



Clay County Heritage

Employee Handbook

Contact Information:

www.claycountyheritage.org

info@claycountyheritage.org

Heritage Center

(712) 262-3304

7 Grand Avenue, Spencer, IA 51301

Parker Museum

(712) 580-3173

300 East Third Street, IA 51301

Welcome!

This Employee Handbook has been developed to help you become acquainted with Clay County Heritage's policies and procedures that are integral to the success of the organization and its employees. As an employee of Clay County Heritage, the importance of your contributions cannot be overstated. Our goal is for your employment with us to be mutually beneficial and gratifying.

Clay County Heritage, hereafter referred to as "CCH," complies with all federal and state employment laws, and this handbook generally reflects those laws. CCH also complies with any applicable local laws, although there may not be a written policy regarding those laws contained in this handbook. The employment policies and benefits summaries in this handbook are written for all employees.

Please take the time now to read this handbook carefully and sign the acknowledgment at the end. This handbook sets out the basic rules and guidelines concerning your employment. This handbook supersedes any previously issued handbooks or policy statements dealing with the subjects discussed herein. CCH reserves the right to interpret, modify, or supplement the provisions of this handbook at any time. Neither this handbook nor any other communication by the Executive Director or Board Members, whether oral or written, is intended in any way to create a contract of employment. Please understand that no employee handbook can address every situation in the workplace.

If you have questions about your employment or any provisions in this handbook, contact the Executive Director or the Board President.

We are glad you have joined us, we look forward to working with you, and we wish you success in your employment here at Clay County Heritage!

Much Appreciation,
The Clay County Heritage Board of Directors

This handbook was approved by the Clay County Heritage Board of Directors on: 01/25/2022



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Information

About the Handbook

This handbook has been designed to provide you with an overview of Clay County Heritage's employment policies and procedures, and your benefits as an employee. This is your guide to information about your job at CCH. Please read it carefully and keep it for future reference. This handbook is not intended to encompass every situation or answer every question about employment and is not an employment contract.

CCH retains the sole discretion to add to, modify, or rescind any policies, practices, or benefits described in the Employee Handbook, other than the employment at-will policy, at any time. The most current versions of these documents will be kept in the workroom and a shared computer drive at the Clay County Heritage Center, and may be requested from the Executive Director. Whenever you have questions, you are encouraged to discuss them with the Executive Director or an Executive Committee Member. Emergency contact forms with employee contact information can be found in the top drawer of the locked filing cabinet in the workroom at the Clay County Heritage Center.

Mission Statement

Our mission is to collect, preserve, and interpret local Clay County history for the education and enjoyment of the public.

Services

- Operations and upkeep of the Clay County Fair Museum and its collection.
- Oral interviews with 50 long time Clay County residents compiled in the Clay County Video History Project. Tapes are available in all Clay County public libraries.
- Our collection is displayed at the Clay County Heritage Center and Parker Museum.
 - Heritage Center – Two permanent exhibits in the Dvergsten Gallery, *This Land We Call Home – Settling Clay County* and *Spencer Fire of 1931*, as well as rotating exhibits in the South Gallery.
 - Parker Museum – This 1916 Arts and Crafts style home highlights the Roy Webb and James E. Parker family stories. The backyard Duroe Building contains a Blacksmith shop as well as an expansive agricultural collection.
- Rotary Research Room and Archive Library for genealogy and educational research.
- Tours of Clay County Heritage Center, Parker Museum, and One Room Schoolhouse for schools, organizations, families, and tourists.
- Two traveling exhibits: *1931 Spencer Fire* and *Clay County Fair*.
- Various educational programs year-round.

Employment at Will

At-Will Employment

Employment is at the mutual consent of Clay County Heritage and the employee, regardless of an employee's employment classification. Therefore, either CCH or the employee can terminate the employment relationship at will, at any time, with or without cause, and with or without advance notice.

No employee at CCH has the authority to alter this at-will policy, or to make any agreement contrary to this policy.

Resignation and Termination

Employees are encouraged to provide at least a two weeks' notice of resignation to facilitate a smooth transition out of the organization. If an employee provides less notice than requested, the employer may deem the individual ineligible for rehire depending on the circumstances regarding the notice given. All resignations must be confirmed in writing.

Employees are paid for the Paid Time Off (PTO) they have accrued if Clay County Heritage terminates their employment or if the employee resigns.



Equal Opportunity and Non-Discrimination

Equal Employment Opportunity

Clay County Heritage is committed to providing a work environment that is free of discrimination and harassment. CCH expects each employee to take responsibility for maintaining an atmosphere of equal opportunity by demonstrating sensitivity to and respect for social, cultural, religious, and physical differences.

It is the policy of CCH to provide equal employment opportunities to all employees and applicants and to comply with all applicable laws prohibiting unlawful discrimination in employment. This commitment encompasses all aspects of the employer-employee relationship, including recruitment, selection, assignment, promotion, demotion, layoff and recall, termination, and training. CCH will not unlawfully discriminate against qualified applicants, employees, or independent contractors on the basis of race (including traits historically or culturally associated with race, such as hair texture and protective hairstyles), color, national origin (including language use restrictions), ancestry, sex, sexual orientation, gender, gender identity, gender expression, age, religion (including religious dress and religious grooming), physical disability, mental disability, medical condition (as defined under state law), genetic characteristic or information, pregnancy, breastfeeding or other pregnancy related medical condition, marital status, military and veteran status, or any other characteristic protected by state or federal law.

Policy Against Discriminatory Harassment

Clay County Heritage is committed to providing an environment that is free of discrimination and harassment and in which all individuals are treated with respect and dignity. This Policy Against Discriminatory Harassment is one aspect of CCH's overall commitment. CCH will not tolerate discrimination, discriminatory harassment, or retaliation against anyone for complaining about discrimination or discriminatory harassment.

This policy applies to all members of CCH community, including but not limited to employees, independent contractors and their employees, and volunteers. It applies not only to the treatment of subordinates and co-workers, but also to interactions with others who visit or work at or with CCH.

Reporting and Responding to Discriminatory Harassment.

All employees are responsible for assuring a workplace free from discrimination. If another person is engaged in unwelcome behavior towards you and you feel comfortable doing so, you should tell the person that their conduct is unwelcome and ask that it stop. In some cases, others may be unaware that their conduct is unwelcome or offensive to you. If you are not comfortable telling another person that their behavior is offensive or if doing so does not make the

unwelcome behavior stop immediately, contact the Executive Director or an Executive Committee Member.

If another member of the CCH community tells you that your conduct towards them is offensive or unwelcome, and the conduct is not part of your work responsibilities, stop. Be aware that, even if no one asks you to stop, remarks or conduct that you do not mean to be offensive may make others unnecessarily uncomfortable. If you have any questions about this policy or about discriminatory harassment in general, consult the Executive Director or an Executive Committee Member.

Workplace Accommodations for Employees with Disabilities

It is the policy of Clay County Heritage to fully comply with the reasonable accommodation requirements set forth in the Americans with Disabilities Act (ADA) and other related state and federal statutes. These laws require employers to provide reasonable accommodation to qualified employees and applicants with disabilities unless the accommodation would cause undue hardship. CCH is committed to working with employees with disabilities to identify and provide reasonable accommodations that will permit otherwise qualified employees to perform the essential functions of their position.

An employee seeking workplace accommodations should submit their request to the Executive Committee. Employees are encouraged to disclose any disabilities to the Executive Committee as they are comfortable, but no employees are required to disclose any disabilities. All disclosures and accommodation requests will be kept strictly confidential among Executive Committee Members.



Your Job

Introductory Period

Newly hired employees at Clay County Heritage serve an introductory period of 90 calendar days. This is an opportunity for employees to be evaluated for abilities, competencies and performance required for the assigned position. After 30 and 90 calendar days, employees will receive feedback from the Executive Director and/or President of the Board of Directors. Employees who do not successfully pass the introductory period may be subject to termination. The introductory period is to be used only during the initial hiring period for new regular employees.

During and after the introductory period, an employee's at-will status does not change and either CCH or the employee may terminate employment with or without cause or notice at any time during the employee's employment. Completion of the introductory period does not create an implied contract of employment or any other contractual obligation.

Employment Classification

All Clay County Heritage employees are employees at-will. CCH employees are classified as full-time or part-time; as regular or temporary; and as exempt (salaried) or non-exempt (hourly) under state and federal wage and hour laws.

Hours of Works

Full-time	30 – 40 regularly scheduled hours per week.
Part-time	Fewer than 30 regularly scheduled hours per week.

Terms of Employment

Regular	Hired for an unspecified duration.
Temporary	Holds job of limited and specified duration arising out of special projects or emergencies. Position may be part time or full time. The length of a limited-term assignment should be specifically tied to the operational requirements of the role and available funding. Temporary assignments may not exceed 12 months. Position is not intended to have an expectation of automatically moving to a regularly classified position.

Overtime Eligibility Status (Non-Exempt/Exempt)

State and federal wage and hour laws determine whether employees are “exempt” (salaried) or “non-exempt” (hourly) based on duties, responsibilities, and compensation. Overtime pay is granted for hours worked over 40 in a workweek (Sunday to Saturday) at a rate of time and one-half at your regular rate of pay. Employees may choose to receive compensatory time off, at a

rate of not less than one and one-half hours for each overtime hour worked, instead of cash overtime pay.

If your position is classified as non-exempt, you are eligible for overtime pay according to applicable state and federal guidelines. A non-exempt employee should work overtime only if that work is approved in advance by their supervisor, and all overtime must be accurately recorded on the employee's timesheet. Off-the-clock work is strictly prohibited. A non-exempt employee who works unauthorized overtime will be paid for that overtime but may be subject to discipline, up to and including termination, for violation of this rule.

Employees who are classified as exempt employees are not entitled to overtime compensation.

Any employee who believes that an improper deduction or violation of the legal standards has occurred should notify the Executive Director and/or the Board President as soon as possible. The issue will be promptly investigated and, if a mistake occurred, corrected. Employees may file complaints without fear of retaliation.

Work Schedule

Employees will coordinate their hours to include the open hours listed below unless their schedule is specifically tied to their position. Employees are encouraged to run personal errands, schedule personal appointments, etc. outside of their workday. Exceptions can be made at the discretion of the Executive Director.

- Clay County Heritage Center:
 - Tuesday – Friday at 10:00 AM – 4:00 PM
 - Saturday at 10:00 AM – 3:00 PM
 - Sunday and Monday Closed
- Parker Museum:
 - Weekdays by Appointment

Jury Duty is encouraged and if summoned unpaid time off will be provided. Employees are encouraged to exercise their right to vote and may take reasonable unpaid time off to perform their civic duty. PTO may be used at the Employee's discretion for Jury Duty and voting.

In the case of severe weather, the Executive Director and an Executive Committee Member will decide when to close Clay County Heritage to the public resulting in a paid day off to all employees. If it is decided that CCH will be open to the public during inclement weather, employees should make one of the following choices at their discretion: work on site, work from home, use their PTO, or take the day off unpaid. Please refer to the "Work From Home" section on page 14 for more details.

Meal and Rest Breaks

Employees are entitled to take a meal and rest periods. Employees who work more than 5 hours in a shift may take an uninterrupted meal period of a minimum of 30 minutes and up to 60 continuous minutes during which they are relieved of all duties and are free to leave the premise (a refrigerator, microwave, and table are available for employees use at the Heritage Center). Employees working no more than 6 hours a shift may waive their meal period at their own discretion. Meal breaks lasting more than 30 minutes are not counted towards hours worked and are considered unpaid for all employees and must be displayed on your time sheet.

Employees are also entitled to take one 10-minute rest period for each 4 hours of work, during which they are relieved of all duties and are free to leave the premise. Break periods are considered paid for all employees and do not need to be displayed on your time sheet. Taking more than one rest period for each 4 hours of work may result in disciplinary action.

Non-exempt employees should never work or be asked to work off the clock and meal and rest periods should not be interrupted. If you are a non-exempt employee and your meal and/or rest period is interrupted due to work related responsibilities or if you are in any way discouraged from taking meal and/or rest periods on time or consistent with CCH policy, notify the Executive Director and/or the Board President immediately.

Job Performance and Conduct

As an employee of Clay County Heritage, you have certain privileges, which are described in this handbook. In addition, you have responsibilities to CCH and to other employees. Specific job requirements often vary. The Executive Director or Board President will explain the job requirements and performance standards for your job.

Performance Review.

As a Clay County Heritage employee, you must perform your job at an acceptable level. If you have questions, you should speak with the Executive Director and/or an Executive Committee Member.

Generally, you can expect a formal discussion of performance and a written performance review on an annual basis in January. This important discussion between you and the Executive Director and/or an Executive Committee Member will focus on past accomplishments as well as future opportunities to contribute. If deemed appropriate by the Board of Directors, pay raises may be implemented during annual performance reviews.

Disciplinary Action

The use of disciplinary action is within the sole discretion of management. Types of disciplinary action may include, but are not limited to, counseling, written warning, suspension, and termination. Giving a disciplinary warning or warnings in one instance does not require CCH to use such warning or warnings in any other instances, nor does it modify the at-will employment relationship in any way. CCH reserves the right to utilize any disciplinary action on a first-time basis.



Your Pay

How You Are Paid

Pay Periods

Pay periods are two weeks long and pay checks are issued every other Friday. All employees are paid via direct deposit. The Executive Director and/or the Board Treasurer will assist you in setting up your direct deposit.

Timekeeping

All employees are responsible for recording their work hours on a timesheet provided by CCH. Employees will only be paid for the hours they have completed on their timesheet. Falsification of timesheet information is grounds for disciplinary action. Pay is calculated by the half hour.

Paid Time Off

Paid Holidays

The 6 paid holidays are as follows: New Year's Day (*January 1*), Memorial Day (*last Monday in May*), Independence Day (*July 4*), Labor Day (*first Monday in September*), Thanksgiving Day (*fourth Thursday in November*), and Christmas Day (*December 25*). When paid holidays fall outside a full-time employee's normal working days, they may take their paid holiday on the day immediately before or following the actual holiday. Part-time employees are paid when a holiday lands on their normal working day. Part-time employees are not paid when a holiday falls outside their normal working days unless CCH is closed to the public.

Paid Time Off

The purpose of Paid Time Off (PTO) is to provide regular employees with flexible paid time off from work that can be used for such needs as vacation, personal, or family illness, doctor appointments, school, volunteerism, and other activities of the employee's choice. Clay County Heritage's goal is to reduce unscheduled absences and the need for supervisory oversight.

Regular employees working 30 or more hours a week, will accrue PTO bi-weekly in 4-hour increments. Regular employees working 20 to 29 hours a week, will accrue PTO bi-weekly in 2-hour increments. PTO is added to or removed from the employee's PTO bank when their bi-weekly paycheck is issued. PTO taken will be subtracted from the employee's accrued time bank in half hour increments.

Regular employees working 30 or more hours a week may carry 80 hours of accrued PTO over into a new calendar year and regular employees working 20-29 hours a week may carry 40 hours of accrued PTO over into a new calendar year. Employees are responsible for monitoring and taking their PTO over the course of a year so that they do not lose time accrued when the current calendar year ends.

Bonuses and Pay Raises

Clay County Heritage does not have a set pay raise scale. Bonuses and pay raises may be given if and when deemed appropriate and applicable by the Board of Directors.



Workplace Policies

Attendance and Punctuality

Clay County Heritage depends on regular attendance and punctuality to run smoothly. If employees are going to be late or unable to come to work, they should contact the Executive Director ahead of time or as soon as possible if prior notice is impossible. The Executive Director should contact all staff and two Executive Committee Members when they are going to be absent. Excessive absences or tardiness can also lead to disciplinary action, up to and including immediate termination.

Work From Home

Clay County Heritage employees may work from home when necessary if their job duties allow them to. The Executive Director must let all other employees and two Executive Committee Members know when they are going to work from home. All other employees need to tell the Executive Director when they are going to work from home. These communications can be made via texts, phone calls, or emails. When an employee works from, they do not need to report exact times on their timesheet but need to keep track of the amount of time spent on different projects during that day.

Employee Work Apparel/Appearance

Employees should always be dressed professionally in anticipation of visitors. Jeans are acceptable when work dictates the need but must not have holes, slashes, or be in any state of disrepair.

Keys/Security Codes

Employees may be issued keys to the Heritage Center, Parker Museum, or an office. It is important to safeguard your keys. Keys may not be copied, loaned, or transferred to anyone else. A fee may be charged for a replacement key.

Employees may be asked to select a 4-digit code for the security systems of the Heritage Center and/or Parker Museum. Choose numbers that are meaningful and easy for you to remember. While Knight Protection manages the codes for CCH's security system, Knight Protection does not keep a list of names associated with each code. If you forget your code, you will need to contact the Executive Director. Codes should not be shared with anyone else. Misuse of your code may result in disciplinary action.

Credit Card Policy

Employees may be issued a company credit card or given access to one. No personal or private expenditures shall be charged to a company credit card and no regular operating expense (i.e. monthly telephone bills, internet agreement, etc.) shall be charged to a company credit card. All



charges should be properly documented meaning you must keep the receipt for all of your purchases and document what the charge was for (i.e. exhibit or education materials, office supplies, items for a specific event, etc.). Any expense exceeding \$250 must be pre-approved by the Executive Director and any expense exceeding \$500 must be pre-approved by the Executive Committee.

Payments, late fees, and interest related to unauthorized or undocumented charges shall be the responsibility of the employee. Violation of this policy may result in disciplinary action, including termination of employment and/or prosecution.

Personal Use of Resources

Clay County Heritage provides a wide range of tools and resources, including information technology resources, such as computers and computing resources, telephones, voicemail and electronic mail, Internet access, etc. Although CCH recognizes that users of these resources may occasionally make or receive personal telephone calls or electronic mail messages, personal use of CCH's resources is not proper and should be avoided to the maximum extent possible. Abuse or excessive personal use of CCH's resources may result in the employee being charged with fees, some of which are listed below.

Personal use of the photocopy machine is at the following rates:

8.5x11" = \$0.20 per page

8.5x14" = \$0.30 per page

Personal use of the fax machine is at the following rates:

local call = \$1.00 per page

long-distance call = \$2.00 per page

Professional Development

Clay County Heritage does not have a specified budget for employee professional development. Employees who wish to take part in professional development through courses, conferences, and other resources should bring their request before the Executive Committee. The approval of funding for professional development is within the sole discretion of the Executive Committee. Providing funding in one instance does not require CCH to approve funding in any other instances.

Emergency Procedures

External Emergency Procedures

There is a clear distinction between the policies and procedures which are internal and those exercised by a response agency, such as fire or law enforcement. In the case of any emergency that requires an outside emergency agency, the first call made is 911 and their directions followed. Next, call the Executive Director (or next senior staff member). In the event of such an emergency, the most senior staff member on site will act as the Facility Coordinator, for the purpose of coordinating with the response agency's Incident Commander.

Emergency Number: 911

Police Non-Emergency: (712) 262-2151

Fire Non-Emergency: (712) 580-7240

Ambulance Non-Emergency: (712) 264-6198

Medical Emergency – Call 911

State your name, location, nature of victim's illness/injury. If you have training, administer First Aid. Do not move injured party. Do not come into contact with blood or bodily fluids. First aid kits are located in the front desk area and break room.

Fire – Call 911

If a fire is small and does not pose immediate threat, utilize any available fire extinguisher to suppress (**Pull-Aim-Squeeze-Sweep**). If extinguisher does not fully suppress, or if the fire is beyond control of a hand extinguisher, initiate building evacuation. Remain in the area at a safe distance to warn others away, until directed to evacuate.

Flooding/Water Damage

Notify the Executive Director (or next senior staff member) immediately. If safely possible, unplug any electrical appliances near the area of flooding. If you are aware of the water source and can safely do so, turn off the water. Be prepared to assist in the covering of objects, removal of objects, or moving objects from the threatened area.

Power Outage

Call the Executive Director (or next senior staff member). Provide assistance to others as you are able. Unplug equipment that is not plugged into a surge protector to avoid damage when power returns. Do NOT use candles, flares, or open flames. Proceed to exits by use of flashlights, emergency lights, or other light sources.

Severe Weather

Advise others of warnings received. Move away from windows, glass, and unsecured objects. Go to a secure interior area. Assist people with disabilities seeking shelter if needed. Remain in a safe area until "all clear" is given by a reliable source.

Facilities and Maintenance Numbers

The following list contains the company, contact person, phone numbers, and service type of institutions that provide services for Clay County Heritage. These numbers are listed in alphabetical order by company name. Always contact the Executive Director first unless there is an immediate emergency.

Company	Service	Contact Name	Phone Number
Barb's Gardening	Lawn Care	Barb Solberg	(712) 346-0402
Black Hills Energy	Gas (Parker House)	-	(888) 890-5554
Boji Information Systems	IT Support/Emails	Ed Van Holsteijn	(712) 240-9039
Emagine	Website	Mike Iedema	(712) 262-6674
Hanson's Plumbing and Heating	HVAC System/ Plumbing (Parker House)	-	(712) 262-1514
Knight Protection	Security System	Greg Knight	(712) 262-5524
Laurens Plumbing	HVAC System/ Plumbing (Heritage Center)	-	(712) 841-2495
Corey Theesfeld	Snow Removal	-	(712) 330-5783
Spence Municipal Utilities	All Utilities (including telephone and internet)	-	(712) 580-5800

Appendix

Employee Contact Information

Staff members are listed in ranking order with highest rank at the top of the list.

Contact Name	Email Address
Executive Director	director@claycountyheritage.org
Director of Collections	registrar@claycountyheritage.org
Receptionist	reception@claycountyheritage.org
Weekend Reception	reception@claycountyheritage.org

Public Service Loan Forgiveness Program

The Public Service Loan Forgiveness Program (PSLF) forgives the remaining balance on your Direct Loans after you have made 120 qualifying monthly payments under a qualifying repayment plan while working full-time for a qualifying employer.

Clay County Heritage is a Qualifying Employer for PSLF. Your position qualifies you for PSLF if you are a full-time employee, meaning you work 30 hours a week or more. If you wish to get your student loans forgiven through PSLF, it is your responsibility to complete the necessary steps and procedures. The Executive Director or an Executive Committee Member may sign your PSLF Form.

Learn More: <https://studentaid.gov/manage-loans/forgiveness-cancellation/public-service>



Acknowledgement of Receipt of Handbook

I acknowledge that I have been given a copy, or access to a copy, of Clay County Heritage’s Employee Handbook. I understand that this Handbook summarizes the Organization’s employee guidelines, and that it is furnished to me solely for my information.

I understand that being employed with the Organization is not guaranteed for a specified term and is at the mutual consent of me and the Organization. Accordingly, the Organization or I can terminate the employment relationship at will, at any time, with or without cause, and with or without advance notice.

I understand that the statements contained in the Handbook are not intended to create any contractual obligations. I also understand that the Organization may modify or rescind any of its policies or practices described in the Handbook at any time, except for those policies required by law.

I acknowledge that it is my responsibility to read and become familiar with the contents of the Handbook.

Name (Print)

Signature

Date



Employee Emergency Contact Form

Name: _____

Position: _____

Personal Contact Information:

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Emergency Contact Information:

(1) Name: _____ Relationship: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

(2) Name: _____ Relationship: _____

Address: _____

City, State, Zip: _____

Home Phone: _____ Cell Phone: _____

Medical Contact Information:

Doctor Name: _____ Phone: _____

Please list any medical conditions you want Clay County Heritage to be aware of in case of an emergency: _____

- I have voluntarily provided the above contact information and authorize Clay County Heritage and its representatives to contact any of the above on my behalf in the event of an emergency.
- I have chosen not to furnish any emergency contact information to Clay County Heritage at this time.

Employee Signature

Date

