

ADDENDUM 2

Volunteer Days

The JCTDA is an active member of our community. As a result, giving back to the community as a volunteer is a key component of who we are. All employees are eligible to use up to two (2) paid days per year serving as a volunteer to a community organization. To utilize this benefit, employees must request, in writing, their service day(s) a minimum of 14 days in advance. The request should include the organization that will benefit from the service and briefly summarize the activities to be performed. Volunteer days will be approved in consideration of business requirements of the JCTDA and must be approved by the Executive Director prior. This benefit is forfeited upon termination of employment with JCTDA.

Travel Days

Work-life balance is a critical element of ensuring our team members can give their best to our visitors and community. As a result, JCTDA provides all employees one paid day off to be used within three days of an approved travel event. This benefit is provided to employees who complete travel for official JCTDA business of three or more days (two nights) away; i.e., a “travel event”. For shorter trips, this benefit is not provided. The benefit cannot be accrued or deferred outside of the three-day usage window. If the employee elects not to utilize the paid day off, the day is forfeited.

ADDENDUM 3

Supplemental COVID-19 Policy

Effective Date: August 9, 2021

The JCTDA will implement a COVID-19 safety policy per the effective date to enhance the health and safety of its team members. This policy will be reviewed as guidance from the CDC is updated and/or at the discretion of the Executive Director.

Requirements

1. Vaccines – All employees of JCTDA are required to present proof of vaccination status or become vaccinated against COVID-19. Employees who may have a valid exemption to this policy may submit a written request for the exemption, which may or may not be approved. Employees that choose to remain unvaccinated and are unable to satisfactorily perform their duties may be terminated. If unvaccinated, weekly COVID-19 testing may be required to ensure safety of all employees and visitors.
2. Face Coverings - all staff and visitors to the office regardless of vaccination status shall be required to wear a face covering. This applies to common work areas, reception areas, conference rooms, and public meetings and venues. Staff may choose not to wear a face covering while working at their desk, work area or at home. If a staff member requires an exemption from this requirement, the request must be submitted in writing to the Executive Director. Approvals and disapprovals will be provided in writing.
<https://www.cdc.gov/coronavirus/2019-ncov/prevent-getting-sick/cloth-face-cover-guidance.html>
3. Telework and Remote Work - Employees may continue to telework only when expressly allowed by their supervisor. Staff shall be in the office and at meetings when required.
4. Remote Work Rules - Employees who wish to work remotely should talk with their supervisor about working from home, including their proposed schedule. This request is not an entitlement; some positions may not be suited for remote work. All employees who are approved to work by their supervisor must comply with the following requirements:
 - a. Remote employees are expected to be available and communicative during their scheduled work hours. This includes forwarding your desk phone to your cell phone so that you are available to answer phone calls as if you were at your desk.
 - b. Work rules and other policies continue to apply to offsite work locations.
 - c. Consumption of alcohol during work hours is never acceptable.
 - d. Employees should seek a quiet and distraction-free working space, to the extent possible.

- e. Employees are expected to maintain their workspace in a safe manner, free from safety hazards.
 - f. Employees are required to provide all equipment and office furnishings for their home workstation.
 - g. JCTDA provides a laptop and remote access to files for your use regardless of your work location.
 - h. Employees may take reasonable office supplies, such as paper, pens, and paper clips, from the office for your use in your home office.
 - i. Safety - Employees are expected to maintain their home workspace in a safe manner, free from safety hazards.
 - i. Telecommuting employees are responsible for notifying the employer of such injuries as soon as practicable. The employee is liable for any injuries sustained by visitors to their home worksite.
 - ii. Visitors to home worksite should be for personal reasons only – it is not appropriate to have business visitors to your home for official JCTDA business unless approved by the Executive Director.
 - iii. Telecommuting is not designed to be a replacement for appropriate child or elder care. Although an individual employee's schedule may be modified to temporarily accommodate child care needs, the focus of the arrangement must remain on job performance and meeting business demands. Prospective telecommuters are encouraged to discuss expectations of telecommuting with family members.
5. Time Worked - Telecommuting employees who are not exempt from the overtime requirements of the Fair Labor Standards Act will be required to accurately record all hours worked using their timesheets. Hours worked in excess of those scheduled per day and per workweek require the advance approval of the telecommuter's supervisor. Failure to comply with this requirement may result in the immediate termination of the telecommuting agreement.
6. Right to Revise or Eliminate Remote Work - From time to time, JCTDA may need to cancel, suspend, or modify the remote work schedule to ensure we serve our visitors and community effectively and safely. JCTDA will make every effort to provide as much notice as possible when an employee's remote schedule must be modified or canceled. Failure to comply with the policy may result in termination of your telecommuting privileges.
7. Employee Business Related Travel - Staff may travel consistent with the JCTDA policies.
8. REPORTING - What Employees Should Do If They Feel Sick - Employees who feel sick shall not work at the JCTDA office or at other locations outside of their own home. If an employee can work from home while sick, it is in the discretion of that employee whether they should use their leave or telework. The employee should notify their supervisor that they are sick and without leave. Employees

have been notified of their leave rights pursuant to JCTDA policies and is in compliance with this federal law as well as all other relevant federal and state mandates regarding employee sick leave. Employees shall notify their supervisor pursuant to the JCTDA personnel policy if they are sick and unable to work. Under no circumstances shall employees who are sick or exhibiting symptoms of respiratory illness, report to work on any day that they are sick or exhibiting symptoms of respiratory illness. Sick employees shall not return to work until they have a return to work note from a medical provider certifying negative COVID-19 test or safe to return to work.

9. Employee testing, return to work and guidelines for those exposed to Covid will follow Jackson County Health Department (JCHD) protocols or CDC Guidelines in place at the time of the event. If JCHD protocols and CDC Guidelines are in conflict, the more restrictive guidance will apply.

10. Supervisors - Supervisors are expected to support employee decisions to use sick leave if the employee is sick or needs to care for a family member that is sick pursuant to JCTDA personnel policy.