge Personnel Committee or Grand Secretary will be followed at all times.

### **2.2 Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the Grand Lodge of Maine will be based on merit, qualifications, and abilities. Except where required or permitted by law or by the Grand Constitutions, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, national origin, age, disability, or any other characteristic protected by law.

The Grand Lodge of Maine will make reasonable accommodations for qualified individuals with known disabilities unless doing so would result in an undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, terminations, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, the Grand Lodge of Maine has established an affirmative action program to promote opportunities for individuals in certain employment classifications within the organization.

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

## **2.3 Affirmative Action**

The purpose of an affirmative action program is to create an equitable environment among the employees. The Grand Lodge's affirmative action program contains the following objectives:

- To examine all employment policies and procedures systematically to ensure that no employee or applicant is discriminated against on the basis of race, color, national origin, age or disability;
- To develop and implement affirmative action plans which will be followed in recruiting, employing and promoting qualified individuals without regard to race, color, national origin, age or disability;
- To foster a non-threatening environment in which employees are assured that discrimination is neither condoned nor tolerated.

Conditions and terms of employment will be based on merit rather than status.

## **2.4 Probationary Period**

The probationary period is designed for observation and evaluation of the new employee's work after the effective date of hire or rehire. The length of the probationary period is six months from the date of hire or rehire. After the probationary period, you will become eligible for the applicable benefit package, some of which are retroactive to your date of hire.

The probationary period is intended to give the Grand Secretary an opportunity to review the ability of the new employee to perform all aspects of the position. If a concern arises involving performance, attendance, or conduct during the probationary period, the Grand Secretary will meet with the new employee in a timely manner to discuss these concerns.

If a probationary employee continues to have problems after receiving feedback, the probationary period may be extended, or the employee may be released, depending upon the concern(s).

Time spent on leave without pay will not count toward completion of the probationary period. A probationary employee must complete the probationary period upon return from the leave without pay.

Time spent as a temporary employee is not counted toward the probationary period.

An employee may be released at any time without cause hearing or notice during the probationary period. An employee who has successfully completed the probationary period may be terminated in accordance with Grand Lodge policies.

## **2.5 Reemployment**

When computing seniority and employment benefits former employees will be considered as new employees.

## **2.6 Nepotism**

The full-time employment of relatives may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by the Grand Lodge in an elected or appointed position, whether or not compensated, will not be eligible for employment within Grand Lodge. If the relative relationship is established after employment, the individuals concerned will meet with the Grand Master, who will make any reassignment or adjustments necessary, if possible, so that the employee(s) will not be working directly for or supervising a relative or will not be working directly above the relative's immediate superior or directly for the relative's immediate subordinate.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, relatives are defined to include spouses, parents, grandparents, children, grandchildren, brothers, sisters, brothers and sisters-in-law, fathers and mothers-in-law, stepparents, stepbrothers, stepsisters, stepchildren, sons-in-law, and daughters-in-law. This policy also applies to individuals who reside with another employee.

## **2.7 Absenteeism and Tardiness**

All employees are expected to be on duty at the scheduled time. If, for any reason, you are unable to report for work at the scheduled time, notify the Grand Secretary in accordance with established procedure. Unexplained absence and tardiness will reflect unfavorably on your work.

Once your particular work schedule has been determined, you are expected to be at work on time and to work the full number of hours scheduled. Regular attendance and punctuality are part of each employee's job responsibility. When an unexpected illness or accident prevents you from coming to work, the Grand Secretary should be notified as soon as possible.

Patterns of excessive unauthorized and/or inappropriate absence and/or tardiness may lead to a verbal warning. Each incident thereafter may lead to corrective action up to and including termination.

Failure to report to work without notice may result in termination for job abandonment. If the failure to report is due to circumstances beyond the employee's control, the employee may be reinstated, depending upon the circumstances.

## **2.8 Employment Categories**

It is the intent of this section to clarify the definitions of employment classifications so that paid employees understand their employment status and benefit eligibility.

**Regular Full-Time** employees are those who are not in a temporary or probationary status and who are regularly scheduled to work at least 40 hours per week, as adopted by

Grand Lodge at the 2011 Annual Communication. They are eligible for the Grand Lodge benefit package, subject to terms, conditions, and limitations of each benefit program.

**Regular Exempt** employees are those who are paid a salary for an elected part-time position and are not eligible for overtime benefits. They are eligible for the complete Grand Lodge benefit package, subject to the terms, conditions, and limitations of each benefit package.

**Regular Part-Time** employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than the full-time work schedule, but at least 16 hours per week, over a 52 week period. Regular part-time employees are eligible, on a pro rata basis, for some benefits subject to the terms, conditions, and limitations of each benefit program.

**Probationary** employees are those whose performance is being evaluated to determine whether further employment in a specific position is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

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

## **2.9 Evaluations**

A new employee will be evaluated after six (6) months of employment, again at the end of their first year, and annually thereafter. All employees will be given a written performance evaluation annually. The employee will be given the opportunity to review and discuss the evaluation with the Grand Secretary and develop a plan for any areas for improvement, if applicable. This evaluation also provides the occasion to set achievable goals to accomplish by the next evaluation.

The Grand Secretary or Grand Master will complete reports on all paid employees.

The Grand Master, or the Personnel Committee, may complete the evaluation for the Grand Secretary and Grand Treasurer. These evaluation reports may be signed by the Grand Master or Personnel Committee Chairman and maintained in a confidential file by the Grand Lodge Personnel Committee.

## **2.10 Promotions**

The purpose of this policy is to provide greater opportunities for promotion from within and to improve the personal growth of all employees of the Grand Lodge. The primary objective is to select the best-qualified applicant for each position opening. The selection shall be based upon job-related factors, which may include, but are not limited to, relevant work experience and performance history, applicable education and/or training, and required skills, knowledge and abilities. If any existing employee cannot fill the opportunity, a job advertisement will be placed for the outside recruitment of a qualified applicant.



Transfers to a vacant position of the same classification or like classification will not affect the employee's standing relative to Grand Lodge of Maine benefits accrued or seniority.

## **2.11 Wages and Salaries**

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

Compensation for every position is determined by several factors including the essential duties and responsibilities of the job, and salary survey data on pay practices of other employers. The Grand Lodge periodically reviews its salary administration program and restructures it as necessary.

Employees should bring their pay-related questions or concerns to the attention of the Grand Secretary and through him to the Personnel Committee that is responsible for the fair administration and funding of pay practices. The Grand Secretary is also available to answer specific questions about the salary administration program.

Salary increases, if provided for within the approved Grand Lodge budget, will be based upon merit as evidenced upon annual performance reviews prepared by the Grand Secretary and approved by the Grand Master. Performance reviews will be conducted during November of each year so that budgets may reflect a provision for salary increase.

## **2.12 Hours of Work**

The Grand Secretary shall establish schedules of working hours consistent with the approved budget and needs and duties of the Grand Lodge office. It is the responsibility of the Grand Secretary to establish the work schedule that provides the necessary staffing to serve the needs of the Masonic lodges, elected and appointed committees, and the Grand Lodge officers.

Daily timesheets prepared by each employee shall reflect actual hours worked – reflecting any tardiness and time taken off in accordance with Personnel Policy provisions. Timesheets shall be approved by the Grand Secretary indicating his acknowledgement of their accuracy.

## **2.13 Overtime**

When operating requirements or other needs cannot be met during regular working hours, employees may be scheduled to work overtime hours. When possible, advance notification of these mandatory assignments will be provided. All overtime work must receive the Grand Secretary's prior authorization. Overtime assignments will be distributed as equitably as practical to all employees qualified to perform the required work.

Overtime compensation is paid to all non-exempt employees in accordance with federal and state wage and hour restrictions. Overtime pay is based on actual hours worked. Time off on sick leave, vacation leave, or any leave of absence will not be considered hours worked for

purposes of performing overtime calculations. The Grand Lodge pays time and one half after 40 hours worked per week. In lieu of overtime pay, compensating time may be allowed at a rate of time and one half by mutual agreement between the employee and the Grand Secretary.

## **2.14 Job Descriptions**

The Grand Lodge makes every effort to create and maintain accurate job descriptions of all positions within the Grand Lodge. Each description includes a job information section, a job summary section (giving a general overview of the job's purpose), an essential duties and responsibilities section, a qualifications section (including education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required).

The Grand Lodge maintains job descriptions to aid in orienting new employees to their jobs, identifying the requirements of each position, establishing hiring criteria, setting standards for employee performance evaluations, and establishing a basis for making responsible accommodations for individuals with disabilities.

## **2.15 Termination**

**Resignation:** All hourly employees resigning from the service of the Grand Lodge shall give two (2) weeks written notice to the Grand Secretary. Failure to comply with this agreement may result in loss of accumulated vacation or other accumulated benefit unless exceptions are authorized by the Grand Master or the personnel Committee. Salaried employees are requested to submit a 30 day written notice of resignation.

**References:** The Grand Secretary may give letters of recommendations to individuals and may confirm employment (but not furnish references) on inquiry by prospective employers with employee's permission.

**Exit Interview:** Each employee before severing employment will have an exit interview with the Grand Secretary.

## **2.16 Discipline and Discharge**

### **A. Disciplinary Action**

Demotion and suspensions may be used by the Grand Secretary or Grand Master for incapacity, inefficiency, insubordination, drinking on duty and any behavior that is not conducive for working conditions. Disciplinary action must be taken within one (1) week of the Grand Secretary or Grand Master being notified of the incident. One week constitutes five (5) working days. Documentations of disciplinary action will be retained in the employee's personnel file. Some examples are:

1. Abusive language, fighting, or other forms of discourtesy to a fellow employee, Mason or member of the general public.
2. Failure to report an on-the-job accident or injury promptly to the Grand Secretary.
3. Unauthorized use of Grand Lodge facilities, assets or information.
4. Engaging in any form of discrimination or harassment, including sexual harassment.  
Ref: Article 2.2.16.
5. Use of Grand Lodge computers and other equipment for non-business uses.

6. Reporting to work under the influence of alcohol or drugs or the possession of alcohol or illegal drugs during working hours. Reference: Drug Free Workplace Policy, Paragraph 2.2.22
7. Failure to perform duties which may endanger the health or safety of fellow employees, customers, or the public.
8. Insubordination toward a Grand Lodge officer acting within the scope of his duties.
9. Sleeping or other forms of avoiding the responsibility of the job.

**Procedure for Disciplinary Action is as follows:**

First Offense: Verbal warning (to be documented in the employee file)

Second Offense: Written notice

Third Offense: One week suspension without pay.

Fourth Offense: Demotion or termination

The Grand Secretary, Grand Master and/or the Personnel Committee have the authority to enter the disciplinary action procedure at any of the four levels outlined in this section.

**Discharge:** If a regular employee is recommended by the Grand Secretary to be terminated from employment, the employee may request a hearing with the Personnel Committee and Grand Secretary within seven (7) calendar days to determine whether discharge is appropriate. If any employee is terminated for such reasons as listed under disciplinary action, the individual is not entitled to remuneration for accrued sick leave but will be eligible for accrued vacation pay upon separation. Should the result of a hearing be termination, the employee will be provided with a written statement from the Grand Lodge within 24 hours of said hearing. Termination without hearing may be effective immediately should the seriousness of the violation warrant such action. Appeals may be made within five (5) days to the Grand Master.

**B. Grievance Procedure:**

The Grand Lodge of Maine for the purposes of the Grievance Procedure will define a grievance as the following: *A dispute between any employee and the Grand Lodge concerning the interpretation or application of the terms of these Personnel Rules and Regulations.*

Excluded are those matters pertaining to management's judgments of qualification and/or performance relating to: hiring, promotions of personnel, and compensation adjustments. Any employee may bring a grievance to the attention of the Grand Lodge's officials through the following steps:

1. The grievance shall first be discussed with Grand Secretary.
2. The grievance may then be submitted in writing to the Grand Secretary, who shall give a written reply within one (1) week. (One week constitutes five (5) working days.)
3. The grievance may then be submitted in writing to the Personnel Committee who shall give a written reply within one week. (One week constitutes five (5) working days.)
4. The Personnel Committee may be requested in writing to bring the matter before the Grand Master.

These steps shall be followed in sequence. However, the requirements of the written presentation and reply in steps 2 and 3 are not intended to preclude the use of frank and informal conference as a means of reaching settlement.

## **2.17 Immigration Law Compliance**

The Grand Lodge is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Grand Lodge within the past three years, or if their previous I-9 is no longer retained or valid.

## **2.18 Sexual Harassment**

### **A. Description**

Title VII of the Civil Rights Act of 1964 and the Maine Human Rights Act provides that it shall be an unlawful discriminatory practice for any employer to refuse to hire, discharge, or otherwise discriminate because of the sex of any person.

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

1. Submission to sexual conduct is an explicit or implied term or condition of an individual's employment;
2. The submission or rejection of sexual conduct by an individual is the basis for any employment decision affecting that individual; or
3. Sexual advances, requests for sexual favors, or other verbal or physical conduct of sexual nature have the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

The following examples are common of the types of conducts that may constitute sexual harassment:

- slurs, jokes, or degrading comments of a sexual nature;
- unwelcome sexual advances;
- suggestive or lewd remarks;
- unwelcome hugging, touching, or kissing;
- requests for sexual favors;
- repeated offensive sexual flirtation;
- the display of sexually suggestive pictures or objects;
- repeated unwelcome physical contact.

It is the policy of the Grand Lodge that all employees have the right to work in an environment free of discrimination, which includes freedom from sexual harassment. The Grand Lodge of Maine will not tolerate any form of sexual harassment by administration, co-workers, Grand Lodge and lodge officers, other Masons, the public, or other business contacts.

This Policy is intended to prohibit offensive conduct, either physical or verbal, that threatens human dignity and employee morale, and which interferes with a positive and productive work environment.

Any employee determined to have engaged in sexual harassment as described above shall be subject to disciplinary action up to and including termination.

Any employee who feels he or she is a victim of sexual harassment should immediately report the matter to the Grand Secretary. If the Grand Secretary is not available, the matter should be directed to the Grand Master.

## **B. Complaint Procedure**

1. Any employee who feels that he or she has been the victim of sexual harassment should contact the Grand Secretary within fifteen (15) days of the incident. This report can be oral or written, but a written and signed statement of the complaint must be submitted by the complaining employee within three (3) days of the initial report before investigation can proceed.
2. Upon receipt of the written complaint, the Grand Secretary will contact the person who allegedly initiated the sexual harassment and inform that person of the basis of the complaint and the opportunity to respond within seven (7) days to the complaint in writing. If the person against whom the complaint of sexual harassment is filed fails to respond to the complaint within seven (7) days of notification, the complaint will be taken as true, and the appropriate disciplinary measure will be taken if circumstances warrant.
3. Upon receipt of the written response, the Grand Secretary after conducting a thorough and confidential investigation will submit in writing a confidential summary of the complaint, the response and facts of the investigation, including possible interviews with all parties involved. The Grand Secretary, after conducting a thorough review of the facts of the investigation, will determine whether sexual harassment has occurred. Both parties will be notified of the decision made.
4. If it is determined that sexual harassment has occurred, appropriate disciplinary action up to and including discharge will be taken. The severity and frequency of the offense, or other conditions surrounding the incident, will determine the severity of the discipline

Any questions regarding this policy should be addressed to the Grand Secretary. Any employee or Grand Lodge officer who believes that he or she has been the victim of sexual harassment, or who has knowledge of that kind of behavior, is urged to report such conduct immediately. No employee will be retaliated against for complaining about sexual harassment. Recognizing the sensitivity of this matter, all investigations will be conducted in as confidential manner as possible.

## **2.19 Drugs and Alcohol**

### **A. Policy Statement and Authorization**

The Grand Lodge has a strong commitment to the health, safety and welfare of its employees, their families, its customers, and the public at large. Accordingly, the Grand Lodge

seeks to hire and employ workers, and elect or appoint officers, who are free from the illegal use and abuse of drugs, and to protect employees, their families, the membership and the public from the adverse effects of alcohol and drug abuse.

## **B. Drug and Alcohol Testing**

The following circumstances may require drug and alcohol testing:

1. **Post Incident:** Post incident testing may be conducted on individuals whose performance could have contributed to inappropriate performance or personal actions.
2. **Reasonable Suspicion:** Reasonable suspicion testing may be conducted when the Grand Secretary has reasonable suspicion, based on specific, contemporaneous, articulate observations concerning the appearance, behavior, speech, or body odors.
3. **Random:** Random testing may be conducted on a random, unannounced basis, just before, during or just after performance of a safety sensitive function.
4. **Return to Duty and Follow Up:** Return to duty and follow-up testing may be conducted when an individual who has violated the prohibited alcohol or drug conduct standards returns to performing safety sensitive duties. Follow up tests are unannounced and at least 6 tests must be conducted in the first 12 months after a driver returns to duty. Follow up testing may be extended for up to 60 months following return to duty.

The following circumstances may require drug testing only: Pre-employment testing may be conducted after an offer to hire; probationary employment is offered pending the results of the test.

The following conduct or behavior is determined to be unacceptable and is prohibited under this policy. Violation may be cause for disciplinary action up to and including immediate termination.

1. Reporting to or remaining on duty with a blood/alcohol concentration of 0.04 or greater.
2. Possessing alcohol on duty.
3. Use of alcohol while on duty.
4. Use of alcohol for eight hours after an accident that will require a post-accident test or until the test is performed, whichever occurs first.
5. Refusal to submit and properly participate in a required alcohol and/or controlled substances test. A refusal is defined as:
  - a. Failing to report immediately to the identified testing site once notified, but in no case more than two hours after notification.
  - b. Failing to follow proper instructions or failing to participate in the required testing procedures.
6. Reporting to or remaining on duty while using any controlled substance, except when used under the direct orders of a physician and the physician has informed the employee that the use will not affect the safety, use and operation of the commercial vehicle or other duties.
7. Reporting to or remaining on duty after testing positive for any controlled substance under this policy.

## **Testing Procedures:**

Before a drug and alcohol test is to be administered, employees, job applicants and officers will be asked to sign a consent form authorizing the test and permitting the release of test results to the Grand Secretary when there is a need to know. The chemical screen consent form shall provide space to indicate current or recent use of prescription and over-the-counter medication.

## **Refusal to Consent:**

A job applicant who refuses to consent to a drug and alcohol screening will be denied employment with the Grand Lodge. An employee or officer who refuses to consent to a drug and alcohol screening when selected for random testing or reasonable suspicion, may be subject to disciplinary action up to and including termination. No disciplinary action shall be taken without first discussing the matter with the employee.

For more information on Drug and Alcohol testing procedures, see the Grand Secretary.

## **2.20 Electronic Policy**

Electronic communication is defined as but not limited to telephones, e-mail, fax machines, modems, Grand Lodge-supplied computers, and network tools such as browsers and Internet access facilities. The purpose of this policy is to provide guidance on appropriate use of electronic communications that are available for use to communicate with employees, lodges, members, companies and individuals during the normal transaction of business and for the benefit of the Grand Lodge.

The electronic mail and Internet system has been installed by the Grand Lodge to facilitate business communications and should be treated like other shared filing systems. These systems are the property of the Grand Lodge and may be subject to periodic inspections. It should not be assumed that any data transferred, sent, received, or stored is confidential.

Some incidental personal use of e-mail, Internet access, telephones, faxes or other electronic communication is acceptable when such use avoids lost work time by the employee. Use of social media during paid work hours is prohibited, except when specifically approved by the Grand Secretary to work on Grand Lodge approved projects. Excessive personal use of Grand Lodge electronic systems, or the use of personal electronic devices during paid work hours, may be cause of disciplinary action up to and including termination.

## **2.21 Personnel Records**

The Grand Lodge maintains an accurate personnel file for each employee. Personnel files are confidential files of the Grand Lodge and are stored in a lockable filing cabinet in the Grand Secretary's office. These files are confidential and are available only to the employee, the Grand Secretary and the Grand Master considering personnel action for which the personnel record is relevant. A personnel file or files may also be released without restriction if it is ordered by a court of law.

Any individual wishing to see his/her personnel file may contact the Grand Secretary. The record may be viewed in the presence of the Grand Secretary. Nothing may be removed

from the personnel record. Copies of information in the employee's file may be requested by the employee.

Employees are required to notify the Grand Secretary of any change in personal information such as a change of address, marital status, telephone number, or individuals to be contacted in case of an emergency. Educational accomplishments and other such status reports should be accurate and current at all times. Employees who fail to notify the Grand Lodge of such changes may have full responsibility for any hardship which results due to inaccurate information.

## **2.22 Employment Reference Checks**

To insure that individuals who join the Grand Lodge are well qualified and have strong potential to be productive and successful, the Grand Lodge may check the employment references of all applicants.

## **2.23 Disability Accommodations**

The Grand Lodge is committed to complying fully with the Americans with Disabilities Act (ADA) and ensuring equal opportunity to employment for qualified persons with disabilities. All employment practices and activities are conducted on a non-discriminatory basis.

Hiring procedures have been reviewed and provide persons with disabilities meaningful employment opportunities. Pre-employment inquiries are made only regarding an applicant's ability to perform the duties of the position.

Reasonable accommodation is available to all disabled employees, where their disability affects the performance of the essential job functions. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Qualified individuals with disability are entitled to equal pay and other forms of compensation as well as in job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists. Leave of all types will be available to all employees on a equal basis.

The Grand Lodge is also committed to not discriminating against any qualified employees or applicants because they are related to or associated with a person with a disability. The Grand Lodge is committed to taking all other actions necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and all other applicable federal, state, and local laws.

## **2.24 Drug and Smoke-Free Workplace Policy**

It is the desire of the Grand Lodge of Maine to provide its employees and officers (employees) with a drug-free, smoke-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Grand Lodge of Maine premises or that of subordinate bodies, and while conducting business related activities on Grand Lodge of Maine rented property, no employee or officer may use tobacco products, or use, possess, distribute, sell, or be under the influence



of alcohol or engage in the unlawful manufacture, distribution, dispensation, possession, or use of illegal drugs. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace or lodge.

To inform employees about important provisions of this policy the Grand Lodge of Maine has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with the Grand Secretary to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take time off to participate in the rehabilitation or treatment program. Leave may be granted if the employee agrees to: abstain from use of the problem substance; abide by all Grand Lodge of Maine employment policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause the Grand Lodge of Maine any undue hardship.

Employees with questions on the policy or issues related to drug or alcohol use in the workplace should raise their concerns with the Grand Secretary without fear of reprisal.

### **SECTION 3: BENEFITS**

#### **3.1 Insurance**

The Grand Lodge of Maine does not provide health insurance coverage to full or part-time employees. Employees are covered by workers compensation for job related injuries.

#### **3.2 Retirement Program**

The Grand Lodge of Maine does not provide retirement benefits to full or part-time employees.

#### **3.3 Holidays**

The following holidays that fall on scheduled workdays are observed by all regular and part time employees.

1. New Year's Day
2. Memorial Day
3. Independence Day
4. Labor Day
5. Veteran's Day

6. Thanksgiving Day
7. Christmas Day

Holiday time cannot be banked and paid at time of retirement, resignation or termination.

### 3.4 Personal Days

Regular employees are permitted two personal days per year, to be scheduled with the permission of the Grand Secretary.

### 3.5 Sick Leave

Full time employees are eligible for paid sick leave after completing six (6) months of continuous service at which time the employee may have accumulated 6 days. Sick leave is accumulated at the rate of one day per month up to a maximum of eight day per year, and may be accumulated up to nine weeks.

	<b>Scheduled Work Days</b>			
	5 Day Week	4 Day Week	3 Day Week	2 Day Week
<b>Annual Sick Days Earned</b>	10	8	6	4
<b>Earning Rate per Month (days)</b>	1	.8	.6	.4
<b>Accumulation Eligibility</b>	45	36	27	18

Should any employee become ill, the individual shall contact the Grand Secretary prior to their regularly scheduled start time. If absent for more than three days an employee may be asked to present a doctor's certificate to justify absence.

Any sickness occurring during the regularly scheduled vacation may not be counted as sick leave, sick leave may not be taken on the day prior to or following a holiday; such an absence will result in the loss of holiday pay.

Upon retiring or otherwise discontinuance from the Grand Lodge's employment or upon death, the employee or their estate shall not be paid for unused sick leave.

Upon accruing the maximum nine weeks, the Grand Master may permit the employee to bank additional unused hours for additional security, to be used only when a long term illness of the employee occurs, which can be documented by the employee's physician. The Grand Lodge will not permit the employee to cash in any accrued sick leave during employment or upon retirement or resignation. Unused sick leave may not be converted to vacation time.

### 3.6 Early and Emergency Releases

The Grand Lodge office may be closed early by decision of the Grand Secretary or Grand Master if the Governor or community officials declare a state of emergency or a severe storm travel ban, or on other occasions pre-approved by the Grand Master. In instances when travel is prohibited by a governmental official due to emergency conditions, employees scheduled to work on that day(s) shall be compensated as if working, unless the employee was

on sick leave or vacation / personal time on the day before or after the absence. Employees may use available vacation or personal time to avoid travel during storms.

### **3.7 Unpaid Family and Medical Leave**

In accordance with the Federal Family and Medical Leave Act of 1993, the Grand Lodge may provide medical and family leaves of absence without pay to eligible employees who are temporarily unable to work due to birth or adoption of a child, the serious health condition of the employee or the employee's immediate family member. For the purpose of this benefit, immediate family includes spouses, parents, grandparents, children, grandchildren, brothers, sisters, brothers and sisters-in-law, fathers and mothers-in-law, stepparents, stepbrothers, step sisters, stepchildren, sons-in-law, daughters-in-law, and individuals residing with an employee.

Requests for leave must be presented in writing to the Grand Lodge as soon as the need for leave becomes apparent. All requests must be approved by the Grand Secretary and the Grand Master.

Regular full-time or regular part-time employees are eligible to request leave as described in this policy. Eligible employees are those who have been employed with the Grand Lodge for at least 12 continuous months and who have performed at least 750 hours of service during that period.

Eligible employees may be granted a maximum of 12 calendar weeks of leave within any 12 month period. Employees must take any accrued sick leave and vacation leave before requesting any unpaid leave. No additional family or medical leave will be granted for a 12 month period after the date of return.

Requests for family leave will be evaluated based on a number of factors including anticipated work load requirements, staffing considerations, and hardship to the Grand Lodge's operations during the proposed period of absence. Requests that can not be accommodated will be deferred.

A physician's statement must be provided verifying the medical disability or illness for which the leave is requested, its beginning and expected ending dates, the need for the employee to provide care and the estimated time required. Any changes in this information must be promptly reported to the Grand Secretary. Employee's returning from medical leave must provide a physician's written verification of their fitness to return to work.

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

Seniority and benefits do not accrue during leave, but will be restored upon return from leave. Subject to the terms, conditions, and limitations of the applicable plan, health insurance benefits will be provided by the Grand Lodge during an approved leave with the same level of employee contribution as that required.

When the leave period ends every reasonable effort will be made to return the employee to the same position, provided the position that was vacated still exists. If an employee fails to report to work on the scheduled date of return, promptly at the end of the approved period of leave, the employee forfeits their rights to continued employment and the Grand Lodge will consider the employee terminated.

### **3.8 Family Medical Leave for Victims of Violence**

Employees of the Grand Lodge are permitted up to twelve weeks of reasonable and necessary leave for themselves, or an immediate family member of the employee, who is a victim of violence, assault, or sexual assault, unless the employer would suffer an undue hardship or the requested leave is impractical, unreasonable or unnecessary based on the facts then made known to the employer. Reasonable and necessary leave is for preparing for or attending court proceedings, receiving medical treatment, or obtaining crisis services pertaining to the event. Family Medical Leave for Victims of Violence may be unpaid, paid, or a combination of paid and unpaid, as approved by the Grand Secretary and Grand Master. An employee who has been a victim of violence may contact Grand Secretary to request needed leave time.

### **3.9 Jury Duty**

As a Grand Lodge employee, you are expected to carry out your community responsibilities. If an employee received a jury summons, notify the Grand Secretary so the necessary arrangements can be made. Your compensation shall be the difference between the amount received for jury duty and your regular straight time salary. Any employee on Jury Duty and released early, must return to work for the balance of the day.

### **3.10 Military Leave**

The Grand Lodge of Maine will comply with the Uniformed Services Employment and Reemployment Act.

### **3.11 Leave of Absence**

It is the Grand Lodge's policy to grant a leave of absence, when recommended by the Grand Secretary and approved by the Grand Master. Only those employees who have served at least one continuous year are eligible for such leaves.

An approved leave of absence is time off from the job with permission, but without pay or benefits, and with the right to be reinstated without loss of seniority and tenure. Vacation, holidays, sick benefits, and other fringe benefits will not accrue during this period, nor will the period be added to your length of service.

### **3.12 Bereavement Leave**

In the event of a death in the immediate family, absence from work with pay may be granted for a period not to exceed three (3) days. Other circumstances may be granted with special permission of the Grand Secretary.

For the purpose of this policy, immediate relatives are defined as spouses, parents, grandparents, children, grandchildren, brothers, sisters, brothers and sisters-in-law, fathers and mothers-in-law, stepparents, stepbrothers, step sisters, stepchildren, sons-in-law, daughters in-law, and individuals residing with an employee.

### 3.13 Personal Business

The Grand Lodge realizes that medical appointments and other necessary engagements may occur during regular scheduled working hours. When this happens, you must receive permission from the Grand Secretary for the leave. Time lost will be deducted from personal time or vacation time for non-salaried full-time personnel and will be unpaid for part-time employees.

### 3.14 Vacation

Regular and part-time employees are eligible to take annual vacation time with pay after one year of employment with Grand Lodge, if they are employed on January 1. All vacation time must be scheduled in advance with the Grand Secretary to ensure appropriate coverage of the office at all times. No vacation shall be scheduled or taken during the Annual Communication or the 30 calendar days prior thereto, except under extenuating circumstances and with the special approval of the Grand Secretary, when preparation for the Annual Communication so allows.

All vacation time must be taken during the established eighteen (18) month vacation period of January 1 through June 30 of the following calendar year. No vacation may be carried over past June 30 except with the prior approval of the Grand Master.

The number of vacation days is calculated from employee's date of hire. Vacation time is earned at the rate of one and one half days per month up to the maximum based upon employee seniority. Vacation time may not be taken before being earned, except with the approval of the Grand Master, and any unearned time taken prior to leaving the employ of the Grand Lodge must be reimbursed by the employee to Grand Lodge.

Vacation time for regular employees will be accumulated as follows. Regular part-time employees are eligible to accumulate vacation based on the average number of hours worked in the past year.

<b>Vacation Days Earned</b>	<b>Scheduled Work Days</b>			
	5 Day Week	4 Day Week	3 Day Week	2 Day Week
1 through 5 years =	10	8	6	4
6 through 10 years =	12	10	7	5
11 through 15 years =	15	12	9	6
16 through 20 years =	17	14	11	7
Over 20 years =	20	16	12	8

Vacation pay is determined by the pay rate of the employee at the time they are actually on vacation. An employee who will be on vacation on the payday may request the pay in the payroll prior to the start of their vacation.

It is the Grand Lodge's policy that each employee shall take at least one (1) week of uninterrupted vacation a year. The Grand Secretary is in charge of scheduling vacations. He will do his best to plan their schedules according to requests made by employees and employee's seniority.

An employee is not allowed to work and be paid double the set wage during the vacation period unless approved Grand Secretary and Grand Master.

Upon retirement or resignation from the Grand Lodge's employment, or upon death, the employee or his/her estate can collect unused vacation pay.

## **Section 4: WORKPLACE SAFETY**

### **4.1 Ergonomics**

The Grand Lodge supports an ergonomics program to minimize repetitive motion injuries (RMIs) in the workplace. The primary elements of the ergonomics program include:

1. Worksite evaluations
2. Control of exposures that may have caused RMIs
3. Ergonomics training of employees

The ergonomics program also focuses on educating employees on their personal responsibility to ensure good work habits (such as posture and body mechanics) and adequate fitness for work.

Every reasonable effort may be made to correct or minimize exposures in a timely manner that may have caused RMIs. In determining how to correct or minimize exposures, the Grand Lodge may consider reasonable cost-effective engineering or administrative controls.

Employees are provided with training which would include an explanation of the ergonomics program, exposures that have been associated with RMIs, the symptoms and consequences of injuries caused by repetitive motion, the importance of reporting symptoms and injuries, and the methods to minimize RMIs. All employees are encouraged to immediately report to the Grand Secretary all suspected RMIs, RMI symptoms, or other ergonomic concerns.

### **4.2 Safety Program**

To assist in providing a safe and healthful work environment for employees, members, and visitors, the Grand Lodge has established a workplace safety program. This program is a top priority for the Grand Lodge. The Grand Secretary has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

The Grand Lodge provides information to employees about workplace safety and health issues through regular internal communication channels such as Grand Secretary-employee meetings, bulletin board posting, memos, or other written communications.

Employees receive periodic workplace safety training. The training covers potential safety and health hazards and safe work practices and procedures to eliminate or minimize hazards. A safety advisory group has been established to assist in these activities and to facilitate effective communication between employees and management about workplace safety and health issues.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with the Grand Secretary.

Each employee is expected to obey safety rules and exercise caution in all work activities. Employees must immediately report any unsafe condition to the Grand Secretary.

Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report, or where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify the Grand Secretary. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

#### **4.3 Reporting Personnel Accidents and Injuries**

All injuries and accidents involving personnel, no matter how minor, during the work schedule, must be reported immediately (within 24 hours) to the Grand Secretary and a written report will be made. Unreported injuries may go unpaid. Employees suffering from an on-the-job injury may be sent to a doctor for examination if the employee or Grand Secretary deems it necessary.

#### **4.4 Violence in the Workplace**

The Grand Lodge is committed to preventing workplace violence and to maintaining a safe work environment. Given the increasing violence in society in general, the Grand Lodge has adopted the following guidelines to deal with intimidation, harassment, or other threats of (or actual) violence that may occur during business hours or on its premises.

All employees should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Firearms, weapons, and other dangerous or hazardous devices or substances are prohibited from the premises of the Grand Lodge without proper authorization.

Conduct that threatens, intimidates or coerces another employee, a member, or a member of the public at any time, will not be tolerated. This prohibition includes all acts of harassment, including harassment that is based on an individual's sex, race, age, or any characteristic protected by federal, state, or local law.

All threats of (or actual) violence, both direct and indirect, should be reported as soon as possible to your Grand Secretary. This includes threats by employees, as well as threats by members, vendors, solicitors, or other members of the public. When reporting a threat of violence, you should be as specific and detailed as possible.

All suspicious individuals or activities should also be reported as soon as possible to the Grand Secretary, or in his absence to local police. Do not place yourself in peril. If you see or hear a commotion or disturbance near your workstation, do not try to intercede or see what is happening.

The Grand Lodge may promptly and thoroughly investigate all reports of threats of (or actual) violence and of suspicious individuals or activities. The identity of the individual making a report may be protected as much as is possible. In order to maintain workplace safety and the integrity of its investigation, the Grand Lodge may suspend employees either with or without pay, pending investigation.

Anyone determined to be responsible for threats of (or actual) violence or other conduct that is in violation of these guidelines may be subject to prompt disciplinary action up to and including termination of employment.

The Grand Lodge encourages employees to bring their disputes or differences with other employees to the attention of the Grand Secretary before the situation escalates into potential violence. The Grand Lodge is eager to assist in the resolution of employee disputes, and will not discipline employees for raising such concerns.

## **SECTION 5: GENERAL INFORMATION**

### **5.1 General Labor Policies**

Each employee is encouraged to seek information or advice from the Grand Secretary on any matter affecting his/her employment. In the event that this is not possible or information cannot be given by the Grand Secretary, the employee may ask to meet with the Grand Master.

Rules and regulations adopted from time to time by Grand Secretary or Personnel Committee will be followed at all times.

It is important that every employee report any change of information contained in their original application to the Grand Secretary. Changes to be reported include change of address, telephone number, marital status, change in number of dependents, etc. (Each employees will be asked to fill out an annual status report.)

### **5.2 Solicitation**

As a Masonic body, we are constitutionally restricted from some activities which private organizations sometime allow. We are not allowed to solicit for any political purpose on Grand Lodge property during working hours and non-working hours, or as a representative of the Grand Lodge or the Masonic fraternity.

### **5.3 Suggestions**

We hope this policy covers all aspects of employment, subject to particular policies within each department. The Personnel Committee of Grand Lodge welcomes constructive suggestions from employees that might help to overcome any difficulties which may be perceived. Suggestions are also welcome which might render better service to the utility users, or help cut down unnecessary labor and supply cost.

### **5.4 Amendments**

Any changes to this policy are the sole responsibility of the Personnel Committee.



## **EMPLOYEE ACKNOWLEDGEMENT FORM**

The Grand Lodge of Maine Personnel Policy Handbook describes important information about employment and I understand that I should consult the Grand Secretary regarding any questions not answered in the handbook.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Personnel Committee has the ability to adopt any revisions to the policies in this handbook.

I acknowledge that this handbook is not a contract of employment and may be superseded by contractual agreements. I have received the handbook and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it.

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DATE

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EMPLOYEE'S / OFFICER'S SIGNATURE