

Textile Center

Textile Center is dedicated to honoring textile traditions and promoting excellence and innovation in fiber art.

Personnel Policies and Procedures Manual

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A. INTRODUCTION

Welcome to the Textile Center. We are happy that you are joining our staff, and look forward to a productive working relationship.

This manual has been developed to provide basic personnel information for you and your family. A clear understanding of our personnel policies, programs and procedures will help you to gain the maximum benefits from your work.

The policies set forth in this manual have been developed to carry out the mission of the Textile Center in accordance with sound administrative practices and within the law. Policies shall apply uniformly to all staff personnel unless specific exceptions are made by job classification or position.

This manual outlines the general employment policies, procedures, and benefits of the Textile Center that are currently in effect. It supersedes and replaces all prior handbooks and statements of Textile Center policies, procedures, and benefits. The Textile Center may change the policies, procedures, and benefits discussed in this handbook at any time without prior notice to or the consent of its employees.

This manual is not intended to create a contract between the Textile Center and its employees or to guarantee employment or benefits for any particular period of time. Employment with the Textile Center is considered “at-will” employment.

Please become familiar with the material contained in this manual so that you can apply it to your employment. Of course, not all of the details of every policy could be included here. If you have any questions about the policies, procedures, or benefits of the Textile Center and they are not answered in this manual, please ask your supervisor or a member of the Personnel Committee.

The Personnel Committee is comprised of the Board President-Elect, Past President, and a Director at Large. The responsibility of this committee includes: ensuring relevant personnel policies are established and maintained, managing employee complaint review process, and overall workplace effectiveness.

B. EMPLOYMENT POLICIES AND PROCEDURES

1. Policy

It is the Textile Center's policy to employ the best-suited person available for each job. This policy recognizes individual differences and the specific demands of each position. Our employment procedures seek to identify strengths and skills of potential employees that match the specific requirements of each position.

The availability of an open position is communicated by posting within the Textile Center. Additionally, public advertisements may be utilized as required to attract qualified candidates.

2. Equal opportunity employer

The Textile Center is an equal opportunity employer. We will extend equal opportunity to all employees and applicants for employment without regard for race, religion, color, sex, national origin, age, disability or veterans status, sexual orientation, status in regard to public assistance, or any other classification protected by applicable law.

3. Regular office hours

Regular office hours are 9:00 a.m. - 5:00 p.m., Monday through Friday, for full-time employees. Employees have a one-hour, unpaid, lunch period each day.

The conduct of the Textile Center's business, however, is not restricted to these hours, and it is expected that within reasonable limits and in compliance with federal wage and hour's laws that employees will work whatever hours are required by their supervisor to perform their duties. A flexible work schedule (flextime) may be permitted on a case-by-case basis at the discretion of the Executive Director.

4. Definition of employees

Full-time employees work 40 hours per week on a regular basis. Part-time employees work less than 40 hours per week on a regular basis and are paid hourly.

Temporary employees are employees whose position at the time of hire is for a specified short-term period.

Exempt employees of the Textile Center are not covered by the federal Fair Labor Standards Act and do not receive overtime pay. In general, to be an exempt employee, at least 80% of an employee's work must be executive, administrative, or professional in nature, requiring regular exercise of discretion and independent judgment. This includes work which is mainly managerial, supervisory, artistic, or intellectual in nature.

Non-exempt employees are covered by the federal Fair Labor Standards Act and are subject to minimum wage and overtime premium pay. Non-exempt employees perform work that is primarily not executive, administrative, or professional in nature, as defined by the Fair Labor Standards Act. Non-exempt employees will be paid time and a half for hours in excess of 40 hours per week.

The Executive Director must approve any and all overtime in advance.

5. Conditions of employment

All employees are expected to adhere to the following conditions of employment. Failure to do so may result in disciplinary action up to and including discharge where warranted, even for a first offense. Whether and to what extent discipline may be imposed will be decided on a case-by-case basis after a review of relevant facts and circumstances.

a. Performance

All employees are expected to fulfill the requirements stated in individual job descriptions and meet goals established during annual reviews.

b. Personal conduct

All employees are expected to conduct themselves in a professional and responsible manner in all dealings with management and colleagues.

c. Employee responsibilities to the public

The Textile Center's business requires the staff to serve and cooperate with a variety of people, including members of the Textile Center, Board members, patrons, contributors, artists, visitors, funders and volunteers. It is important that our staff be regarded as competent, friendly, helpful, and truly interested in providing assistance. The success of the Textile Center depends directly on the efforts and abilities of staff to achieve effective customer and public relations.

d. Attendance

Employees are expected to report on time every working day that is not a holiday, vacation day, or excused absence.

e. Personal appearance

The personal appearance of employees contributes significantly toward a favorable public impression of the Textile Center. Employees are expected to dress in a professional manner deemed by their supervisor to be appropriate. Employees shall comply with their supervisor's request for a change in dress or personal habits.

f. Confidential information

Employees dealing with confidential information have a special responsibility to protect the confidentiality of the data with which they work.

6. Annual performance appraisal

All employees will have an annual appraisal of their performance by their supervisor. Performance appraisals may also occur at other times of the year when employees or their supervisor feel it would be helpful.

There are several purposes for evaluating an employee's performance. An effective evaluation is designed to review an employee's assigned job duties, responsibilities, priorities and goals, to update the employee's job description as necessary, to serve as a guide for planning each employee's training and development, to demonstrate where progress has been made and where problems, if any, exist, and to assist in the determination of wage/salary increases.

The supervisor will notify employees who are to be evaluated. At that time the employee will prepare a list of accomplishments over the past year using his/her job description, goals, and

individual development plan. The employee will make a presentation in both oral and written form to the supervisor at a designated time. Within a designated time-frame the supervisor will prepare a written response to the employee's self-evaluation and discuss the written review with the employee. The employee's job description is reviewed at that time and any necessary changes are made with the agreement of both the employee and Executive Director. A copy of the past year's review and the coming fiscal year's goals are then put in the employee's personnel file.

7. Discipline

The Textile Center's disciplinary procedures are intended to match an appropriate action with a particular employee behavior, not to create an inflexible disciplinary structure. Under normal circumstance, if (1) poor job performance, or (2) a violation of Textile Center rules, or (3) personal misconduct occurs, action will be taken to correct the situation. While the steps outlined below are normally followed, the organization reserves the right to terminate the employment of any employee at any time for any reason without following the defined steps.

The first step is a meeting in which the supervisor informs the employee of the problem and the ways that the employee can correct it. The second step, if there is no improvement, is a second discussion, along with a memorandum outlining the problem and what is expected of the employee. This memorandum becomes a part of the employee's personnel file. The third step may result in termination.

8. Resignation and termination

Employment with the Textile Center is considered "at-will" employment. This means the employee has the right to resign from the Textile Center at any time, for any reason, with or without notice, and the Textile Center reserves the similar right to terminate an employee at any time, for any reason, with or without notice.

Voluntary resignation: Resignation is a voluntary termination freely made by the employee for any reason he or she chooses. An employee is expected to give a minimum of two weeks notice. If, for two or more consecutive days, an employee does not show up for work and has not notified his or her supervisor of the reason, he or she shall be considered to have abandoned the job and resigned voluntarily.

Termination: If an employee is terminated due to misconduct (e.g., unacceptable employee behavior on the job, refusal to do work reasonably expected, wrongful use or taking of Textile Center property, or conviction of a felony) termination may be effective immediately.

9. Prohibition on molestation, sexual abuse and harassment

Textile Center does not permit molestation or harassing conduct by staff or volunteers in the workplace. Textile Center will not, under any circumstances, condone or tolerate conduct which may constitute illegal discrimination, including sexual harassment. Any employee or volunteer found to have engaged in such conduct will be subject to immediate discipline up to and including discharge and being reported to proper authorities.

Sexual abuse, molestation and harassment are crimes. As mandated reporters, any person associated with the Textile Center who fails to report such activity will be discharged and reported.

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“Harassing conduct” is defined as any unwelcome verbal or physical conduct based on any characteristic protected by law when:

- The behavior can reasonably be considered to adversely affect the work environment; or
- An employment decision affecting the employee is based upon the employee's acceptance or rejection of such conduct.

“Sexual harassment” is defined as:

- Making submission to unwelcome sexual advances or requests for sexual favors a term or condition of employment;
- Basing an employment decision on submission or rejection by an employee of unwelcome sexual advances, requests for sexual favors or verbal or physical contact of a sexual nature;
- Creating an intimidating, hostile or offensive working environment or atmosphere either by
 - verbal actions, including calling employees by terms of endearment; using vulgar, kidding or demeaning language; or
 - physical conduct which interferes with an employee's work performance.

“Sexual abuse and molestation” is defined as:

- Conduct including any activity leading to or resulting sexual arousal or gratification of one or all of the parties involved. It includes but is not limited to inappropriate touching, inappropriate physical contact, titillating or romantic conversations.

The Textile Center also prohibits retaliation against any employee for making a good- faith report of harassing conduct, sexual harassment or molestation under this or any other policy or procedure, or for assisting in any inquiry about such a report.

10. Complaint procedures

The Company encourages any person who feels he or she is being subjected to offensive behavior of any kind (including sexual harassment) should feel free to object to the behavior and should report the behavior to his/her supervisor or to the Personnel committee. Any employee who observes suspected offensive behavior is expected to report the behavior to his/her supervisor or the Personnel Committee. If a report or complaint involves the supervisor or a member of the Personnel committee, the report should be made to the President of the Board.

The Personnel Committee on behalf of the Textile Center will promptly investigate all claims of sexual harassment or other offensive behavior, and, based on the results of such investigation, the Textile Center will take prompt and appropriate corrective action, which may include employee discipline or termination.

The Textile Center does not tolerate any retaliation or intimidation directed towards anyone who makes a good-faith complaint or who participates in good faith in the investigation of such a complaint. Reports or complaints of retaliation or intimidation should be made using the same reporting process.

11. Work-related problems and grievances

The Textile Center strives to provide a pleasant, harmonious working environment and to treat employees honestly, with dignity and respect. Employees should feel free and are strongly encouraged to discuss work-related problems with their supervisor. If, however, an employee believes his/her problem requires special attention or consideration, or if the employee's supervisor has not adequately addressed the problem, the employee should schedule a meeting with a member of the Personnel Committee to discuss the matter. The Personnel Committee is then responsible for conducting or directing an investigation of the problem and seeking its resolution, usually within ten days of the initial meeting with the employee. If the problem or grievance is not resolved to the satisfaction of the employee, he or she should inform the Personnel Committee, who will schedule a meeting between the employee and the Board President to prepare a summary of the problem(s) to be resolved and the proposed resolution. This summary will be shared with the employee and the Board President prior to their meeting. Following this meeting, the President will make a decision, which shall be the Textile Center's final decision, regarding the problem or grievance on the matter.

Employees are encouraged to utilize this procedure to resolve difficult workplace issues without fear of reprisal.

12. Internet and e-mail policies

Access to the Internet has been provided to staff members for the benefit of the Textile Center and its members and patrons. It allows employees to connect to information sources around the world. Every staff member has a responsibility to maintain and enhance the Textile Center's public image and to use the Internet in a productive manner. To ensure that all employees are responsible, productive Internet users, the following guidelines have been established for use of the Internet.

a. Internet Usage

Acceptable Uses of the Internet

- Employees accessing the Internet are representing the Textile Center.
- Electronic communications should be used primarily for professional reasons.
- Employees are responsible for seeing that the Internet is used in an effective, ethical and lawful manner.
- Limited, occasional or incidental use of electronic media (sending or receiving) for personal, non-business purposes is acceptable; however, as is the case with personal phone calls, employees should not abuse this privilege.

Unacceptable Use of the Internet

- Solicitation of non-Textile Center business or any use of the Internet for personal gain is strictly prohibited.

- Use of the Internet must not disrupt the operation of the Textile Center's network or the networks of other users and must not interfere with the productivity of staff members.

b. Communications

Each employee is responsible for the content of all text, audio or images that he or she places or sends over the Internet. Electronic media may not be used for knowingly transmitting, retrieving or storing any communications of a discriminatory or harassing nature, or which are derogatory to any individual or group, or which are obscene or are of a defamatory or threatening nature, or for any purpose which is illegal or against Textile Center policy. No abusive, profane or offensive language should be transmitted through the system.

c. Software

To prevent computer viruses from being transmitted through the system, there may be no unauthorized downloading of any software. All software downloads must be authorized in advance by the Textile Center Technical Specialist.

d. Copyright Issues

Copyrighted material not belonging to the Textile Center may not be transmitted by staff members via the Internet. One copy of copyrighted material may be downloaded for an employee's personal use in research, etc. Users are not permitted to copy, transfer, rename, add or delete information or programs belonging to other users unless given express written permission to do so by the owner.

e. Email Policy

The Textile Center has established the following policy with respect to access to and disclosure of electronic mail messages created, sent or received by Textile Center employees.

- The electronic mail system hardware and software are Textile Center property, and all messages composed, sent or received on the electronic mail system are and remain the property of the Textile Center. They are not the private property of the employee.
- The electronic mail system may not be used to create any offensive messages, such as messages that contain sexual implications, racial slurs, gender specific comments or any other comments that offensively address someone's age, sexual orientation, religious or political beliefs, national origin or disability.
- Although occasional, very limited personal use is permitted, email shall be used primarily for the Textile Center's business.
- The Textile Center reserves the right to review, audit, intercept, access and disclose all messages created, received or sent over the electronic mail system for any purpose. The confidentiality of any message should not be presumed, even though it is not the Textile Center's general practice to review employee messages.
- Employees shall not attempt to gain access to another employee's messages without the latter's permission. Upon request and upon termination of employment, an employee

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must disclose passwords to his/her supervisor. Such requests will only be made to protect the Textile Center.

f. Violations

A violation of any guideline listed above may result in disciplinary action up to and including termination of employment.

13. Conflicts of Interest and Outside Employment

A conflict of interest may exist if an employee or Board Member of the Textile Center:

- has a personal financial interest in any transaction in which the Textile Center is involved;
- is a director, officer, employee, or consultant of another business entity involved in any transaction with the Textile Center;
- owns a financial interest in suppliers or vendors doing business with the Textile Center (Such financial interest shall not be deemed to include ownership of less than five percent of the stock of any publicly-traded company); or
- is employed with another business entity to the extent that it presents a conflict of interest or negatively affects the employee's overall job performance.

Any employee who believes he or she may have a conflict of interest shall notify the Executive Director, (*e.g.*, activities that: compromise or compete with the Textile Center's interests; adversely affect the Textile Center's image; or interfere with the employee's job performance or responsibilities).

Outside employment for full-time employees is generally not encouraged, and the prior approval of the Executive Director should be obtained before any significant outside employment or work activity is undertaken. Failure to obtain proper approval may be grounds for disciplinary action.

C. COMPENSATION POLICIES

1. Time reports

All non-exempt employees are required to submit a time report to the Executive Director every Monday.

2. Payday

Non-exempt employees are paid bi-weekly, on alternate Thursdays, the paycheck that the non-exempt employee receives every other Thursday covers the time up through the previous Monday's time report they submitted.

Exempt employees are paid monthly.

3. Deductions

Deductions from paychecks for federal and state taxes are made as required by law. Employees who participate in the Textile Center's health insurance plan or 403b tax-deferred retirement plan

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will have the appropriate periodic payments/contributions to such plans deducted from their paychecks.

4. Travel reimbursement

The use of a personal automobile for Textile Center business is entirely voluntary. The Textile Center does not provide automobile insurance for an employee who uses his/her personal auto for business purposes. Reimbursement for use of personal autos for business will be at a rate established by prevailing IRS rate. Routes traveled and mileage used must be reported on a bi-weekly basis. Reimbursement will also be made for parking fees and tolls when a receipt is submitted. All travel must be approved in advance by the Executive Director.

If a non-exempt employee travels, he/she should maintain a record of hours spent traveling, normal work hours, and work time outside of normal work hours.

D. EMPLOYEE BENEFITS

1. Paid Time Off

a. Paid vacation

Vacation benefits accrue based on the employment anniversary date, but employees may not use accrued vacation before they have been employed for six months. Part-time employees who work at least 20 hours per week accrue vacation based on the full-time staff benefit adjusted for their average percentage of time worked relative to a 40-hour week as shown in the chart below. Annual vacation increases with the number of years employed by the Textile Center as follows:

| Years of Service | Hours of vacation Full Time | 3/4 Time | 1/2 Time |
|-------------------------|--|-----------------|-----------------|
| 1 | 80 | 60 | 40 |
| 3 | 96 | 72 | 48 |
| 5 | 112 | 84 | 56 |
| 7 | 128 | 96 | 64 |
| 9 | 144 | 108 | 72 |
| 11 | 160 | 120 | 80 |

When a paid holiday falls within an employee's vacation period, the paid holiday will not be considered vacation time. It is the policy of the Textile Center to encourage each employee to utilize allotted annual leave during each individual's employment year. Unused earned vacation will be forfeited on the employee's anniversary date. Extensions may be requested prior to the forfeiture date if unusual circumstances have prevented vacation use. Written requests for extensions are reviewed and may be approved by the Executive Director. Written requests for extensions must indicate the reason(s) an extension is necessary and the date when the employee will use the vacation time. Accrued but unused vacation is forfeited on termination of employment.

Employees should submit a vacation request form to the Executive Director a minimum of two weeks in advance of the planned vacation. Vacation will only be granted in one-half day increments or larger.

b. Paid holidays

The Textile Center grants holiday time to all full-time employees. Part-time employees are not paid for holidays. If a holiday falls on a day that a part-time employee is scheduled to work, the employee, with the supervisor's approval, may choose to make up the lost hours by rescheduling for a different day. The Textile Center observes seven full paid holidays each year. When a paid holiday falls on a weekend, the paid holiday will be observed the previous Friday or following Monday.

Paid Holidays

New Year's Day
Memorial Day
Independence Day
Labor Day
Thanksgiving Day
Christmas Eve
Christmas Day

c. Personal days

All full time and part time (20 hrs or more) employees will receive three personal days adjusted for their average percentage of time worked relative to a 40-hour week.

d. Jury duty

If an employee is called for jury duty, the employee must present the official documentation to the Executive Director. Full-time employees will be paid a maximum of 10 days in a calendar year. Part-time employees will be paid based on the average hours in their regularly scheduled workweek for up to a maximum of six days.

e. Bereavement leave

In the event of a death in the immediate family of an employee (including both part- and full-time employees (20 hours or more)), paid leave will be authorized for up to two days for the purpose of attending a funeral. Immediate family includes spouse, domestic partner, parents, children, brothers, sisters, aunts, uncles, grandparents, and in-laws in these same categories. Part-time employees will be paid for previously scheduled work hours up to a maximum of two days adjusted for their average percentage of time worked relative to a 40-hour week.

f. Military leave

Full-time employees fulfilling military reserve duties are eligible for up to two weeks of leave with pay per year. Pay will be equal to the employee's regular salary minus military pay. Employees must provide the Textile Center with copies of their written orders and military pay stubs in order to be paid for the leave. Military leave beyond two weeks is without pay and must be approved in advance by the Textile Center. Employees returning from military leave are entitled to reinstatement rights under the Veterans Re-employment Rights Law.

g. Time off to vote

Employees are encouraged to vote and permitted the necessary time off. You will be allowed a reasonable period of time to vote in the morning in case you are unable to vote before or after working hours.

2. Unpaid time off

a. Parenting leave

In accordance with state law, the Textile Center will grant an unpaid leave of absence for up to six weeks in conjunction with the birth or adoption of a child. This leave will be granted to any regular employee who works 20 hours or more per week and has been employed by the Textile Center for 12 months and becomes a biological or adoptive parent.

b. Time off for school conferences and activities

In accordance with Minnesota law, unpaid time off, up to a maximum of 16 hours annually, is available to all employees who have worked at least one-half time for the previous 12 months, for attendance at school conferences, classroom activities and preschool activities which cannot be scheduled during nonworking hours.

c. Leave of absence

The Textile Center recognizes that a leave of absence may be advisable for medical, personal, or professional reasons. Whenever possible, it will be the Textile Center's policy to be responsive to requests for leaves, but absences of more than two weeks will rarely be granted. Only the Executive Director or the Board of Directors can authorize a leave of absence.

A leave of absence is an authorized period of extended absence that is unpaid. Approval for a leave is dependent upon the circumstances of each request and the impact of the request on the Textile Center.

Determining factors may include legal requirements, duration of leave, job responsibilities, replacement availability, and the employee's performance record. Authorized leaves are made with the expectation that the employee will be available to return to regular employment upon the expiration of the leave.

3. Retirement plan

The Textile Center offers a 403b tax-deferred retirement plan to employees who have worked for one year, or 1,000 hours. Contributions can be made during the term of employment and can start after six months of employment.

4. Health insurance

Full-time employees are eligible for coverage under the Textile Center's current group medical insurance policy. Coverage begins on the first day of the month following the date of hire. Employees working 30 hours or more per week may participate in the plan by paying a pro-rated percentage of the premium based on a 30-hour workweek. The cost for dependent medical coverage is payable by the employee through payroll deduction.

Employees who terminate their employment with the Textile Center have the option of continuing, at their own expense, their medical benefits for themselves and their dependents for a

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period of up to 18 months (24 months for employees who are called to active military service). These benefits meet COBRA requirements.

5. Tuition paid workshops

Employees have the option of participating in up to three Textile Center sponsored classes or workshops per year, tuition-free, with the provision that participation occurs outside of normal working hours and tuition-paying students have priority. Supply/materials fees are the employee's expense. Participation requires Executive Director approval.

E. SAFETY AND SECURITY

In case of fire, after 911 has been called, all employees shall make sure everyone has exited the building. Once everyone is out employees will move everyone to a safe distance from the building (across the street) and not allow reentry until the authorities have declared it safe.

In case of a tornado employees will move everyone into the basement or if there is not time, into the bathrooms until the danger has passed.

Employees are expected to learn how to operate the security system and be responsible for training those who are granted keys.

F. WEAPONS POLICY

WEAPONS ARE PROHIBITED

The Textile Center does not allow employees to possess guns while working, while on the Textile Center's premises, or while representing the Textile Center off-site. We also do not allow visitors (vendors, customers, temporary workers, etc.) to our premises to possess guns. Consistent with Minnesota law, notices are posted at all Textile Center entrances advising that we ban gun possession. A violation of this work rule may result in disciplinary action up to and including termination of employment.

This ban does not apply to any Textile Center parking lot or other parking facility. It also does not apply to any tenants (renters) of dwellings owned by the Textile Center.

If you observe any person on Textile Center premises who possesses a gun in violation of this policy, please inform a supervisor or security person immediately.

**Employee Acknowledgment of Textile Center
Personnel Policies and Procedures**

I, _____, hereby acknowledge that I have read and understand the Textile Center's Personnel Policies and Procedures dated August 1, 2005.

I understand that the Policies and Procedures do not constitute a contract between the Textile Center and its employees and do not guarantee employment or benefits for any particular period of time. I understand that the Textile Center reserves the right to change, modify or eliminate any of these Policies and Procedures at any time without notice. I understand that I have the right to resign from the Textile Center at any time for any reason with or without notice, and that the Textile Center reserves the similar right to terminate an employee at any time for any reason with or without notice.

I agree to keep these Policies and Procedures in my possession during my employment and to update them when provided with updated or additional materials.

Employee Signature

Date

**Employee Acknowledgment
Regarding Intellectual Property Rights**

I acknowledge that the originals and all copies of any work, including any written work (regardless of form) or oral presentation I make or produce (by myself or with others) for or on behalf of the Textile Center (collectively "Intellectual Properties") in my capacity and during my tenure as an employee of Textile Center are the property of the Textile Center, and I have no right, title or interest in such works or in the protection of such works via copyright or otherwise. To the extent any such Intellectual Properties may be considered "works made for hire" under the United States Copyright Act (17 USC §101, et. seq), I hereby agree they are works made for hire. I hereby irrevocably assign and convey all right, title and interest I may have to the Intellectual Properties to the Textile Center, subject to no liens, claims or reserved rights. Further, I hereby waive any moral rights that I may have in any of the Intellectual Properties. I will not reuse, publish or sell any Intellectual Properties without the prior written consent of the Textile Center.

This Agreement does not apply to any invention for which no equipment, supplies, facility or trade secret information of the Textile Center was used and which was developed entirely on my own time, and (a) which does not related (i) directly to the business of the Textile Center or (ii) to the Textile Center's actual or demonstrably anticipated research or development, or (b) which does not result from any work performed by me for the Textile Center.

Employee Signature

Date