



*SEASONAL EMPLOYEE*  
*HANDBOOK*



# Nebraska State Fair

## *Employee Policies, Rights, Responsibilities, and Expectations*

### ***Welcome To Our Team!***

On behalf of your colleagues, we welcome you to Nebraska State Fair and wish you every success here. Each person associated with our organization contributes directly to Nebraska State Fair's growth and success, and we hope you will take pride in being a member of our team.

We have created this seasonal employee handbook to describe some of the expectations of our employees. **These policies are guidelines to assist you in your employment at Nebraska State Fair and do not create a contract of employment. You are employed at will, meaning either you or Nebraska State Fair may terminate employment at any time and for any reason.**

You should read and understand the contents of this handbook as soon as possible to allow yourself the greatest opportunity for success and enjoyment with our organization. If you need further clarification, please do not hesitate to ask your direct supervisor.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

***This handbook replaces and supersedes all other employee handbooks and policies contained therein that have been distributed prior to the effective date in this handbook.***

***The Nebraska State Fair reserves the right to modify any policies contained in this handbook at any time due to business needs or applicable law. If a policy is revised, employees will be notified.***

### ***Mission & Vision***

The Nebraska State Fair's **mission** is to recognize the achievements of Nebraskans, celebrate youth and fair traditions and showcase agriculture while providing educational and entertaining experiences for all.

The Nebraska State Fair's **vision** is to become Nebraska's most loved and anticipated celebration of agriculture, entertainment and education.

### ***Core Values***

**INTEGRITY:** We believe that our daily actions and decisions should be consistent with strong moral principles and beliefs.

**HONESTY:** We value honesty and expect people to tell the truth at all times.

**RESPECT:** We believe all people deserve to be treated with dignity and respect.

**TEAMWORK:** We value a cooperative spirit and expect people to work together towards common goals.

**OPEN COMMUNICATION:** We believe communication is a two-way street involving both talking and listening and encourage open, honest dialogue.

**ACCOUNTABILITY:** We expect people to take ownership and responsibility for their duties and be accountable for results.



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**SAFE ENVIRONMENT:** *We cultivate a safe working environment where everyone feels comfortable being themselves and expressing their beliefs.*

**HUMOR:** *We believe a strong sense of humor can reduce stress and create a more enjoyable working environment.*

**SERVANT LEADERSHIP:** *We celebrate people who put the needs of others before their own and focus on serving as opposed to being served.*

## ***Business Ethics and Conduct***

The successful business operation and reputation of Nebraska State Fair is built upon ideals of fair dealing and ethical conduct. The continued success of Nebraska State Fair is dependent upon customers' trust. Employees owe a duty to Nebraska State Fair and its customers to act in a way that will preserve this trust. It is important for employees to realize that their dealings with vendors, exhibitors and the public will act to enhance or deteriorate this relationship. As such, you are expected to always act in a respectful and professional manner.

Employees are expected to conform to the following expectations:

- Perform all duties and responsibilities diligently and conscientiously.
- Be honest. Integrity is an indispensable personal quality.
- Use company equipment and supplies for business purposes and with care.
- Seek help in resolving problems.
- Conduct yourself as a responsible member of this company's staff and as a good citizen.
- Comply with company and departmental rules and regulations.
- Be cooperative and considerate in your relations with your managers and fellow employees.
- Avoid any conduct that interferes with another employee's work performance or that creates an intimidating, hostile or offensive work environment.

If a situation arises in which an employee is uncomfortable making a decision or is unsure of acceptable conduct, the employee is strongly encouraged to seek advice and consultation from a supervisor.

**Disregarding or failing to comply with this policy or any other policy referenced in this employee handbook could lead to disciplinary action, up to and including termination of employment.**

## ***Nature of Employment***

Employment with Nebraska State Fair is at will, meaning an employee is free to resign at any time, with or without cause. Similarly, Nebraska State Fair may terminate the employment relationship at will at any time, with or without notice or cause, as long as there is no violation of applicable federal, state, or local laws.

Seasonal employment with the Nebraska State Fair is temporary in nature and is intended to support operational needs during the event season. Acceptance of a seasonal position does not create an expectation, or promise of continued, regular, or permanent employment.



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In some circumstances, seasonal employees may be asked to continue working beyond the originally anticipated event season based on business needs. Any extension of seasonal employment remains temporary and does not indicate conversion to regular or permanent employment. Only an official written offer or employment status change issued by the Nebraska State Fair can establish a change from seasonal to regular employment.

All seasonal positions will conclude as determined by the Nebraska State Fair and its managers.

## ***Equal Employment Opportunity***

Nebraska State Fair uses the objective criteria of merit, qualifications and abilities to make employment decisions within the organization. Nebraska State Fair does not discriminate in any employment opportunities on the basis of race, color, religion, national origin, age, sex (including pregnancy), marital status, disability, or any other status protected by law.

## ***Unlawful Harassment and Discrimination***

Nebraska State Fair is committed to providing a work environment in which people are treated with dignity and respect, and free from discrimination and harassment. Actions, words, jokes or comments based on an individual's race, color, religion, national origin, age, sex (including pregnancy), marital status, disability, or any other status protected by law will not be tolerated. Nebraska State Fair specifically prohibits any form of harassment and/or discrimination, whether in person, email, social media or any other manner toward any employee by coworkers, supervisors, contractors, vendors, suppliers, or customers.

Sexual harassment is defined as unwelcome verbal or physical comments or actions, requests for sexual favors, and/or visual, verbal or physical conduct of any nature when: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submission or rejection of the conduct is used as a basis for making employment decisions; or, (3) the conduct has the purpose or effect of interfering with work performance or creating an intimidating, hostile, or offensive work environment. This definition includes many forms of offensive behavior and also includes gender-based harassment against a person of the same sex as the alleged harasser. The following is a partial list of sexual harassment conduct examples:

- Making unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Visual conduct that includes leering, making sexual gestures or displaying suggestive objects or pictures, cartoons or posters that are offensive
- Verbal conduct that includes making or using derogatory comments, epithets, slurs or jokes
- Written conduct such as suggestive or obscene letters, notes or invitations
- Physical conduct that includes touching, assaulting or impeding or blocking movements



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Employees who believe they have experienced or witnessed sexual or other unlawful harassment or discrimination in the workplace must report it immediately to their immediate supervisor or the Business Administrator. All allegations of harassment or discrimination will be promptly and discreetly investigated.

## ***Bullying in the Workplace (Abusive Conduct)***

Each employee is expected to act in a manner which demonstrates professional conduct, mutual respect for others and honors diversity in the workplace. It is important to recognize that it is the impact of the behavior on others, not the intent, which determines whether or not bullying has occurred.

Nebraska State Fair considers the following examples of behavior to constitute unacceptable bullying conduct:

- **Verbal bullying:** Slandering, ridiculing or maligning a person or his or her family; persistent name calling that is hurtful, insulting or humiliating; using a person as the butt of jokes; abusive and offensive remarks
- **Physical bullying:** Pushing, shoving, kicking, poking, tripping, assault or threat of physical assault, damage to a person's work area or property
- **Gesture bullying:** Nonverbal threatening gestures and conduct; conduct that conveys physical threats or intimidation
- **Exclusion:** Socially or physically excluding or disregarding a person in work-related activities, which includes denying others from receiving relevant information that they need to perform their jobs or excluding others from conversations or meetings in which they should participate

Employees who believe they have experienced or witnessed bullying in the workplace are strongly encouraged to report it to an immediate supervisor. Engaging in bullying behavior may lead to disciplinary action, up to and including termination of employment.

## ***Drug, Alcohol and/or Substance Abuse***

While on Nebraska State Fair premises and while conducting business-related activities off Nebraska State Fair's premises, all employees are prohibited from manufacturing, using, possessing, distributing, transferring, dispensing, purchasing, selling or being under the influence of illegal drugs or alcohol; any violation of this prohibition is subject to disciplinary action, up to and including termination. For the purposes of this policy, the term "illegal drug" means:

- (1) a drug that is not legally obtainable under federal law;
- (2) a drug that has not been legally obtained, including prescription drugs that are (a) not legally obtained, (b) legally obtained, but not being used for prescribed purposes and in the prescribed manner, and (c) legally obtained, but not being used by the prescribed user; and
- (3) any substance where the employee knows or should know that the use of the substance can pose a significant risk to the employee's ability to perform his/her work duties in a manner that is safe and healthy for himself/herself and others including but not limited to inhalable substances such as aerosol sprays, solvents, gases, butane, propane, adhesives and similar products.



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Nebraska State Fair reserves the right to test for drugs or alcohol at any time, subject to and in accordance with applicable law. Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment and/or required participation in and completion of a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

## ***Timekeeping***

Accurately recording time worked is the responsibility of every employee. Federal and state laws require Nebraska State Fair to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is defined as all the time actually spent performing assigned duties.

Altering, falsifying, tampering with time records, recording time on another employee's time record, or instructing an employee to incorrectly or falsely report time is prohibited and may result in disciplinary action, up to and including termination of employment.

It is the employee's responsibility to certify the accuracy of all time recorded in the timekeeping system. In addition, if corrections or modifications are made to the time record, the employee and supervisor must agree to the change. Employees should review their paychecks and promptly report any errors.

## ***Paydays***

Seasonal fair employees will be paid by check. Seasonal employees' paychecks will not be released before 3:30 p.m. Friday following Labor Day. Paychecks may be picked up from the immediate supervisor. Checks not picked up by the end of payday will be mailed to the employee. See department manager for timing of pay dates.

## ***Attendance and Punctuality***

Attendance is an essential function of every job. Absenteeism is discouraged and may result in disciplinary action up to and including discharge depending on the circumstances. If you are going to be absent or late to work due to an extenuating circumstance, call your immediate supervisor as soon as possible. If you are personally unable to call, please have a member of your family or a friend call. An employee on an unreported and unauthorized absence (no call/no show) may be terminated of such absence depending on the circumstances.

## ***Phones***

To ensure effective communications, employees should always greet each other and visitors in a professional manner. Employees may carry personal cell phones with them during working time or while operating Fair equipment, but are subject to the following restrictions:

- Excessive use of a personal cell phone and/or texting for personal business during working hours is not allowed. Employees are free to use cell phones during breaks, including lunch.
- Employees granted permission – per eligibility - to operate state-owned vehicles and equipment are prohibited from using cell phones or other electronic devices in any manner while operating such vehicles and equipment.
- Nebraska State Fair assumes no liability for loss or damage to employees' personal cell phones including in Fair vehicles or on Fair property. Employees assume the risk of loss or damage to



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personal cell phones at all times, including during working hours.

The violation of any provisions in this policy may result in possible disciplinary action including but not limited to termination.

## ***Cameras and Other Recording Devices in the Workplace***

Any individual who posts, publishes, displays, transmits or distributes photographs or audio/video recordings that are determined to be harassing, bullying, maliciously false or which violate any Nebraska State Fair policy may be subject to disciplinary action, up to and including termination of employment.

Nebraska State Fair reserves the right to install security cameras in work areas for specific business reasons, such as security, theft protection, or protection of proprietary information. Employees have no expectation of privacy in public spaces, such as common areas, on Nebraska State Fair property.

## ***Workplace Conduct***

All employees must abide by certain rules of conduct, based on honesty, common sense, and fair play. Unacceptable conduct may subject the offender to disciplinary action, up to and including discharge, in the company's sole discretion. The following are examples of some, but not all, conduct which can be considered unacceptable:

1. Obtaining employment on the basis of false or misleading information.
2. Stealing, removing or defacing company property or a co-worker's property, and/or disclosure of confidential information.
3. Completing another employee's time records.
4. Violation of safety rules and policies.
5. Violation of the company's Drug, Alcohol and/or Substance Abuse policy.
6. Fighting, threatening or disrupting the work of others or other violations of the company's Violence and Weapons in the Workplace policy.
7. Violation of the company's Bullying in the Workplace (Abusive Conduct) policy.
8. Failure to follow lawful instructions of a supervisor.
9. Failure to perform assigned job duties.
10. Violation of the Attendance and Punctuality policy, including but not limited to irregular attendance, habitual lateness or unexcused absences.
11. Gambling on company property.
12. Willful or careless destruction or damage to company assets or to the equipment or possessions of another employee.
13. Wasting work materials.
14. Performing work of a personal nature during working time.
15. Violation of the Solicitation, Distribution and Posting policy.
16. Violation of the company's Unlawful Harassment and Discrimination or Equal Employment Opportunity policies.
17. Violation of the company's Computer, Intranet, Internet, Portable Electronic Device and E-mail Usage policy.
18. Violation of the company's Social Media policy.



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19. Unsatisfactory job performance.
20. Any other violation of company policy.

Obviously, not every type of misconduct can be listed. Note that all employees are employed at-will, and Nebraska State Fair reserves the right to impose whatever discipline it chooses, or none at all, in a particular instance. The company will deal with each situation individually and nothing in this handbook should be construed as a promise of specific treatment in a given situation.

## ***Dress Code/Personal Appearance Policy***

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the business image Nebraska State Fair presents to the community. During business hours or when representing Nebraska State Fair, all employees are expected to present a clean, neat, and tasteful appearance. **If a department uniform is provided, it is required to be worn during work shifts.**

All employees are expected to dress and groom according to the requirements and environment of each position and acceptable professional standards.

An employee may request an exception to this policy based on legitimate medical, religious, or cultural practice or needs. Such requests should be made to the direct reporting supervisor.

## ***Solicitation, Distribution and Posting***

Nebraska State Fair prohibits any employee from soliciting, collecting from, or selling to any other employee during the working time of the soliciting employee or of the employee being solicited and when either employee is in a work area. "Working time" means the time during which either the soliciting or solicited employee should be working but does not include mealtimes, break periods, or other periods when employees are not actively at work. "Work areas" do not include break rooms, cafeterias, or locker rooms.

Persons not employed by Nebraska State Fair are not allowed to trespass on organization property, solicit or distribute pamphlets or other materials, or sell to employees on organization property for any purpose at any time. Employees should notify their supervisor if they observe any violation of this policy.

## ***Violence and Weapons in the Workplace***

Nebraska State Fair will not tolerate violence or threats of violence in any form in the workplace, at work-related functions or outside of work if it affects the workplace. This policy applies to all Nebraska State Fair employees, clients, customers, vendors and persons doing business with Nebraska State Fair.

It is a violation of this policy for any individual to engage in any conduct, verbal or physical, that intimidates, threatens physical harm, endangers or creates the perception of intent to harm persons or property. Conduct that violates this policy includes, but is not limited to:

- Physical assaults or threats of physical assault, whether made in person or by other means (e.g., in or by writing, e-mail, phone, or fax).



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- Verbal conduct that has the purpose or effect of threatening the health or safety of a coworker, vendor, client, visitor or any other person doing business with Nebraska State Fair or attending the annual fair.
- Possession of firearms or any other lethal weapon on organization property, in a vehicle being used for organization business, or at work-related functions, to the extent such prohibition does not violate applicable law.
- Any other conduct or acts management believes represent an imminent or potential danger to workplace safety/security.

Employees who believe they have been threatened or intimidated in violation of this policy or have witnessed conduct violating this policy should report it immediately to their supervisor. Nebraska State Fair will promptly investigate any reported threats of violence. Violations of this policy may result in disciplinary action, up to and including termination of employment.

## **Evacuation**

In case of emergency evacuation, walk, do not run or push, to the nearest safe exit as directed by a supervisor. Then regroup at the designated location.

## **Accident/Injury Reporting**

Any employee who has an accident/injury on the job must report the accident/injury immediately upon having an accident or suffering an injury to a supervisor. **If an employee is unable to immediately report due to exigent circumstances, employees must report the accident/injury as soon as practicable or request that a co-worker or family worker report it.** An employee who has an accident or suffers a workplace injury will be required to provide a detailed statement of the accident and the circumstances surrounding the injury and complete an injury form.

No employee will be subjected to retaliation for good faith reporting of workplace injuries, accidents, unsafe conditions, or raising safety concerns.

An employee who intentionally files a false accident/injury report may be subject to disciplinary action up to and including termination.

**PERSONAL PROTECTIVE EQUIPMENT** – Any personal protective equipment deemed necessary for the performance of an employee’s work duties will be supplied by Nebraska State Fair. Employees in safety sensitive positions may be required to wear personal protective equipment. If required personal protective equipment is not worn at necessary times, disciplinary action may be taken, up to and including termination.

**GUEST SAFETY** – Employees should bring to the attention of an immediate supervisor of any potential unsafe conditions which may pose risk to a visitor. Employees should also immediately assist a visitor who appears to have had an accident and ensure immediate reporting of the accident.



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## Acknowledgement Form

### **EMPLOYEE RECEIPT ACKNOWLEDGEMENT FORM**

The employee handbook describes important employment information about Nebraska State Fair. I acknowledge receipt of the handbook, and I recognize it is my responsibility to read, to understand, and to comply with the policies contained in this handbook and any future revisions. I acknowledge that if there is any policy or provision in the handbook I do not understand, I am expected to seek clarification from my direct reporting supervisor.

I understand that disregarding or failing to comply with the policies in this employee handbook could lead to disciplinary action, up to and including termination of employment.

I acknowledge that my seasonal employment is temporary and does not guarantee continued, regular, or permanent employment. I understand that my seasonal assignment may be extended beyond the initial event season based on business needs. However, any extension remains temporary unless I receive an official written offer for a different employment status. I further understand that the duration and end date of my seasonal employment are determined by the Nebraska State Fair and its managers.

Furthermore, I acknowledge that this handbook is not a contract of employment and is not a legally binding agreement.

I understand my employment with the Nebraska State Fair is at-will, meaning my employment can be terminated at any time for any reason by me or the Nebraska State Fair, and nothing in this handbook constitutes a contract of employment.

EMPLOYEE'S NAME (printed):

EMPLOYEE'S SIGNATURE:

DATE RECEIVED:

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\_\_\_\_\_  
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