



**Harbor District, Inc.**  
**Employee Handbook**  
**Version 1.1 Adopted 6/29/16**



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## Introduction

### About This Handbook

This handbook has been prepared by Harbor District, Inc. to provide employees with general information about some of the policies and programs that affect their employment. It is not intended to be a legal statement of benefits, nor a comprehensive explanation of our personnel policies and practices, but rather to give employees a general understanding of how HDI views the employment relationship and approaches personnel issues.

The policies and programs outlined in this handbook are those presently in effect. It is likely that the policies and the employment-related benefits and programs of HDI will change from time to time. Although we will periodically update this handbook to keep employees informed of changes, we may implement changes immediately, without advance notice. The Executive Director is authorized to revise, delete or otherwise change policies, and to make the final determination in interpreting or applying policies.

It is not possible to anticipate every question that might arise in the course of employment. While this handbook provides information about topics most often of interest to employees, they may, on occasion, have a question or concern that is not addressed in the handbook. If that occurs, they should direct their questions to their supervisor. Nothing in this handbook, nor any other written or verbal communication, should be construed as creating a contract for employment or a warranty of benefits for any particular period of time, nor does this handbook change the "at will" employment relationship between HDI and any of its employees. Employees have the right to terminate the employment relationship with HDI at any time, with or without notice, for any reason. HDI has the same right to terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law. HDI retains sole discretion to add, delete, or change anything contained in this handbook, except employment-at-will.

This Employee Handbook supersedes and replaces any and all policies and related materials made available to the employees of HDI.

### Mission, Vision and Working Principles of the Organization

The mission of Harbor District, Inc. is to achieve a world-class revitalization of the Milwaukee Harbor District that sets the standard for how waterfronts work – environmentally, economically, and socially – for the next century.

#### Vision

Restored land and waters, re-imagined infrastructure and a comprehensive economic development strategy create a resilient waterfront that strengthens the Milwaukee Community.

#### Working Principles:

- Leverage the strengths of the public, private and nonprofit sectors.
- Utilize a team-based approach that allocates work (and credit) to best achieve outcomes.
- Support a process and structures that value inclusion and result in real impact.

- Strive for consensus in setting goals, developing strategies and generating wins for Milwaukee.

## History of the Organization

Harbor District, Inc. (HDI) was created in 2015 to promote high-quality redevelopment of Milwaukee's "Inner Harbor" and surrounding land: from the Milwaukee River south to Bay Street, and from First Street east to Lake Michigan.

The development of this area was first planned nearly a century ago, as the City developed the Port of Milwaukee and transformed Jones Island from residential to industrial uses. In the century since, we have seen a transformation of our economy and much of the land now lays fallow or underutilized. Fractured and overlapping jurisdictions, competing interests, development pressures, and environmental degradation make the area a complex challenge for redevelopment. And yet, the area offers incredible potential for the city. Assets to build from include the Port, the UWM School of Freshwater Sciences, Rockwell Automation, and the Global Water Center.

The Inner Harbor has been the subject of several years of study at the UWM School of Architecture and Urban Planning through its Institute for Ecological Design. The area was identified in the City of Milwaukee 2013 Sustainability Plan as a catalytic project. And in his 2014 "State of the City" address, Mayor Tom Barrett launched the Harbor District into its next phase, calling on the public and private sectors to work together to achieve high quality, sustainable redevelopment.

HDI serves as an "organizational center" to the Harbor District redevelopment initiative: providing oversight and accountability for financial investments and work to be performed; ensuring ongoing alignment among many stakeholders; offering a venue where decisions that impact the Harbor District are debated and made in an atmosphere of transparency and accountability.

## General Employment Practices

### Equal Opportunity

HDI is an equal opportunity employer. Accordingly, HDI will make all employment-related decisions without regard to race, religion, color, national origin, age, sex, disability, or any other categories protected by federal, state, or local law. Decisions regarding employment and promotion will be based solely only upon valid job-related factors.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. 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.

## Disability Accommodation

HDI is committed to providing equal employment opportunities to all employees, including qualified individuals with disabilities. This may include providing reasonable accommodation, where appropriate. In general, it is your responsibility to notify a management representative if you have a need for an accommodation. Upon doing so, your supervisor may ask you for your input, the type of accommodation you believe may be necessary, or the functional limitations caused by the disability. Any information obtained is kept in a confidential employee file.

All requests for reasonable accommodations will be considered consistent with the business needs of HDI in accordance with state and federal law. All questions should be discussed with a management representative.

## Drug, Alcohol and Tobacco-Free Workplace

HDI will maintain a workplace that is free from the health and safety-related consequences of drug, alcohol and tobacco use and abuse.

You are required to report to work in appropriate mental and physical condition to perform your job. While on Organization premises and/or conducting business-related activities at any location, you may not use, possess, distribute, sell or be under the influence of alcohol or illegal drugs.

The legal use of prescribed drugs is permitted on the job only if it does not impair your ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace. You must notify your supervisor of the use of prescribed drugs or other substances that may affect your ability to perform your job.

Tobacco use is known to increase risks to users' health and secondhand smoke may affect non-smokers. Tobacco use is generally discouraged and not permitted anywhere or at any time within HDI's facility.

In consideration of workplace safety, you should notify your supervisor if you observe any violation of this policy. Failure to comply with any part of this policy may result in corrective action up to and including termination.

Under certain circumstances, HDI may require an employee to undergo a drug and/or alcohol test when HDI has a "reasonable suspicion" that the employee is in violation of this rule. Similarly, HDI may require an employee to undergo drug and/or alcohol testing following an accident in the workplace. The testing shall be provided at HDI's expense. The employee will be referred to a certified testing laboratory for completion of the test. Refusal to submit to drug and/or alcohol testing will be deemed insubordination and will result in discipline, up to and including termination.

## Harassment

HDI expects that all employees will treat each other with fairness and respect. The organization strives to foster a work environment free of harassment, discrimination, intimidation or insult.

Harassment on the basis of race, religion, color, gender, age, national origin or disability or as otherwise provided under state or local law is both illegal and prohibited by HDI.

Harassment includes any unwelcome behavior that is offensive, abusive, threatening, intimidating, humiliating or degrading to another individual. The behavior can be verbal, written, visual, or physical and can arise out of in-person or electronic communications. While harassment may be based on protected class status, other offensive behavior that impairs morale, and interferes with work effectiveness, including jokes and teasing, are also prohibited by this policy. Examples of sexual harassment or other harassing or offensive behaviors include, but are not limited to:

- Sexual and other offensive jokes told in person or through any electronic device,
- Sexual innuendo, language or images sent through texts, instant messages, e-mail or other electronic device (“sexting”),
- Intimidation, sabotaging, physical assaults or threats,
- Slurs, epithets, ridicule, mockery or name calling,
- Posting offensive messages on social media sites,
- Unwelcome sexual flirtations, advances or propositions,
- Physically displaying or sending discriminatory, sexually suggestive or other offensive objects or pictures, including photos, posters, calendars, graffiti, drawings and cartoons or language, including jokes, through any medium, including electronically, in person, interoffice mail, or any other manner,
- Interference with work performance,
- Leering, staring, unwelcome touching or physical closeness, and
- Using Organization-provided electronic devices (including computers, pagers, and cell phones) to view, display or distribute pornography or other offensive content.

Employees who report harassment or who assist in the investigation of a complaint of harassment will **not** be subject to retaliation, intimidation or reprisals of any kind. Any employee who engages in these behaviors against another employee because of a complaint under this policy will be subject to corrective action.

Any individual who has experienced or observed harassment or offensive behavior by anyone during the course of their employment, should feel free to ask the person to stop at once if they feel comfortable in doing so. All employees, however, must report the behavior to their supervisor, manager or any other manager even if they intend to respond to the person themselves.

Supervisors and managers must promptly address all harassment or offensive behavior either observed or brought to their attention by others.

In addition, employees have the right to file a harassment complaint with the Equal Employment Opportunity Commission. The time limit for filing such a complaint with the EEOC is 180 days; the filing deadline may be increased to 300 days if the claim is also covered by a state or local discrimination law.

Reports of offensive behavior and harassment will be promptly investigated in as discrete a manner as possible. HDI expects anyone who participates in an investigation under this or any other policy to keep information they provide or learn of during the investigation confidential. Anyone found to have violated this policy will be subject to corrective action, up to and including termination of employment.

All managers and supervisors are responsible for the implementation of this policy and for ensuring that employees know and understand this policy. All employees will be held responsible and accountable for eliminating prohibited conduct.

### Acceptance of Gifts

HDI employees may not accept gifts with a value in excess of \$50 made in connection with their employment. A “gift” means anything of value, including but not limited to meals, lodging, loans, gift cards, discounts on services or products, the use of facilities, memberships, and employment or consulting relationships. Gifts to employees’ family members in connection with HDI employment are regarded as gifts to the employee.

Specifically excepted from this rule are:

- Items or payments received on behalf of and for the sole benefit of HDI;
- Items or payments related to expenses for a speaking engagement, event, or publication, directly related to the mission or operations of HDI, and provided by the event organizer or publisher; and
- Items or payments associated with participating in an event primarily for the benefit of HDI. To be of primary benefit to HDI, there must be a substantial and well-articulated organizational purpose for participation in the event and any private benefit must be merely incidental to the organizational purpose.

### Religious Accommodation

HDI will make reasonable efforts to accommodate the religious practices of our employees. Upon request, HDI will consider reasonable possibilities for accommodation if these do not create an undue hardship on the conduct of business. With prior approval from the Executive Director, employees may exchange an observed holiday for a religious holiday not observed.

### Employee Status and Benefits Eligibility

At-Will: HDI is an at-will employer, meaning that either you or HDI may terminate the employment relationship at any time, for any reason.



**Exempt:** Exempt status refers to the designation by the Fair Labor Standards Act of those employees who are not eligible to receive overtime pay; and some Exempt employees may be subject to different pay provisions for time off work than hourly employees. Exempt employees are salaried.

**Non-exempt:** Non-exempt status refers to employees who are eligible to receive overtime for hours worked in excess of 40 hours in a week. Non-exempt employees are paid on an hourly basis.

### **Full-time Employees**

Full-time employees are those who are hired to work an average of 40 hours per week. They are eligible for full benefits.

### **Part-time Employees**

Part-time employees are those who are hired to work less than 40 hours per week on average, with the expected average to be agreed upon at the time of employment. Those working an average of 20 hours per week or more are eligible for paid time off on a pro-rated basis. Employees working an average of 30 hours or more are eligible for other benefits on a pro-rated basis. Those employees working an average of fewer than 20 hours per week are not eligible for benefits, except those required by law.

### **Temporary Employees**

Temporary employees are those hired for a non-permanent or exploratory work experience for a limited time or project. Interns and volunteers are considered temporary employees. Temporary employees are not eligible for benefits, except those required by law. Employment is at will and not assured for the duration of a specific project or assignment.

### **Contractors and Consultants**

Contractors and Consultants are hired under contract to HDI to perform a specified job at a stipulated rate of compensation for a limited period of time. Such a person is an independent contractor, not an HDI employee, and is not subject to these policies except as specified in the contract.

### **Probationary Employees**

All new employees are probationary for their first 90 days of employment. During the probationary period, and based on their eligibility as described above, employees may receive health benefits and will accrue but may not take paid time off. Employees who resign or are terminated during or at the end of the probationary period are not entitled to any benefits which may have accrued during the probationary period. Employees will receive a review at the end of the 90 day period.

## Compensation

### Hours of Work

Our normal business hours are Monday through Friday, 8:30 a.m. to 5:00 p.m. with 30 minutes for lunch. Though alternate schedules may be arranged with the Executive Director, employees are expected to maintain a regular schedule. The nature of HDI's business may sometimes require work outside of normal business hours. Exempt employees are expected to offer flexibility to accommodate such schedule changes, and may anticipate reasonable scheduling flexibility in return.

### Pay Procedures and Time Sheets

Employees will be paid twice per month. All employees are required to maintain a record of time worked on an HDI- approved form and to submit it on a timely basis.

### Overtime and Compensatory Time

Non-exempt employees will be paid overtime in accordance with the law. HDI is not obligated to provide overtime or compensatory time for exempt employees. Regular exempt full-and part-time employees are expected to put in whatever hours are necessary to complete their work. However, recognizing the demands that work may impose on employees, a regular full- or part-time employee who has worked in excess of the standard work schedule may substitute the additional hours worked for an equal amount of time the employee is scheduled and expected to work during normal business hours. This time must be approved as it is accrued and may only be used during the month accrued or the next month with prior authorization by the Executive Director.

### Travel Reimbursements

Employees may receive reimbursement for work-related travel outside Milwaukee County. Travel expenses in excess of \$100 must be authorized in advance by the Executive Director. Travel expenses will be reimbursed or paid for in compliance with the HDI Corporate Travel Policy in effect at the time of travel.

## Leave

### Paid Time Off (Vacation)

HDI provides a generous amount of paid time off each year, and employees are strongly encouraged to use their allotment each year. Paid time off includes any discretionary time that the employee wishes to take, including vacation and "personal days". Paid time off of more than a day must be approved by the employee's supervisor in advance, and of more than five days must be approved at least one month in advance.

Paid time off accrues at the end of each month as follows:

Years of Employment	Accrued Hours per Month	Total Days per Year
0-3 years	10	15

3+ years	14	21
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Paid time off may not be carried more than twelve months; an employee’s total balance of accrued time off will never exceed the Total Days per Year above.

**Sick, Medical, and Bereavement**

Employees may receive up to six paid days off per year due to illness (their own or that of an immediate family member, including children, parents, and married or unmarried partner), other medical issues, or the death of a family member (including siblings in addition to the family members listed above.) Sick leave does not “accrue”. Unused sick leave does not carry over to the following year, and will not be paid out upon termination of employment with HDI. Employees using more than two consecutive days of sick leave may be required to provide a note from a doctor indicating their fitness to return to work.

**Holidays**

HDI observes 9 paid holidays: New Year's Day, Martin Luther King, Jr. Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, day after Thanksgiving, Christmas Eve and Christmas Day. With prior approval from the Executive Director, an employee desiring to observe a religious holiday not listed may make an exchange with another holiday.

**Family or Other Leave**

We recognize that extenuating circumstances may occasionally require employees to take a leave of absence from their work. Such circumstances could include the birth or adoption of a child, a prolonged illness, or other personal reasons. With prior approval from the Executive Director, employees may take unpaid leave of up to twelve weeks. Paid time off may be combined with unpaid leave, but the total time off shall not exceed twelve weeks.

**Other Benefits**

**Health Insurance & Retirement**

With each paycheck, employees shall receive a payment equal to 10% of their gross salary for the pay period, which they may use towards health insurance, retirement savings, or other needs, at their discretion. Employees shall have the option to direct that those funds be placed into pre-tax accounts to the extent allowed by applicable laws and regulations.

**Worker’s Compensation Insurance**

All employees are covered by worker's compensation as required by the laws of the State of Wisconsin. Any injury incurred on the job must be reported to the Executive Director within 24 hours of the injury.

## Employee Development and Performance Appraisals

Ongoing communication and constructive feedback are important parts of the employment relationship. Employees will be evaluated at the end of their probationary period and on an annual basis after that. Between scheduled appraisals, informal performance discussions may be held between you and your supervisor to address any performance issues that warrant attention.

The performance evaluation will normally consider your experience and training, and job description and your performance based on previously set objectives and goals. Other factors that normally may be considered include, but are not limited to: quality of work, promptness in completing assignments, initiative, responsibility level, reliability, attendance and conduct. As part of the performance evaluation and in consultation with their supervisor, employees will be expected to identify objectives and goals for the ensuing year.

HDI encourages employees to identify opportunities for further training and development, and within the constraints of the Organization's budget, will endeavor to make such opportunities available.

Performance evaluations may be considered when making decisions concerning training needs, pay, promotion, transfer or continued employment.

## General Office Policies

### Confidentiality

HDI employees may have access to confidential information including internal processes, payroll, miscellaneous data, software, costs, services performed, and other information not available to the public. It is a condition of employment that such information be maintained on a confidential basis and used prudently to serve the best interests of HDI.

While employed, or thereafter, you may not copy, discuss, disclose or distribute any confidential program, material, or other information which comes into your possession as a result of employment with HDI, other than for an approved use.

Requests for confidential information from any internal or external source, or requests for media interviews, should be referred to the Executive Director or other member of executive management.

If in doubt as to whether any program, material or other information is confidential, you must ask the Executive Director prior to such disclosure.

Upon termination of employment, you will be required to return all materials and information, and any copies of such materials, to your supervisor.

## Personnel Records

HDI will collect, maintain, and use employee personnel information in such a manner to preserve the privacy of the information, satisfy business needs and conform to applicable legal requirements.

Employees should keep their personnel information up-to-date by notifying HDI of any changes in name, address, telephone number, marital status, number of dependents, beneficiaries, and persons to be notified for emergency purposes. This information is necessary for personnel administration.

An employee always has access to his/her own personnel file. Otherwise access to personnel files is restricted to the Executive Director, supervisors and administrative staff. An employee wishing to see his or her file should consult with the Executive Director to arrange for a reasonable time to review the file.

Employees may have a copy of anything in their file but are not allowed to remove anything.

## Social Media, Electronic Communications & Privacy

Employees may have access to HDI's equipment and electronic communications systems, including but not limited to computer hardware and software, voicemail, e-mail, and internet, including internet accounts such as Facebook and Instagram. These systems and accounts are provided and maintained by HDI to enhance the Organization's work and to facilitate effective business communication, and all software and hardware is HDI property. Additionally, all messages and files composed, sent or received on these systems and accounts are and remain HDI property. Messages are not the private property of any employee and employees have no right or expectation of privacy in messages. Additionally, employees should be aware that deleted files may be retrieved and read by HDI. HDI reserves the right to retrieve, monitor, or review any messages in the system, and may disclose such messages for any purpose without notice to the employee and without seeking permission from the employee.

HDI must be concerned about the accuracy, authenticity and timeliness of information obtained electronically, about its legal obligations, and about the need to monitor and manage the use of Organization resources.

HDI employees are expected to abide by the following are policies in using technology systems and accounts that are the property of the organization:

1. HDI's technology system shall be used in a responsible, efficient, ethical and legal manner. The technology system/internet is to be used primarily for HDI business. However, employees are permitted to use the technology system for incidental personal use and/or communications provided that such use does not interfere with the work of HDI, and with the understanding that there is not expectation or right to privacy for personal messages composed or received on HDI systems. Employees shall use good judgment regarding the reasonableness of personal use and are required to keep personal records and personal business at home (not stored on HDI equipment).

2. Employees accessing the technology system are identifiable as representatives of HDI. As such, they must act and conduct themselves in an appropriate manner. Employees may not use the technology system in an offensive, harassing, illegal or defamatory manner. HDI prohibits the use of the system to send, maintain or store, offensive or improper messages about other employees or others within or outside the Organization. HDI prohibits the use of the technology system in any way that could be construed as anti-social, threatening, harassing or disparaging of others. HDI's non-discrimination policy and harassment policy extends to internet use.
3. Employees have a responsibility to use internet access in an informed and responsible way, conforming to network etiquette, customs, courtesies, and to HDI policies. All communications must conform to a high standard of professionalism and care, knowing that all communications contain the HDI signature and can be read by our donors, partners, and stakeholders.
4. Employees may not download or otherwise install software on technology without approval from the Executive Director or designee.
5. Employees shall not use technology to access/use copyrighted materials in an inappropriate manner. Accessing internet sites that are not appropriate in a business setting is not permitted (e.g. pornography, online gambling, etc.)

Computer pass-codes for access to HDI systems are the property of HDI, and are not a guarantee of confidentiality or privacy. Employees shall not use a pass-code, access a file, or retrieve any stored information, unless authorized to do so

Misuse of HDI communications systems or accounts may result in appropriate disciplinary action up to and including termination.

Employees may also have their own personal social media accounts. Employees are encouraged to share their association with HDI and to post or link to Organization news. However, confidential information may not be shared, and posts or comments that are anti-social, threatening, harassing, or disparaging of others, or violate the Organization's Harassment Policy, will not be tolerated, and may result in disciplinary action up to and including termination.

### **Conflict of Interest**

HDI maintains a Conflict of Interest Policy in its Bylaws. That Policy is hereby incorporated by reference.

## **Problem Resolution**

### **Complaint and Grievance Procedure**

### **Disciplinary Procedures and Corrective Action**

HDI expects employees to comply with its policies and standards of behavior and performance. Noncompliance with policies and standards of behavior or performance, including poor performance, may result in disciplinary action, including, but not limited to:

informal counseling, oral warnings, written warnings, suspension from HDI, and termination. The need for discipline and the type of discipline will be determined by the Executive Director.

### **Whistleblower**

Harbor District is committed to maintaining a workplace where employees are free to raise good faith concerns regarding the Organization business practices, specifically:

- Reporting suspected violations of law on the part of the Organization, including but not limited to federal laws and regulations;
- Providing truthful information in connection with an inquiry or investigation by a court, agency, law enforcement, or other governmental body; and
- Identifying potential violations of Organization policy, specifically the policies contained in the Organization Policies and Procedures Manual or similar policy manual as it may exist from time to time.

An employee who wishes to report a suspected violation of law or Organization policy may do so confidentially by contacting the President of the Board of Directors.

The Organization expressly prohibits any form of retaliation, including harassment, intimidation, adverse employment actions, or any other form of retaliation, against employees who raise suspected violations of law, cooperate in inquiries or investigations, or identify potential violations of Organization policies. Any employee who engages in retaliation will be subject to discipline, up to and including termination.

Any employee who believes that he or she has been subjected to any form of retaliation as a result of reporting a suspected violation of law or policy should immediately report the retaliation to the president or the chair of the Organization's Board of Directors.

Reports of suspected violations of law or policy and reports of retaliation will be investigated promptly and in a manner intended to protect confidentiality, consistent with a full and fair investigation, the president or Chair of the Board of Directors will conduct or designate other internal or external parties to conduct the investigations. The investigating parties will notify the concerned individuals of their findings and prepare other reports as indicated by the circumstances. A summary of all such reports will be presented to the Board of Directors.

In the event that a report of a suspected violation of law or policy or retaliation involves an individual who reports to the president or the chair of the Board of Directors, or to staff who report directly to these officials, then that official will not participate in the investigation and other officials or their designees must conduct the investigation.

### **Terminations and Resignations**

As an at-will employer, we understand that either you or HDI may terminate the employment relationship at any time, for any reason. If you decide to leave, HDI appreciates at least two weeks' written notice so that we can begin the process to adequately fill your position.

All keys and other organization property must be returned prior to or upon your last day of employment. All earned, unused vacation time will be paid out at the conclusion of employment if you have provided at least two weeks notice, or were not involuntarily terminated for misconduct.



## Acknowledgement

I have received and read my copy of the Harbor District, Inc. Personnel Policy Handbook. I have asked for and received clarification and interpretation of any portion of the Handbook which I did not understand or about which I had questions. I understand that I am an at will employee.

Date: \_\_\_\_\_

Employee Name: \_\_\_\_\_

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