

**POLICY MANUAL  
OF  
The Omaha Area Board of REALTORS®, Inc.  
(OABR)**

and

**The Great Plains REALTORS®  
Multiple Listing Service Inc.  
(MLS)**

## ACKNOWLEDGMENT

I hereby acknowledge that I have received a copy of the POLICY MANUAL of the Omaha Area Board of REALTORS®, Inc. (OABR) and the Great Plains REALTORS® Multiple Listing Service, Inc. This manual also includes the OABR CEO Office Memos. I understand that this policy manual contains important information on the Company's policies and benefits and my rights and responsibilities as an employee. I will familiarize myself with the material in the handbook.

I understand that this handbook replaces all prior handbooks, manuals, policies, summaries and understandings on these subjects, that it is not intended as a complete statement of my rights or responsibilities **and that it is not a contract of employment**. I also understand that all employment with the Company is "at-will" and can be terminated at any time for any reason, with or without notice. I also understand that the Company reserves the right to change, substitute, discontinue, interpret and apply, in its sole judgment, all Company policies, procedures and benefits.

*When I separate from employment, I understand and agree that any moneys due and owing from me to the OABR, including pay I received for unearned sick leave benefits or pay I received for unearned vacation benefits, will be deducted from my final pay check.*

The above terms of my employment cannot be waived or changed, except in writing, signed by the Chief Executive Officer.

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Employee Name (please print)

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Employee signature

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Date

## **To All Employees of the Omaha Area Board of REALTORS® and the Great Plains REALTORS® Multiple Listing Services Inc. (MLS)**

You are to read the OABR & MLS Policy Manual and the CEO Office Memos notebook. You are to familiarize yourself with this information. Understand up to date copies of the manual and notebook are available for you to read and review. Contact the CEO.

Understand the manual and notebook are presented for information purposes only and can be changed at any time by the Omaha Area Board of REALTORS® Chief Executive Officer (CEO) with or without notice.

Understand the manual and notebook are not a contract, expressed or implied, between yourself and OABR nor shall it be construed to create such a contract. Understand that you are an employee at will of the OABR and either you or the OABR Chief Executive Officer can terminate the employment relationship at any time for any reason, with or without notice.

Understand that if you are employed in a position where an employment contract with the OABR exists, provisions of the contract also apply. Understand that you shall not rely upon the information contained in the manual or notebook to your detriment. No representative of OABR has authority to enter into an agreement with you that is contrary to the foregoing.

The functions of the Controller/Office Manager are being handled by the OABR CEO.

### **REMEMBER**

Phone calls and walk-ins from our members, customers and fellow employees are not an interruption of our business, **THEY ARE OUR BUSINESS**.

**OMAHA AREA BOARD OF REALTORS®**  
**(OABR)**  
**AND**  
**THE GREAT PLAINS REALTORS® MULTIPLE LISTING SERVICE INC.**  
**(MLS)**  
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### **MISCELLANEOUS**

Read CEO Office Memos at the end of this manual

## INTRODUCTION

The contents of this manual are presented for your information. While OABR believes wholeheartedly in the plans, policies, procedures, and guidelines described herein, the OABR Chief Executive Officer reserves the right to modify, revoke, suspend, terminate, or change any or all such plans, policies, procedures, or guidelines, in whole or in part, at any time, with or without notice. The language set forth in this manual is not intended to be, and should not be construed to create, a contract of any kind between the OABR and any or all of its employees. The manual should not be relied upon by any employee to his detriment.

Employment at OABR is employment at will and may be terminated by either the employee or the OABR at any time for any reason, with or without notice.

The policies, procedures, and guidelines outlined in the manual apply to all employees. While this manual contains many facts about OABR and its daily operation, it may not answer all questions. If a matter of particular importance to any employee has been overlooked, or has not been explained to the employee's satisfaction, the employee should not hesitate to consult with their supervisor about it.

## ABSENCES/ILLNESS

Employees who determine they are going to be absent due to illness, shall notify the Office Manager as early as possible, but not later than 8:30 a.m. The employee is responsible for ensuring that proper notification is given. Any employee who fails to give such notification will be charged with leave of absence without pay. If an employee is absent three consecutive days without notification to OABR, the employee's actions will be considered a voluntary termination of employment.

Scheduled absences must be requested on the appropriate form through the Office Manager and must be approved in advance by the Chief Executive Officer in cooperation with the Office Manager. All absences are subject to OABR staffing needs as determined by the Chief Executive Officer in cooperation with the Office Manager. Contact the Office Manager for the form Absence Request/Report Form.

Your attention is directed to the policies in this manual on departure during working hours, jury duty, holidays, paid sick leave, leave of absence, vacation, inclement weather, and any other OABR policies, whether or not in this manual, that affect leave, absences, illness, or any other type of situation that keeps the employee away from work. If an employee violates any such policies, the employee's actions will be considered a voluntary termination of employment, as determined by the Chief Executive Officer.

## COMMUNICATION

The success of OABR is directly related to teamwork and two-way communication. Clean, comfortable surroundings and a pleasant atmosphere are dependent on good employee relationships. To promote team building and facilitate problem solving, the OABR maintains an open-door communication policy which allows employees to express their problems, concerns, and ideas.

When a matter needs to be brought to the attention of management, it should be taken up with the Chief Executive Officer.

## COMPUTER AND ELECTRONIC COMMUNICATIONS POLICY

The Company's electronic communications systems – including all computers, voice mail, E-mail, facsimile and Internet access service, and all communications and stored information transmitted, received, or contained in the Company's communication system – are the Company's property, are to be used only for purposes relating to the Company's business, and are subject to all company policies. Access to the Internet services is granted subject to required compliance with all the Company's policies and any applicable laws and regulations, and is limited to those employees who demonstrate a legitimate business need. Acceptable use of the Internet must be ethical and honest – with due respect for intellectual property, system security, and personal privacy, and free of intimidation, harassment, or unwanted annoyance. To ensure compliance with this policy, the Company monitors the use of these systems.

All communication systems are only to be used by employees with an assigned systems password. Users are prohibited from employing an unassigned password for any purpose including accessing files, or retrieving any

stored communication. The option of using group lists to send or forward E-mail to multiple recipients is prohibited. Establishing private group lists to circumvent the above is prohibited.

Employees who violate this Computer and Electronic Communications Policy will be subject to discipline which may include termination of employment and may be subject to legal remedies. Any violations of this Computer and Electronic Communications Policy should be reported to the Chief Executive Officer.

1. The company has software and systems in place that can monitor and record all Internet usage. We want you to be aware that our security systems are capable of recording (for each user) each World Wide Web site visit, each chat, newsgroup or email message, and each file transfer into and out of our internet networks, and we reserve the right to do so at any time. No employee should have any expectation of privacy as to his or her Internet usage. Management will review Internet activity and analyze usage patterns, and may choose to publicize this data to assure that company Internet resources are devoted to maintaining the highest levels of productivity.
2. The company reserves the right to inspect any and all files stored in private areas of our network.
3. Sexual, racial, or other offensive or unlawful remarks, jokes, or slurs and obscenities are prohibited.
4. Use of the Internet to view, access, upload, download, store, transmit, create, or otherwise manipulate pornographic or other sexually explicit materials is prohibited.
5. The company uses independently-supplied software and data to identify inappropriate or sexually-explicit Internet sites. We may block access from within our networks to all such sites that we know of. If you find yourself connected incidentally to site that contains sexually explicit or offensive material, you must disconnect from that site immediately.
6. The company's Internet facilities and computing resources must not be used to violate the laws and regulations of the United States or any other nation, or the laws and regulations of any state, city, province or other local jurisdiction in any way. Use of any company resources for illegal activity is grounds for immediate dismissal, and the company will cooperate with any legitimate law enforcement activity.
7. No employee may use company facilities to download or distribute pirated software or data, to deliberately propagate any virus, worm, Trojan horse, or trap-door program code, or to disable or overload any computer system or network, or to circumvent any system intended to protect the privacy or security of another user.
8. Only those employees or officials who are authorized to speak on behalf of the company may speak/write in the name of the company to any newsgroup or chat room. Where an individual participant is identified as an employee or agent of this company, the employee must refrain from any political advocacy and must refrain from the endorsement or appearance of endorsement by the company of any commercial product or service.
9. Employees are reminded that chats and newsgroups are public forums where it is inappropriate to reveal confidential company information, customer data, trade secrets, and any other material covered by the company policies and procedures. Employees releasing protected information via a newsgroup or chat – whether or not the release is inadvertent – will be subject to all penalties under the Computer and Electronic Communications Policy and the OABR Policy Manual.
10. Use of company Internet access facilities to commit infractions such as misuse of company assets or resources, sexual harassment, unauthorized public speaking and misappropriation or theft of intellectual property are prohibited.
11. The use of Companies' facilities in furtherance of personal, political, or religious causes is not permitted.
12. Any E-mail or other communications sent or received via the internet must be appropriate for the workplace and be written in a professional and businesslike manner. Employees are expected to act in a responsible and professional manner when they use the Internet. Actions that may cause interference with the Internet or disruption of work activities are prohibited.
13. Software, data bases, and similar live technology may not be sent or received via the Internet without (a) appropriate virus screening, (b) proof that the owner has authorized applicable copying, transmission, and use thereof, and (c) use of encryption and other security procedures as appropriate.
14. The company will comply with reasonable requests from law enforcement and regulatory agencies for logs, diaries and archives on individuals' Internet activities.
15. Employees with Internet access

- (1) must take particular care to understand the copyright, trademark, libel, slander and public speech control laws, so that the use of the Internet does not inadvertently violate any laws which might be enforceable against the company.
- (2) may not download software. Only the Chief Executive Officer can give permission to download software and it must have a direct business use, and it must be properly licensed and registered. Downloaded software must be used only under the terms of its license.
- (3) may not use company Internet facilities to download entertainment software or games, or to play games against opponents over the Internet.
- (4) may not use company Internet facilities to download images or videos.
- (5) may not upload any software licensed to the company or data owned or licensed by the company.

16. Only software approved by the OABR Chief Executive Office will be installed on company computers. No additional software will be downloaded or manually installed from any media on company computers.

17. User IDs and passwords help maintain individual accountability for Internet resource usage. Any employee who obtains a password or ID for an Internet resource must keep that password confidential. Company policy prohibits the sharing of user IDs or passwords obtained for access to Internet.

18. All computer system files, including inter-office electronic messages sent across the computer network are NOT PRIVATE. Employees do not have a personal privacy right in any matter created, received, or sent through electronic mail, regardless of whether a personal access code is used. Employees do not have a personal privacy right regarding files and data residing on their assigned computer, disks, or computer system. The email system is OABR property and should only be used for OABR business.

19. Private communications or other communications not related to the business of the OABR are strictly prohibited. All office communication systems are for business use, not personal use. Personal messages should be sent on the employee's own time, using different means. Employees shall not access the World Wide Web, or similar service, for non-business related purposes. Abuse of the OABR Computer and Electronic Communications Policy will result in disciplinary action and/or termination.

20. The software utilized by OABR is subject to license agreements and may not be copied into computers unauthorized for receipt of the software. Should a home computer require a copy of software used for OABR business, contact the OABR CEO.

21. No employee or person has the authority to authorize or perform remote dial-in access activities into the network unless specifically authorized by the OABR CEO.

22. Employees may not password protect information on the OABR computer network or individual work station without the permission of the OABR CEO. Employees will submit passwords and file location and names of any files and documents that require password protection to the OABR Office Manager.

23. To prevent computer viruses, any programs installed on any OABR computer must first be approved by the Director of Information Services. At no time may any employee load personal software into a computer owned by the OABR, unless authorized by the OABR CEO. Due to the opportunity for viruses, no files or unknown software may be put into the network without being tested for viruses. Extreme caution should be used when downloading "beta" or "test" software from the Internet.

24. Employees must respect the data management needs of the entire staff. Effort should be made to name and file documents in a system that will make it able to be found at a later time. In addition, employees may not delete the work or move the work of other employees into new locations (files, drives) until the employee who created the work has been made aware of intent to move/delete it and agrees. Staff is encouraged to keep personal back-up of files of great importance to you. While the network has regular back-up procedures, this provides another level of record maintenance.

25. There will be no internet "surfing" during work hours.

#### CONFIDENTIALITY, PERSONEL/SOCIAL RELATIONSHIPS IN THE WORK PLACE

Every employee must maintain the confidentiality of privileged information entrusted or known to the employee by virtue of office or position. Release of said information could be cause for disciplinary action including termination by the Chief Executive Officer.

Information obtained in the course of employment about fellow staff members or members and the conduct of their business or personal lives is not to be discussed with other staff members, unauthorized personnel, other members, or persons outside the office. Anyone found violating this policy will be subject to immediate dismissal or other disciplinary action as determined by the OABR CEO.

OABR has no desire to interfere with the private lives of its employees, or their off-duty conduct. However, where such conduct impacts the work environment in a negative manner, OABR reserves the right to take whatever action is appropriate, at the discretion of the OABR Chief Executive Officer.

OABR employees should maintain professional and business-like relations with all OABR members and fellow OABR employees at all times. Fraternization is discouraged and could lead to dismissal.

Failure to follow this policy is considered serious misconduct and may result in disciplinary action including termination by the Chief Executive Officer.

## CONFLICT OF INTEREST

Employees may not enter into employment relationships with persons or organizations involved in any activity directly or indirectly in competition with or detrimental to OABR or its members or where compensation is contingent on, or a result of, the individual's employment with OABR. If in doubt, discuss the situation with the Chief Executive Officer.

Examples of the types of activities which might cause a conflict of interest include, but are not limited to, the following:

1. Acceptance of gifts, excessive or unusual entertainment, or other favors from an outside concern which does, or is seeking to do, business with OABR. This does not include normal business luncheons.
2. Financial interest in an outside concern from which OABR purchases goods or services.
3. Accepting personal compensation for job-related speaking engagements, consulting services, or other activities. Such activities for gain must be approved by the Chief Executive Officer in advance of agreeing to such service.
4. Participation in activities unrelated to OABR during normal business hours.
5. Representing OABR in any transaction in which employee or a member of the employee's family has a substantial interest.
6. Engaging in the real estate business as a licensee.

*These examples do not cover every possible type of conflict of interest, but are illustrative. Where conflict of interest is established the employee will be subject to dismissal.*

## COOPERATION

All employees are assigned to specific responsibilities, but are expected to assist other employees whenever the need arises.

## DEPARTURE DURING WORKING HOURS

Employees departing the OABR Office during working hours must advise their supervisor, Office Manager, and the OABR Services Coordinator of their destination and estimated time of return.

## DISABILITY ACCOMMODATION

It is OABR policy to employ individuals based solely on essential job requirements and qualifications. Physical or mental disabilities which do not interfere with performing the essential tasks of the position are not considered in employment decisions. Some disabled individuals, however, may require special arrangements or accommodations in their work environment.

OABR is committed to providing a safe environment for all of its employees. Reasonable accommodations may be made, if necessary and without undue hardship to the company, for employees who are physically or mentally disabled. If you are currently disabled or become disabled during your employment, contact your Immediate Supervisor to discuss accommodations that are reasonable, necessary, and will not cause undue hardship to help you perform the essential functions of your position.

## DISCIPLINE

Disciplinary action may include such of the following as the Chief Executive Officer determines appropriate, on a case by case basis:

- a. Employee counseling or oral reprimand...an employee may be counseled by the Chief Executive Officer following a minor offense in an effort to eliminate possible misunderstanding and to explain what constitutes proper conduct.
- b. Reprimand or warning...an employee may receive notice of potential discipline following an offense. The purpose is to make certain that the employee is fully aware of the employee's

misconduct or performance problem and encourage improvement, and warn of possible future consequences.

- c. Suspension without pay.
- d. Discharge.

## DRUG FREE WORKPLACE

OABR endorses the philosophy that the workplace should be free from the detrimental effects of illicit drugs and alcohol. Therefore, the drug free workplace policy for OABR prohibits the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance in the workplace, and requires that employees shall not be under the influence of illegal drugs or alcohol at the workplace. Any employee found to be in violation of this policy will be subject to appropriate disciplinary action as determined by the Chief Executive Officer.

## EMPLOYMENT VERIFICATION

There may be occasions when an employee's lending institution will contact the OABR to verify their employment status and request salary information. The Chief Executive Officer and Controller have been designated to provide such information; written permission of the employee is required before salary and fringe benefit information is released.

## EQUAL OPPORTUNITY EMPLOYMENT

It is the policy of the OABR to carry out employment practices and personnel actions that conform to both the letter and spirit of the laws and regulations pertaining to equal opportunity and non-discrimination in employment.

The administration and implementation of all employment or employee activities shall be solely on the basis of valid criteria such as standards of merit, ability, experience, and length of service and shall be without regard for race, religion, color, national origin, citizenship, ancestry, age, sex, handicap, marital, military or veteran status in accordance with applicable law.

## FILES AND RECORDS

Requests from members and others for information from original listing files, arbitration and professional standards files, or member's personal files, other than their own, must be approved by the Chief Executive Officer, OABR Board of Directors and all parties involved in the file. If one refuses, access will be denied.

## FIREARMS AND OTHER WEAPONS

Effective January 1, 2007, Nebraska law permits individuals to obtain a license to carry a concealed gun in Nebraska, including into private businesses if the licensee also carries a valid license and valid identification when carrying the concealed handgun. The law permits businesses to adopt a policy prohibiting carrying handguns on the property. This policy sets forth OABR's restrictions regarding firearms and other deadly weapons, including, but not limited to, concealed handguns, and serves as notice of these restrictions.

Firearms and other deadly weapons of any kind are strictly forbidden on company's premises. The term "premises" includes all buildings that are used as part of the company's operations and all customer home and business premises. This prohibition shall not prevent firearms from being kept in an individual's personal vehicle. This policy applies to employees, visitors, independent contractors, volunteers, vendors and any other person entering company property for any reason. This policy shall not prohibit the following persons from carrying a firearm on company premises: (1) law enforcement officers and (2) security/designated alternative guards employed by or contracted with by the company, and who have been granted express permission by the company to carry a firearm while on duty.

Signs will be posted at all entrances of the company (including entrances for employee use only) announcing the company's policy prohibiting firearms and other deadly weapons on the premises. These signs shall be placed in conspicuous places at each entrance of all buildings. Signs may be posted in parking lots and parking garages and any other location identified as being helpful in giving notice to persons entering company property. Signage shall state the following:

**THE COMPANY PROHIBITS ANY PERSON FROM CARRYING A CONCEALED HANDGUN OR OTHER DEADLY WEAPON ONTO THESE PREMISES.**

No visitor, vendor or employee shall be allowed to possess a handgun on company premises. Any employee is to notify designated personnel if a person is believed to have a handgun or other deadly weapon. The designated personnel shall handle the situation as appropriate for the circumstances. The designated personnel should make the person aware of the company's policy and ask the person to remove the handgun from the premises immediately or return the handgun to his or her vehicle. If the person refuses to remove the handgun from the premises, designated personnel has the authority to escort the person off the premises or call the local law enforcement agency at 911.

Any employee who violates this policy shall be subject to discipline which may include termination of employment. Failure to report knowledge of the presence of any firearm or other deadly weapon on the company's premises shall be grounds for discipline of the employee, which may include termination of employment.

Employees, including the designated personnel, should be aware that the enforcement of this policy deals with confronting individuals carrying loaded handguns. ***Under no circumstances should any employee take any unnecessary risk or compromise his or her safety in enforcing this policy.*** Local law enforcement should be contacted immediately if necessary.

**FUNERAL – IMMEDIATE FAMILY MEMBERS**

Employees may be granted up to a 3 day leave of absence to attend a funeral with pay, provided the death is of an immediate member of the family or in-law family as follows: spouse, parent, sibling, child, grandparent, or grandchild.

**HARASSMENT**

It is illegal to harass others on the basis of their sex, age, race, color, national origin, religion, marital status, citizenship, disability or other personal characteristics. Harassment includes making derogatory remarks about such characteristics, making "jokes" about ethnic or other groups and other verbal, physical and visual behavior. Sexual harassment is also prohibited. Propositions, repeated requests for dates, dirty jokes, sexually provocative pictures and any other verbal, physical or visual harassment are prohibited.

The harassment of an employee by another employee will lead to disciplinary action, up to and including immediate dismissal. Any employee who feels harassed should speak to the Office Manager or Chief Executive Officer, in an attempt to reach a resolution. The complaint will be investigated and the employee will be advised of the findings and conclusion. All actions taken to resolve harassment complaints through internal investigation shall be conducted confidentially, if possible. Any employee who is found, after appropriate investigation, to have engaged in harassment will be subject to appropriate disciplinary action up to and including dismissal.

Retaliation against anyone who has made a harassment complaint or participated in a harassment investigation will not be tolerated, and can result in disciplinary action, up to and including termination of employment.

**HOLIDAY SCHEDULE** – Full-time employees will receive the following paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Thanksgiving Day
Memorial Day	Thanksgiving Friday
Independence Day	Christmas Day

If the holiday falls on a weekend, the office will follow the official holiday designation as observed by the Federal Government.

The OABR office will also close at 12-noon on Good Friday, Christmas Eve and New Year's Eve, or at 12-noon on Friday when the holiday falls on a Sunday.

If a full-time employee desires time off to observe a holiday not listed, such time off may be granted without pay, subject to approval of the Chief Executive Officer.

Vacations, including those either before, during, or after the regular paid holidays, are scheduled by the Office Manager and are subject to OABR staffing needs. Scheduling will be approved by the Office Manager in cooperation with the Chief Executive Officer.

The OABR Office will part of the day of the OABR Inaugural and OABR staff members will be expected to work that evening. All OABR staff members and spouse or significant other will be guests of the OABR at the Inaugural dinner.

#### IMMIGRATION LAW COMPLIANCE

OABR is committed to employing only United States citizens and aliens who are authorized to work in the United States. OABR does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with OABR within the past three years, or if their previous I-9 is no longer retained or valid.

#### INSURANCE

All full time employees are eligible for medical insurance and life insurance after ninety days of employment.

#### JOB DUTIES

**Each OABR employee is to maintain at their work station a book or file that contains a current description of what their job entails and how they perform the duties of that job. The book or file needs to be of sufficient detail that in the event the staff person was unable to come to work and another person had to assume the duties of the staff persons job, that the person filling in for the absent staff person would be able to perform the duties of the job.**

#### JURY DUTY

The Omaha Area Board of Realtors supports its employees called to fulfill their civic duty to serve jury duty when called. A leave of absence for jury duty will be granted to any full-time or part-time employee who has been notified to serve. During this leave, employees will be compensated by payment of an amount equal to the difference between their jury duty pay and the wages they would have earned if they had not been called to serve. An employee on jury duty is expected to report to work any day he/she is excused from jury duty.

Upon receipt of the notice to serve jury duty, the employee should immediately notify his/her supervisor. Additionally, a copy of the notice to serve jury duty should be attached to the employee's attendance record for attendance purposes.

Upon the employee's return, the employee must submit a signed Certificate of Jury Service indicating the number of days served.

## LEAVE OF ABSENCE

On occasion it may be necessary for an employee to be away from work for an extended period of time (defined as three (3) or more consecutive workdays). A leave of absence is written permission in advance for an employee to remain away from work without pay for a specified period of time. The employee's job will be kept open unless the OABR determines that its needs require a replacement be hired.

A written request for leave of absence, providing full explanation of the circumstances, must be presented at least two weeks before the start date of the leave. Failure to report to work on the first day after the expiration of the leave of absence, without approval, will be considered a voluntary termination of employment. Leaves of absence are without pay and will result in the proportionate loss of accrued employee benefits, such as vacation and sick leave.

- a. An employee must be employed for a full six (6) months to be eligible for a leave of absence.
- b. Military leave of absence, without pay, will be granted, provided appropriate orders are presented.
- c. Medical leave of absence, without pay, may be granted for up to six weeks in a 12 month period upon submission by the employee of a request for such leave of absence. This request must include with it a projected day upon which the employee will be leaving the job, as well as a projected day for return to work. The request must be accompanied by a Doctor's Report filling out in detail how long the employee will be medically incapacitated (unable to work). A Doctor's Return to Work Authorization form must be submitted to OABR once the Employee returns to work. Paid sick leave (if not already used up) may be used during a medical leave of absence as long as there are medical reasons for the employee's inability to work. With approval of the Chief Executive Officer, vacation time (if not already used up) may be applied to the time off allowed under a medical leave of absence.
- d. Maternity leave of absence, without pay, may be granted for up to six weeks in a 12 month period upon submission by the employee of a request for such leave of absence. This request must include with it a projected day upon which the employee will be leaving the job, as well as a projected day for return to work. The request must be accompanied by a Doctor's Report filling out in detail the anticipated due date. A Doctors Return to Work Authorization form must be submitted to OABR once the Employee returns to work. Paid sick leave (if not already used up) may be used during a maternity leave. With approval of the Chief Executive Officer, vacation time (if not already used up) may be applied to the time off allowed under a maternity leave of absence. An adoptive parent is entitled to maternity leave in accordance with Nebraska law.
- e. Requests for leave of absence without pay may be considered on an individual basis. Contact the Office Manager for the policies on Leave of Absence Without Pay and the Absence Request/Report Form, which form is to be submitted to the Office Manager.
- f. All leaves of absence (except military leave) are subject to OABR staffing needs and must be approved by the Chief Executive Officer. In the event that the Chief Executive Officer requests a leave of absence, it must be approved by the OABR Board of Directors

## MILITARY POLICY

OABR is committed to protecting the job rights of employees absent on military leave. In accordance with federal and state law, it is our policy that no employee or prospective employee will be subjected to any form of discrimination on the basis of that person's membership in or obligation to perform service for any of the Uniformed Services of the United States. Specifically, no person will be denied employment, reemployment, promotion, or other benefit of employment on the basis of such membership. Furthermore, no person will be subjected to retaliation or adverse employment action because such person has exercised his or her rights under this policy. If any employee believes that he or she has been subjected to discrimination in violation of this policy, the employee should immediately contact the Employee Benefits Representative responsible for the employee's division, or the representative's supervisor if the representative is unavailable or unable to be of assistance.

## PERFORMANCE REVIEWS AND SALARY ADJUSTMENTS

The job performance of all full-time employees will be evaluated annually by the CEO. Based on the evaluation, an employee may or may not receive a salary adjustment. Salary adjustments will consider the overall level of pay, work performance and job responsibilities. There are no automatic salary increases. Salary rates are also subject to the budget of the Omaha Area Board of REALTORS® and a review by the CEO as to the appropriateness of salaries.

## QUALIFYING PERIOD

All full-time employees will complete a three-month qualifying period (which may be extended an additional three months at the discretion of the CEO). This qualifying period will enable the employee and the CEO to become well-acquainted in order to make a thorough appraisal of each other before a final decision is made on regular full-time employment.

During the qualifying period, the employee may evaluate OABR policies and practices, working conditions and the requirements and responsibilities of the position, while the EVP will be able to evaluate such things as attitude, capabilities and work habits of the employee.

At the end of the qualifying period, either party may choose to terminate the relationship freely and without obligation, or to continue a mutually beneficial relationship and agree to regular full-time employment.

- **SHORT TERM MILITARY LEAVE**

In addition to the rights and benefits provided to employees taking Extended Military Leave (as described in this policy), eligible employees who must be absent from their job for 30 days or less to participate in temporary military duty are entitled to unpaid military leave with continuation of all group insurance and fringe benefits during the employee's temporary military leave. Exempt employees on military leave for periods of less than a full work week will receive their entire salary for that week.

- **ALL OTHER (EXTENDED) MILITARY LEAVE**

Employees directed to participate in extended military duties for Nebraska, any other state or the U.S. Armed Forces that exceed 30 days will be placed on an unpaid military leave of absence status for a period of as long as five years (with eight exemptions) and will be entitled to the rights and benefits described below, subject to the procedures outlined below.

- **PROCEDURES FOR ALL MILITARY LEAVE**

1. The employee will notify his or her Immediate Supervisor (either verbal or written) that the employee will be engaging in military service. Employees are required to provide such notice as soon as they have knowledge of upcoming military service.

2. Employees on short term or extended military leave may, *at their option*, use any or all accrued paid vacation or personal leave during their absence.

3. When the employee intends to return to work, he or she must provide notification of reinstatement to the employee's Immediate Supervisor within the application period set forth below.

4. If the employee does not return to work, the Immediate Supervisor must notify the Dealer Principal that appropriate action may be taken.

- **BENEFITS**

If an employee is absent from work for 31 or more days due to military service, benefits will continue as follows:

1. The employee and covered dependents will be offered health insurance coverage for up to 18 months at 102% of the overall (both employer and employee) premium rate. Group health insurance coverage for an employee and/or an employee's covered dependents will run concurrently with applicable health insurance coverage under COBRA.

2. The group term life/AD&D insurance provided by Company will be suspended.

3. The group long-term disability insurance provided by Company will be suspended.

4. Employees do not accrue vacation, personal leave or sick leave.

5. With respect to Company's retirement plan, upon reemployment, employees who have taken military leave will be credited for purposes of vesting with the time spent in military service and will be treated as not having incurred a break in service. Immediately upon reinstatement, the employee may, at the employee's election, make any or all employee contributions that the employee would have been eligible to make had the employee's employment not been interrupted by military service. Such contributions must be made within a period that begins with the employee's reinstatement and that is not greater in duration than three times the length of the employee's military service, not to exceed five years. Employees will receive all associated Company match for such contributions.

6. Voluntary supplemental life/AD&D insurance will be suspended. An employee or an employee's dependents may convert to an individual policy to continue voluntary dependent life insurance coverage. To exercise this conversion option, the employee or the dependent must submit a written application and provide the first premium payment within 31 days immediately following the suspension of coverage.

- **REINSTATEMENT**

Upon an employee's prompt application for reinstatement (as defined below); an employee will be reinstated to employment in the following manner depending upon the employee's period of military service:

1. For a period of 1 to 90 days -

(A) in the position of employment in which the person would have been employed if the continuous employment of such person with the employer had not been interrupted by such service, the duties of which the person is qualified to perform; or

(B) in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, only if the person is not qualified to perform the duties of the position referred to in subparagraph (A) after reasonable efforts by the employer to qualify the person.

2. 91 or more days -

(A) in the position of employment in which the person would have been employed if the continuous employment of such person with the employer had not been interrupted by such service, or a position of like seniority, status and pay, the duties of which the person is qualified to perform; or

(B) in the position of employment in which the person was employed on the date of the commencement of the service in the uniformed services, or a position of like seniority, status and pay, the duties of which the person is qualified to perform, only if the person is not qualified to perform the duties of a position referred to in subparagraph (A) after reasonable efforts by the employer to qualify the person.

3. *Employee with a service-connected disability* - if after reasonable accommodation efforts by the employer, an employee with a service-connected disability is not qualified for employment in the position he or she would have attained or in the position that he or she left, the employee will be employed in (i) any other position of similar seniority, status and pay for which the employee is qualified or could become qualified with reasonable efforts by Company; or (ii) if no such position exists, in the nearest approximate position consistent with the circumstances of the employee's situation.

- **APPLICATION FOR REINSTATEMENT**

An employee who has engaged in military service must, in order to be entitled to the reinstatement rights set forth above, submit an application for reinstatement according to the following schedule:

1. *If service is less than 31 days (or for the purpose of taking an examination to determine fitness for service)* - the employee must report for reinstatement at the beginning of the first full regularly scheduled working period on the first calendar day following completion of service and the expiration of eight hours rest and after a time for safe transportation back to the employee's residence.

2. *If service is for 31 days or more but less than 180 days* - the employee must submit an application for reinstatement with Human Resources no later than 14 days following the completion of service.

3. *If service is 181 days or over* - the employee must submit an application for reinstatement with Human Resources no later than 90 days following the completion of service.

4. *If the employee is hospitalized or convalescing from a service-connected injury* - the employee must submit an application for reinstatement with Human Resources no later than two years following completion of service.

- **EXCEPTIONS TO REEMPLOYMENT**

In addition to the employee's failure to apply for reemployment in a timely manner, an employee is not entitled to reinstatement as described above if any of the following conditions exist:

1. Company's circumstances have changed so as to make reemployment impossible or unreasonable.

2. The employee's employment prior to the military service was for a non-recurrent period and there was no reasonable expectation that the employment would have continued indefinitely or for a significant period.

3. The employee did not receive an honorable discharge from military service.

- **GENERAL BENEFITS UPON REINSTATEMENT**

Employees reinstated following military leave will receive seniority and other benefits determined by seniority that the employee had at the beginning of the military leave, plus any additional seniority and benefits the employee would have attained, with reasonable certainty, had the individual remained continuously employed.

- **DOCUMENTATION**

An employee's manager will, upon the employee's reinstatement, request that the employee provide Company with military discharge documentation (DD214) that establishes the length and character of the employee's military service.

## OVERTIME

It is very important for all employees of the Omaha Area Board of REALTORS® to understand the meaning of overtime and the policy for administering this program.

Exempt employees are not eligible for overtime pay. Non-exempt employees are eligible for overtime pay for all hours worked in a workweek which exceed 40 hours. All absences, whether excused or unexcused and regardless if paid or unpaid, (such as sick leave, vacation, jury duty, funeral leave or other personal leave) do not count towards the 40 hours. Only actual hours worked, as well as snow days, inaugural leave and paid holidays, are counted for the 40 hours and hours in excess of 40. Overtime is paid at one and one-half times the regular rate of pay. Overtime will be approved in advance by the Office Manager in cooperation with the Chief Executive Office. The workweek begins on Monday and ends on Sunday.

## OVERTIME AND/OR AFTER HOURS TIME APPROVAL FORM

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

To: OABR Office Manager and Payroll Dept.

Overtime and/or after hours time approval is approved for \_\_\_\_\_  
(name)

on (dates) \_\_\_\_\_ due to the following reason:  
\_\_\_\_\_  
\_\_\_\_\_.

Amount of overtime hours to be paid \_\_\_\_\_ for pay period \_\_\_\_\_ to  
\_\_\_\_\_.

\_\_\_\_\_  
Print Shop Manager

Non-exempt employees are eligible for overtime pay for all hours worked in a workweek which exceed 40 hours. All absences, whether excused or unexcused and regardless if paid or unpaid, (such as sick leave, vacation, jury duty, funeral leave or other personal leave) do not count towards the 40 hours. Only actual hours worked, as well as snow days, inaugural leave and paid holidays, are counted for the 40 hours and hours in excess of 40. Overtime is paid at one and one-half times the regular rate of pay. Overtime and/or after hours time must be approved in advance by the Print Shop Manager in cooperation with the Chief Executive Officer. The regular office hours of the Omaha Area Board of REALTORS® are 8:00am to 4:45pm Monday through Friday. The workweek begins on Monday and ends on Sunday. Regular business days are Monday through Friday.

Payment of Overtime. Pay periods are twice a month. They are the first business day after the 15<sup>th</sup> for hours worked from the 1<sup>st</sup> thru the 15<sup>th</sup>, and the first business day after the end of the month for hours worked from the 16<sup>th</sup> to the end of the month. Payroll is called in 5 business days before the appropriate payday. If overtime is created after payroll has been called in, that overtime will be paid in the next pay period. Example: Payroll is called in the 9<sup>th</sup>, overtime occurs the 11<sup>th</sup>. The 11<sup>th</sup> overtime will be paid the next pay period – the 16<sup>th</sup> to the end of the month. Submission of the payroll information sheet and the overtime approval form is required, as appropriate.

## PAID SICK LEAVE

An employee's employment date is used in determining paid sick leave benefits. Full time employees are entitled to ten business days paid sick leave per calendar year, or a pro-rated share as defined below, after the Qualifying Period. Any unused paid sick leave may be accumulated and carried forward up to a maximum of five days.

Sick leave benefits are accrued and available the first day of the calendar year based on one day of paid sick leave for each month of full-time employment, up to a maximum of 10 days paid sick leave for the calendar year. One-twelfth of an employee's total sick leave is earned each month, so should an employee terminate employment with the OABR after using paid sick leave days before they were earned, the amount of unearned sick leave will be deducted from the employee's final pay.

If all sick leave is used before year end, vacation may then be used. Should all vacation be used, an employee may take sick leave without pay only upon approval of the OABR CEO. In such cases consideration will be given to the impact on the OABR and the possible need to replace the employee.

An unpaid leave of absence (other than military leave) during the year will result in a proportionate (day for a day) reduction in sick leave for the following year.

Employees who are absent or anticipate being absent due to illness for three or more business days, must submit a doctor's report to the CEO stating in detail why the employee was unable to work, and when the employee can return to work. Failure to provide a Doctor's Report authorizing a return to work is grounds for immediate dismissal.

It is expected that non-business appointments be made outside regular work hours whenever possible. Other absences will count against personal leave (Business and Emergency Leave):

Included in paid sick leave, up to two business days (to be used in two-hour increments) shall be allowed for Business and Emergency Leave (B/E) with approval of the CEO based on staffing needs.

If all B/E Leave time is used before year end, vacation will then be used. Should all vacation be used, an employee may take sick leave without pay only upon approval of the OABR CEO. In such cases consideration will be given to the impact on the OABR and the possible need to replace the employee.

Paid sick leave is an employee benefit, to be used for employee illnesses only. It cannot be taken after termination, or borrowed from future years and is not to be considered as earned time off. Paid sick leave is a privilege and not a vested benefit. Any abuse of sick leave provisions may result in termination of employment, as determined by the CEO.

## PART-TIME EMPLOYEES

An employee who is hired for work which requires part of a day or part of a week, on a regular or irregular schedule, is considered a part-time employee. Part-time employees are not eligible for benefits.

## PAYDAYS

Pay periods are twice a month. They are the first business day after the 15th for hours worked from the 1st thru the 15th, and the first business day after the end of the month for hours worked from the 16th to the end of the month.

## PAYROLL DEDUCTIONS

By law the OABR is required to deduct, where applicable, Federal Withholding Taxes, Social Security Taxes, and State Withholding Taxes.

## PERFORMANCE REVIEWS AND SALARY ADJUSTMENTS

It shall be the policy of the OABR for the CEO to evaluate employees' performances once a year on that employee's employment anniversary. Where there is negative comment on the performance of an individual, it must be fully explained.

Based on annual evaluations, an employee may or may not be recommended for a salary increase based upon work performance. Such a salary increase will be so noted on the employee's personnel record.

Salary recommendations will consider work performance and job responsibilities. Employees must understand that there is no automatic salary increase. Salary rates shall also be subject to determination and adjustment on the basis of the budget of the Omaha Area Board of REALTORS® and a review by the Chief Executive Officer from time to time, to determine whether OABR employee salary rates are appropriate.

Evaluation of the Chief Executive Officer will be accomplished by the OABR Executive Committee.

## QUALIFYING PERIOD

All full-time employees will complete a three-month qualifying period, which may be extended an additional three months at the discretion of the CEO. This qualifying period will enable the employee and the CEO to become well-acquainted in order to make a thorough appraisal of each other before a final decision is made on full-time employment.

During the qualifying period, the employee may evaluate OABR policies and practices, working conditions and the requirements and responsibilities of the position, while the CEO will be able to evaluate such things as attitude, capabilities and work habits of the employee.

At the end of the qualifying period, either party may choose to terminate the relationship freely and without obligation, or to continue a mutually beneficial relationship and agree to full-time employment."

## PERSONNEL RECORDS

It is extremely important that all employees keep the OABR informed about changes in personal information. Any changes in address, phone number, marital status or number of dependents must be reported to the Office Manager as soon as possible so that employee records can be kept current.

Some changes could affect benefits such as medical and/or life insurance and require processing additional forms. Failure to act within specified time limits could lead to delays in coverage or, in extreme cases, denial of benefits. The Office Manager maintains a supply of all necessary forms for any changes you may wish to make, both for benefits and payroll/tax purposes.

Only necessary, useful information will be retained in an employee's file, and only those persons with a legitimate need for the information will have access to it. The OABR shall not release any salary information regarding a past or present employee without the employee's permission. (A release form must be signed by a past or present employee before information will be released).

No employee may have access to the file but may challenge its contents if they appear inaccurate.

It is the OABR's policy that only the Chief Executive Officer, in cooperation with the Office Manager, is authorized to provide any official responses to those inquiring about former or present employees. Any other responses are viewed as unofficial and personal and are to be given only on personal stationery.

## POSTAGE METER USAGE

The OABR Postage Meter is intended for business purposes only. As a convenience to the OABR staff, employees may use the postage meter for a limited number of personal mailings but the employee must enter that usage in the postage meter book marked "Personal Usage" and pay the OABR Services Coordinator the amount of postage used.

## PROMOTIONS AND JOB POSTING

Promotions will be made from within the organization whenever possible to give an opportunity to persons interested in, and qualified for, an opening. Notices of new and vacant positions may be posted, at the direction of the Chief Executive Officer, before outside sources are contacted. Interested persons who have the necessary skills and qualifications should advise the Office Manager and the Chief Executive Officer in writing.

## RESIGNATION OR TERMINATION SEVERANCE PAY

In the event an employee resigns, advance notice is expected; i.e., at least two (2) weeks (unless the employee is governed by an employment contract with the OABR that stipulates otherwise). The OABR policy is to pay the employee in full for unused accrued vacation. If practicable, an exit interview will be held by the Chief Executive Officer. All terminating employees must return all OABR property in their possession, such as keys, credit cards, etc. on their last working day at the OABR. Neither advance notice nor severance pay will be granted if the employee is discharged for cause or violation of OABR policy.

**SEVERANCE PAY** - The OABR fully recognizes the relationship between an employee's job and the necessity to maintain an income for economic existence. Therefore, the following policy applies:

- a. At the OABR CEO's discretion, if it is necessary to dismiss an employee immediately, the OABR will pay one (1) week regular salary in the form of severance pay. The severance pay shall be based upon the average working hours the employee works on an annual basis.
- b. At the OABR CEO's discretion, there will not be severance payment to dismissed employees where the OABR provides a two week or more notice of lay-off/termination.
- c. At the OABR CEO's discretion, in the event an employee is dismissed for cause, there will be no severance pay.

## REST AND LUNCH PERIODS

Rest periods are mandatory, and will allow employees time away from their work routine. Rest periods will be scheduled to maintain uninterrupted service to our members and the public. Rest periods will be 15 minutes in length. Full time regular employees are allowed two rest periods per eight hour work day.

Lunch periods are one hour long during the employees scheduled lunch time and lunch periods cannot be carried forward from one day to the next.

Eating is allowed ONLY in the kitchen. Eating at your desk is not allowed. It is permissible to have beverages at your desk provided care is taken to protect your computer and documents on your desk. Smoking is not allowed in the building at any time.

## NO SMOKING

Our policy is to provide a non-smoking work environment. This policy applies to all employees, customers, vendors, contractors and visitors. With the health and safety of all its employees in mind, we maintain a policy that smoking is prohibited in all company buildings and vehicles as well as customer homes or business premises. This policy relates to all work areas at all times, including before and after normal working hours and business vehicles used for personal reasons after work hours.

Smoking is strictly prohibited within all company owned or leased buildings including offices, service areas, hallways, waiting area, rest rooms, lunch rooms, stairwells, meeting rooms, etc. When smoking clients are present, courteously inform them that smoking is prohibited within the buildings.

Employees are permitted to smoke on company property outside the buildings during normal break and or lunch periods only. Smoking is not permitted within 20 feet of the main or rear entrances. Smoking should be away from the view of the clients. Smokers are requested to be responsible for the proper disposal of their used cigarette butts.

Smoking is absolutely prohibited on any customer property, at any time.

## SOLICITATION POLICY

In an effort to ensure a productive and harmonious work environment, persons not employed by Company may not solicit or distribute literature in the workplace at any time for any purpose.

Company recognizes that employees may have interests in events and organizations outside the workplace. However, employees may not solicit or distribute literature concerning these activities during working time.

In addition, the posting of written solicitations on Company bulletin boards is prohibited. Bulletin boards are reserved for official communications and anything posted on the bulletin boards must first be approved by management.

## STANDARDS FOR PERSONAL CONDUCT

To insure the orderly conduct of business and create a pleasant working environment, certain standards of conduct have been established. The primary responsibility for enforcement regarding those standards of conduct belong to the Office Manager and the Chief Executive Officer. Violation may result in a verbal or written warning, three day suspension, or dismissal. The determination of the correction action to be taken is at the discretion of the Chief Executive Officer.

To minimize the potential of a misunderstanding related to standards for personal conduct, the following list of prohibited conduct has been established. This list is not intended to be all-inclusive, it is stated here for clarification:

1. The consumption of alcoholic beverages on OABR property during business hours, or being intoxicated, exhibiting behavior, symptoms or conduct indicative of intoxication, either on OABR property, at OABR-sponsored functions, or at events attended as a representative of OABR. As a general rule, if the consumption of alcohol is appropriate, an employee should never consume more than two drinks (assuming no consumption prior to the function or event).
2. The use or possession of illegal drugs, being under the influence of illegal drugs, exhibiting behavior, symptoms or conduct indicative of illegal drug use either on OABR property, at OABR-sponsored functions, or at events attended as a representative of OABR. This does not refer to employees taking drugs as prescribed by a physician for medical purposes.
3. Any conduct on OABR property, at OABR-sponsored functions, or at events attended as a representative of OABR which jeopardizes or adversely affects the reputation, integrity, business-relationships, community standing or good will of OABR.
4. Failure to apply one's self diligently to assigned tasks.
5. Failure to observe safety rules.
6. Correcting or criticizing another employee in the presence of OABR members.
7. Failure to accurately and timely record working time.
8. Failure to observe break and lunch time limits and/or quitting early or starting late.
9. Loitering in areas away from assigned work area.
10. Failure to dress in appropriate and professional manner.
11. Failure to observe telephone usage rules.
12. Leaving the premises during scheduled working hours without the prior approval of the supervisor or Chief Executive Officer.
13. Discourteous or disruptive behavior toward members or fellow staff members.
14. Engaging in non-professional activities at OABR meetings or functions.
15. Sleeping on the job.
16. Failure to report any personal injury on the day of such injury.
17. Using OABR property for personal use without specific prior approval from the Chief Executive Officer or Office Manager.
18. Unauthorized overtime work.
19. Falsifying an employment application.
20. Threats (verbal or physical), bullying or fighting on OABR premises.
21. Acts of willful destruction, deliberate damage, or the defacing of OABR property or the property of members.
22. Insubordination, including refusal to obey directions or failure to follow instructions from a supervisor, the Office Manager or the Chief Executive Officer.
23. Theft or unauthorized possession or use of property belonging to OABR, another employee or a member of OABR, regardless of value.
24. Immoral behavior or gross misconduct on premises.
25. Distribution of offensive material, printed or electronic in or from the OABR office, event or function.

## TELEPHONE USAGE

All telephone calls must be answered promptly and courteously. All messages should be forwarded to the person for whom it was intended as quickly as possible. We recognize that employees may occasionally have to make a personal call during work hours; however, limit them, and make them during the lunch hour or scheduled rest period. Employees must pay for all personal long distance calls. Personal calls may not be made or taken in the presence of OABR members and are not allowed at any time in open office areas. Personal calls are to be made in a private office or the lunch room during a scheduled rest period, thus keeping them private and not in front of OABR membership.

## VACATION

Only full-time employees are entitled to vacation, computed as follows:

- Less than 1 year of service – up to five business days, not to exceed one day per month of service beyond the qualifying period. No paid vacation will be granted during the qualifying period.
- 1 to 5 years of service – 10 business days
- 6 to 14 years of service – 15 business days
- 15 or more years of service – 20 business days

All full-time employees hired before 2010 will be given four additional vacation days in lieu of the previously granted holidays: Birthday, President's Day, Arbor Day and Veteran's Day.

Vacation benefits are accrued and available the first day of the calendar year based on the employment date of the employee. One-twelfth of an employee's total vacation is earned each month, so should an employee terminate employment with the OABR after using paid vacation days before they were earned, the amount of unearned vacation will be deducted from the employee's final pay.

Vacation time may not be carried forward from calendar year to calendar year, unless special authorization in writing is made in advance by the Chief Executive Officer. Unused, earned vacation for the current year will be paid upon voluntary termination. No borrowing of vacation from future years is permitted.

Whenever possible, employees should request vacation days at least 30 days in advance and should schedule vacation days in such a way as to avoid conflicts with their job responsibilities. The scheduling of all vacation days must be approved by the Chief Executive Officer or the Focus Printing manager, and may be denied based on staffing needs. Vacations will, if necessary, be granted on a seniority basis should a conflict arise. Vacation may be taken in not less than four-hour increments.

## WORKDAY AND WORK WEEK (Also see Inclement Weather Procedures below)

The regular office hours of the Omaha Area Board of REALTORS OFFICE are 8:00 am to 4:45 pm Monday through Friday. ALL EMPLOYEES ARE EXPECTED TO BE AT THEIR WORK AREAS ON TIME AND DEPART ON TIME EACH DAY. Each work week begins on Monday and ends on Sunday. Regular business days are Monday through Friday. OABR does not provide a pay differential for employees who work on weekends or holidays.

The decision as to opening or not, or early closing in the event of inclement weather, power outages or other unforeseen circumstances will be made by the Chief Executive Officer in cooperation with the Office Manager. The policies under Inclement Weather Procedures with regard to Vacation, Business and Emergency Leave, Leave of Absence Without Pay, and Paid Sick Leave will be the same under this Section if the office does not open due to power outages and other unforeseen circumstances. There will be no adjustment for employees covered by the above mentioned leave categories if the office closes early.

## YOUR PAYCHECK

The OABR strives to maintain salaries, fringe benefits, and working conditions which will attract and retain qualified and competent employees. Your Benefit Package is a confidential agreement between you and your employer (the Chief Executive Officer) and should not be discussed with other employees.

## INCLEMENT WEATHER PROCEDURES

1. Employees are expected to report as soon as possible at the regularly scheduled starting time. Any employee who does not report to work must notify the Office Manager immediately.
  - a) If in the judgment of any employee weather conditions present a safety concern for the employee, the employee is to contact the Office Manager. Employees who do not report for safety reasons will be charged with a day of paid vacation; or, at the employees' option, a days leave without pay. If paid vacation is not available, the employee shall take leave without pay. If other employees do not have to report, the employee will not be charged with a days leave.
  - b) Vacation, Business and Emergency Leave, and Leave of Absence Without Pay days  
If the employee has made previous arrangements to be gone, the employee will be charged with a day's leave, unless the other employees do not have to report to work. If other employees do not have to report, the employee will not be charged with a days leave.
  - c) Paid Sick Leave: If the employee is sick on the day the office is closed, the absence will be charged as one full day of paid sick leave. If paid sick leave is not available, the absence shall be without pay. If other employees did not have to report, the employee will not be charged with a day of paid sick leave.
2. The decision as to opening or not, or early closing will be made by the Chief Executive Officer in cooperation with the Office Manager.
3. An attempt will be made to make the decision about not opening the office, by 6:45 a.m. of the day in question. An attempt will be made to call all employees at the home phone number listed for employees in the employee roster and tell them that the office will not open. If an employee has not heard by 7:00 a.m. that the office will not open, the employee is to presume the office will open at the regular time.

## **BUSINESS AND EMERGENCY LEAVE (B/E Leave)**

### **(Included in paid sick leave. See Paid Sick Leave, page 7)**

Leave with pay for up to two days per year may be granted for personal business obligations or unforeseen emergencies (hereinafter "B/E leave") which cannot be scheduled on non-working days or at a time other than during working hours. Requests for business and emergency leave shall be submitted to the Office Manager with at least 24 hours notice. Contact the Office Manager for the form Absence Request/Report Form. Approval of leave will be based upon the particular date the leave is requested, the number of requests for the date requested, the office staffing needs of OABR, and any other factors the Office Manager in cooperation with the Chief Executive Officer deems relevant in making a determination.

**A. Sufficient Grounds for B/E Leave:**

The following guidelines are to assist in deciding leave for business or emergency reasons.

1. Legal matters which cannot be arranged at a time other than during working hours.
2. To attend the funeral of a friend or non-immediate family member. (Note: Employees are allowed on half (1/2) day for in-town funerals and one (1) day for out of town funerals up to 200 miles away; a second B/E allowed for travel if the funeral is more than 200 miles away).
3. Doctor or dental appointments for one's self or immediate family members which cannot be scheduled at a time other than during working hours.
4. Closing on the sale or purchase of your personal primary residence.
5. Moving to or from a house which cannot be scheduled at a time other than working hours.
6. Weddings and/or graduations of the employee or immediate family member. (Note: employees are allowed one day on the day of the graduation or wedding of immediate family members; a second B/E allowed for travel if the ceremony is more than 200 miles away.)
7. Observation of major religious holidays as approved by the Chief Executive Officer.

**B. Insufficient Grounds for B/E Leave:**

1. Weddings and or graduation for someone other than self or an immediate family member.
2. Accompanying a spouse on a business trip or vacation.
3. Ill health of a friend or non-immediate family member.
4. Applying or interviewing for a position outside the OABR or MLS.
5. Entertaining, shopping and/or running errands.
6. Closing on the sale or purchase or rental, business, or secondary property.
7. Looking for housing.
8. Personal recreational activities (e.g. hunting, fishing, hobbies, family or personal vacations and family business trips.)

**C. Rule Compliance:**

If it is discovered that the employee's request did not conform to the B/E. leave policies the employee will be subject to immediate dismissal.

**Doctors Return to Work Authorization  
For  
Omaha Area Board of REALTORS®**

Patient's Name \_\_\_\_\_ Patients Job Title \_\_\_\_\_

Job Duties: \_\_\_\_\_  
\_\_\_\_\_

**TO BE COMPLETED BY ATTENDING PHYSICIAN – PLEASE CHECK**

I saw and treated this patient on \_\_\_\_\_ and based on the patient's current medical problem:

1. \_\_\_\_\_ Recommend his/her return to work with no limitations on \_\_\_\_\_.  
OR  
2. \_\_\_\_\_ He/She may return to work on \_\_\_\_\_ capable of performing the degree of work checked below.

**PLEASE CHECK RESTRICTIONS**

\_\_\_\_\_ **No Work**

In an 8 hour work day patient may:

a. Stand/Walk  
None \_\_\_\_\_ 1-4 Hours \_\_\_\_\_  
4-6 Hours \_\_\_\_\_ 6-8 Hours \_\_\_\_\_

b. Sit  
1-3 hours \_\_\_\_\_ 3-5 Hours \_\_\_\_\_  
5-8 Hours \_\_\_\_\_

c. Drive  
1-3 Hours \_\_\_\_\_ 3-5 Hours \_\_\_\_\_  
5-8 Hours \_\_\_\_\_

Patient may use hand(s) for repetitive

Single Gasping \_\_\_\_\_ Pushing & Pulling \_\_\_\_\_  
Fine Manipulation \_\_\_\_\_

Patient may use foot/feet for repetitive movement as in operating foot controls: Yes \_\_\_\_\_ No \_\_\_\_\_

Patient is able to:

1-33% \_\_\_\_\_ 34-66% \_\_\_\_\_ 67-100% \_\_\_\_\_

a. Bend \_\_\_\_\_  
b. Squat \_\_\_\_\_  
c. Climb \_\_\_\_\_  
d. Twist \_\_\_\_\_  
e. Reach \_\_\_\_\_

1. These restrictions are in effect until: \_\_\_\_\_  
2. Additional Comments: \_\_\_\_\_

Physician's Signature \_\_\_\_\_

Printed Name \_\_\_\_\_ Phone Number \_\_\_\_\_

## **LEAVE OF ABSENCE WITHOUT PAY**

**(Also see Leave of Absence section of this manual)**

Requests for leave of absence without pay may be considered on an individual basis. Factors for determination will include the date(s) and amount of time requested, the frequency the employee requests leave of absence without pay, the office staffing needs of OABR, and other factors deemed relevant by the Chief Executive Officer. The OABR discourages the use of leave of absence without pay for family or personal vacations and/or family or spousal business trips.

### **A. Procedure**

Approval or denial will be made by the Chief Executive Officer, in cooperation with the Office Manager.

### **B. Benefits and Salary Schedule**

Leave of absence without pay for three (3) business days or more shall also be leave of absence without paid benefits for the entire unpaid leave of absence period. Benefit expense will be deducted from the employees paycheck.

An unpaid leave of absence during the year will result in a proportionate (day for a day) reduction in paid sick leave for the following year.

### **C. Insufficient Grounds for Leave of Absence Without Pay**

1. Weddings and or graduation for someone other than self or an immediate family member.
2. Accompanying a spouse on a business trip or vacation.
3. Ill health of a friend or non-immediate family member.
4. Applying or interviewing for a position outside the OABR or MLS.
5. Entertaining, shopping and/or running errands.
6. Closing on the sale or purchase or rental, business, or secondary property.
7. Looking for housing.
8. Personal recreational activities (e.g. hunting, fishing, hobbies, family or personal vacations and family business trips.)

### **D. Violation of the Chief Executive Officer's Determination**

If a request for leave of absence without pay is denied and the individual takes unauthorized leave of absence without pay or the employee takes more leave of absence without pay than the amount authorized by the Chief Executive Officer, the employee's actions will be considered a voluntary termination of employment.

**OMAHA AREA BOARD OF REALTORS®**  
**Absence Request/Report Form**

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

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

**This request/report is for:**

_____ hrs. Vacation w/pay	_____ hrs. Medical Leave of Absence w/o pay
_____ hrs. Employee Illness w/pay	_____ hrs. Maternity Leave of Absence w/o pay
_____ hrs. B/E Leave w/pay	_____ hrs. Leave of Absence w/o pay
_____ hrs. Jury Duty w/pay	_____ hrs Funeral – Immediate Family Member
_____ hrs. Inclement Weather	_____ hrs Military Leave of Absence w/o pay

**Time/Date of Absence:** \_\_\_\_\_  
 \_\_\_\_\_

**Reason for Absence:** \_\_\_\_\_  
 \_\_\_\_\_

-----  
**CEO or Office Manager's Approval:** \_\_\_\_\_ Date: \_\_\_\_\_

Recorded on Office Calendar by: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY –**

**Payroll Action Taken:**

**Entered into the Master Absence Report under the category of:** \_\_\_\_\_  
 \_\_\_\_\_

**Deduct Pay**   
 \_\_\_\_\_ **Absence Hours**

**Pay**   
 Affecting Pay Period with Ending Date of: \_\_\_\_\_

## **BUSINESS ATTIRE GUIDELINES**

### **General Attire Philosophy**

Overall personal appearance (including hair length, style and color) needs to be neat, tidy, clean and generally conservative in nature. Remember that we are an association that services our members and they have a tendency to be conservative in outward appearance. They also spend a lot of time and effort to put on a good first impression. The OABR staff should do likewise.

1. Choose work week (Monday thru Thursday) and casual day (Friday) clothing that communicates professionalism.
  - a. Work week attire. This includes slacks, skirts, sweaters, shirts and similar types of clothing.
  - b. If a staff member is to meet with the Board of Directors or conduct a training seminar, he/she is asked to dress in business attire. This includes shirt and tie for men and skirts, pantsuits or dresses for women.
2. **When in doubt, leave it out.** Work week and casual day clothing should make you and everyone you work with feel comfortable.
3. Good judgment and professionalism is expected of employees in choosing work week and casual day attire.
4. Work week and casual day clothing should be clean, pressed and wrinkle-free, not excessively worn or faded and without holes or frayed areas. Anything you might wear to the gym, to the beach, or to clean around the house, leave at home.
5. Press room staff attire for Monday through Friday can be as defined herein for casual day (Friday), subject to 1b above.
6. These (and all) guidelines are necessarily general. These are intended to provide only guidance, not examples of all possible examples of permissible or permitted attire.
7. In the event of disagreement or dispute in regards as what is acceptable work week or casual day attire, the OABR CEO will make the final decision.

### **Specific Attire at OABR**

1. **Footwear** – Loafers, boots, flats, dress sandals and leather deck shoes are acceptable with work week attire. Athletic shoes and sneakers are acceptable with clean jeans and cotton slacks on casual day. Slippers are not acceptable.
2. **Slacks** – Clean jeans and cotton slacks are acceptable on casual day. Inappropriate attire on casual day and work week includes, sweatpants, shorts, T-shirts, bib overalls, spandex, Lycra or other form-fitting pants and jeans that are excessively worn or faded.
3. **Shirts** – Casual shirts, golf shirts and sweatshirts are acceptable on casual day. Sweaters and turtlenecks are acceptable during the workweek and on casual day. On casual day and work week, avoid T-shirts, tank tops, any shirt with inappropriate messages/graphics, and tops with bare shoulders unless the top is worn under a blouse/shirt or jacket.
4. **Dresses and Skirts** – Casual dresses and skirts are acceptable on casual day. On casual day (and work week) skirt lengths should be appropriate for an office environment. On casual day (and work week) spaghetti-strap dresses should not be worn to the office unless worn under a blouse, shirt or jacket.
5. **Miscellaneous** – Apparel must be appropriate to your gender.

### **Body Piercing and Body Art That the Staff and Public Can See**

1. The only thing acceptable under this section are earrings and they are limited to two (2) ear rings per ear.

## EDUCATION

EDUCATIONAL COURSES - All educational courses and seminars originated and/or supported by the Education Forum shall be submitted to the Omaha Area Board of REALTORS Chief Executive Officer for approval.

CREDITED COURSES - All courses and seminars offering continuing education credits must be administered in accordance with Nebraska Real Estate Commission regulations.

TUITION REFUND - Students will be allowed a full refund of tuition if class reservation is canceled at least 48 hours prior to the date of the class. If cancellation is made by OABR or the instructor, students will receive a full tuition refund. Deviation may be made on an individual class basis. Payment for a course is due at time of registration.

## FACILITY

CONDITIONS OF RENTAL - Users of the OABR facilities who are sponsoring a seminar for the general public must provide to the OABR a copy of any promotional/advertising pieces for approval by the Chief Executive Officer prior to promotion of the event.

The OABR requires text editing to insure the OABR's name and logos are correctly displayed. Give text to CEO for approval.

Failure to comply with this requirement will result in the cancellation of the seminar and the User will be charged with the room rental fee.

## FINANCIAL POLICIES

BILLING SERVICE - Billing service is provided by the OABR to only Designated REALTORS® and Print Shop Customers authorized by the Print Shop Manager. No member of any Designated REALTOR® office may charge to the office unless the Designated REALTOR® provides a notice to the OABR stating they can.

RETURNED CHECKS - There will be a \$25 service charge on each check returned by the bank as unpayable.

DELINQUENT OFFICE ACCOUNTS - Any account that is delinquent shall be subject to a 10% late penalty.

CREDIT CARDS - Anyone may use their credit card for payment of OABR products and services.

REFUNDS - There will be no refunds of dues or fees except at the discretion of the OABR Board of Directors or the Chief Executive Officer.

CONTRACTS - All obligations, financial or otherwise, to initiate contracts and purchases for the OABR must be done through the Chief Executive Officer.

TRAVEL COSTS - All travel priorities are approved in the budget or by the Chief Executive Officer.

EXPENSE REPORTS - Expense reports for staff and members must be submitted to the Controller of the OABR on a monthly expense report form by the end of each month. Receipts are required on all items over \$25.00.

REIMBURSEMENT OF MILEAGE EXPENSE - Reimbursement for actual expenses and mileage for OABR travel will be determined by the OABR Chief Executive Officer. Mileage will be the maximum allowed by IRS regulations.

LABELS - Requests for mailing address labels must be accompanied by a copy of the item to be distributed. The copy must be approved in advance of distribution by the Chief Executive Officer. **2-12-09 OABR does not do labels anymore.**

ROSTERS - Rosters will be distributed, one to each OABR member, at least annually, at no charge.

MEETING ROOM RENTAL - Meeting rooms will be available for rent to members and the general public. Rates will be established by the Chief Executive Officer, and are subject to change as is deemed appropriate. Users of the OABR facilities who are sponsoring a seminar for the general public must provide to the OABR a copy of any promotional/advertising pieces for approval by the Chief Executive Officer prior to promotion of the event. The OABR may require editing to insure the OABR's name and logos are correctly displayed. Failure to comply with this requirement will result in the cancellation of the seminar and the User will be charged with the room rental fee.

REALTOR STORE SALE AND REFUND PROCEDURE - The following steps shall be taken with REALTOR Store items:

- 1) Test all REALTOR Store items when we receive them to verify that they work.
- 2) When selling the REALTOR Store item, test it again to verify that it works in front of the customer.
- 3) If selling a calculator, be sure to show them the one year warranty inside the box and point out that the product must be sent back to the manufacturer, and not the OABR.
- 4) The OABR REALTOR Store has a 48 hour refund policy. A sign must be up at the front sales counter stating this policy. The 48 hour refund policy is for all REALTOR Store items except Forms, which will be given no refunds.

CHECK SIGNATURES – As a general rule, all OABR and MLS checks must be signed by the CEO and the staff member who is a signer on the account. The Lockbox Key account may be signed by two OABR staff members.

## GOVERNMENT/POLITICAL AFFAIRS POLICIES

**CANDIDATES/ISSUES/POSITIONS** - The OABR Governmental Affairs Committee may recommend support of, or opposition to, an issue or candidate through the following process: A motion is approved by the OABR Governmental Affairs Committee and presented to the OABR Board of Directors for their action.

**REPRESENTATION** - No member of the OABR, other than the President, may represent themselves as presenting the Omaha Area Board of REALTORS opinion/position in public testimony, written or oral communication, with any governmental agency or representative or any segment of the media, without prior approval of the OABR Board of Directors.

**NAR/NRA SUPPORT** - Those subjects calling for expedient action that are within current NRA and NAR policy statements may be appropriately responded to without the OABR Board of Directors action when time does not allow. In the event the OABR has taken prior positions not in support of a NRA and/or a NAR policy on a specific subject, no action may be taken without OABR Board of Directors approval.

## LOCK BOX AND KEY DETAILS

### TO ISSUE A NEW KEY

1. Lock Box keys can only be leased to REALTOR® and Affiliate members (REALTOR® member deposit is \$100.00, Affiliate member deposit is \$250.00).
2. When a person leases a key, explain to them the following:
  - a) the lock box key is the property of the leasing firm.
  - b) if they go inactive or get out of the business in the case of an Affiliate Member, the key must be returned to OABR within 48 hours.
  - c) they are not to loan out the key.

### BOARD OF CHOICE, SECONDARY MEMBER, LOCK BOY KEY GUIDELINES

For the convenience of REALTOR® members belonging to another Board, the following policy approved by the OABR Directors on June 21, 1995 will apply. Individual REALTOR® members belonging to another REALTOR® Board will have access to the OABR Supra Electronic KeyBox System service. They will need to be a Boards Goods and Services member and complete the application.

### AFFILIATE KEY GUIDELINES

For the convenience of our REALTOR® members and the business service advantage of our Affiliate members, the OABR has expanded electronic KeyBox key availability. The OABR Board of Directors approved the issuance of Affiliate electronic lock box keys to individuals in the following real estate service industries: public utilities, pest control, home warranty, home inspection, radon testing and redemption and virtual tour photographer.

Provisions for Lock Box Keys Insurance include:

- 1) The Affiliate Membership application must note membership in any professional associations, societies, or organizations.
- 2) The Affiliate member is to complete the Supra Key holder lease.
- 3) The Affiliate Lock Box Key deposit is \$250.00.
- 4) The Affiliate member requesting the Lock Box Key must be an individual involved in a real estate service industry described above as one that is approved by the OABR Board of Directors. The Affiliate member's Affiliate membership application must reflect the service industry in which the Affiliate participates.
- 5) In the event of disagreement or dispute regarding issuance of a Lock Box Key to an OABR Affiliate member, the OABR's CEO will make the final decision.

## **MEMBERSHIP POLICIES**

**MEMBERSHIP CHANGES/ADDITIONS/DELETIONS** - All Designated REALTORS® shall notify the OABR of any changes, additions, or deletions to their licensed sales staff within two (2) working days of such change. All changes, additions, or deletions must be made in writing and signed by the Designated REALTOR®. The Manager for a Designated REALTOR® can do the foregoing if authorized by the Designated REALTOR®.

**IDENTIFICATION OF MEMBERS** - Members may be required to verify their membership prior to being granted OABR service.

**OABR MEMBER SERVICES** - All active REALTOR members of the Omaha Area Board of REALTORS® shall have access and use of all the services of the OABR.

**OABR FORMS** - OABR forms are not available for purchase by non-REALTORS®..

**BRANCH OFFICE** - Any Designated REALTOR® member of the OABR setting up a branch office will be charged a monthly fee for all deliveries.

**APPLICATION FOR MEMBERSHIP** - Applicants for membership must demonstrate (pocket card or letter of confirmation from NREC) that they are properly licensed with the Nebraska Real Estate Commission. Appropriate application fees must be paid at the time of application. Applicants are subject to approval by the Member Services Forum and the OABR Board of Directors.

**MLS SPECIAL POLICIES** (See MLS Operating Rules and Procedures).

## **PUBLIC RELATIONS/REALTOR PUBLICATIONS**

**APPROVAL OF CONTENTS** - All editorial and publicity material submitted for the REALTOR Focus are subject to the approval of the Chief Executive Officer.

**DEADLINE FOR MATERIALS** - All editorial and publicity material from outside the OABR Office staff must be submitted before the first FOCUS proof deadline.

**ADVERTISING** - Will be at the discretion of the Chief Executive Officer.

**PAYMENT OF ADS** - Ads must be paid in full at deadline.

**COST OF ADS** - Cost of advertising is determined by the Chief Executive Officer.

**RESTRICTED ADS** - No employment ads, political ads, no negative advertising and no personal property ads. All ads are subject to the approval of the OABR Chief Executive Officer.

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## ***TRAVEL GUIDELINES FOR OABR EXECUTIVES AND STAFF***

These guidelines apply each OABR fiscal year to the National Association of REALTORS® meetings, any Nebraska REALTORS® Association meetings and any other meetings which are required in conjunction with the office of OABR President, President-Elect, Chief Executive Officer, Governmental Affairs Committee Chairman and OABR entitlements to National Association of REALTORS® (NAR) Director(s) due to OABR NAR membership of 2000 or more.

### **TRAVEL ADVANCES; TRAVEL AND HOTEL RESERVATIONS; NEED FOR YOUR OWN CREDIT CARD; EXPENSE LOG AND RECEIPTS**

OABR makes travel fund advances in the amount of \$100.00 per day for the attendee (not spouse). The number of travel fund advance days is compiled by the OABR staff. Staff computes the days the attendee is scheduled to attend sessions at the event the attendee is attending.

The OABR staff, in conjunction with the attendee, will make the travel and hotel reservations for the attendee. Any required deposits will be made by OABR staff using the OABR credit card.

**PLEASE NOTE!** All attendees must have their own credit card with sufficient limits to (1) check in to the hotel (2) check out of the hotel (3) to pay for other allowed expenses the attendee incurs that the cash advance won't cover (4) pay for any transportation changes the attendee attempts to implement.

Attendees MUST submit a completed expense log and receipts (including their paid hotel receipt) to the OABR office within 30 days from the return date of the trip.

Expense reports are subject to the review and approval of the OABR Executive Committee.

### **NATIONAL ASSOCIATION OF REALTORS® MEETINGS (NAR)**

The following items are included each OABR fiscal year in the allowances to these meetings for the OABR President, the President-Elect, the Chief Executive Officer, the Governmental Affairs Committee Chairman and OABR entitlements to National Association of REALTORS® (NAR) Director(s) due to OABR NAR membership of 2000 or more. The Governmental Affairs Committee Chairman will only be reimbursed for the Spring Legislative meeting in Washington D.C., and that reimbursement will cover expenses for a spouse or significant other.

**Meals & Gratuities** The OABR shall reimburse for meals and gratuities, incurred by the attendees and their spouse or significant other that are reasonable and customary during the official dates of the meetings, including travel days. The OABR President, President-Elect, Chief Executive Officer and OABR entitlements to National Association of REALTORS® (NAR) Director(s) due to OABR NAR membership of 2000 or more, are entitled to bring a spouse or significant other to any one NAR convention or meeting of choice, per year

**Lodging:** Allowance will include single room rate, or double room if accompanied by a spouse or significant other at host hotel, if available, or at a hotel of equivalent cost. Allowance does not include any incidentals.

**Registration Fees:** Allowance for the OABR President, President-Elect, Chief Executive Officer, Governmental Affairs Committee Chairman and OABR entitlements to National Association of REALTORS® (NAR) Director(s) due to OABR NAR membership of 2000 or more.

*cont.*

## ***TRAVEL GUIDELINES FOR OABR EXECUTIVES AND STAFF***

<b>Travel:</b>	Allowance for round trip coach air fare or mileage, reimbursed at the maximum amount allowable by IRS regulations for attendees. Every effort should be made to secure economy rates.
<b>Ground Transportation, Parking and Gratuities</b>	The OABR shall reimburse for ground transportation, parking and gratuities that are reasonable and customary during the official dates of the meetings.
<b>Telephone/Fax</b>	The OABR shall reimburse for telephone/fax charges that are reasonable and customary during the official dates of the meetings. .
<b><u>NEBRASKA REALTORS® ASSOCIATION MEETINGS (NRA)</u></b>	
The following items are included each OABR fiscal year in the allowances to these meetings for the OABR President, President-Elect, Chief Executive Officer and OABR entitlements to National Association of REALTORS® (NAR) Director(s) due to OABR NAR membership of 2000 or more.	
<b>Meals &amp; Gratuities</b>	The OABR shall reimburse for meals and gratuities, incurred by the attendees and their spouse or significant other that are reasonable and customary during the official dates of the meetings, including travel days.
<b>Lodging:</b>	Allowance will include single room rate, or double room if accompanied by a spouse or significant other, at host hotel, if available, or at a hotel of equivalent cost. Allowance does not include any incidentals.
<b>Registration Fees:</b>	Allowance for the OABR President, President-Elect, Chief Executive Officer and OABR entitlements to National Association of REALTORS® (NAR) Director(s) due to OABR NAR membership of 2000 or more.
<b>Travel:</b>	Mileage will be reimbursed at the maximum amount allowable by IRS regulations.

### **OABR STAFF TRAVEL**

The OABR Guidelines For Executive Travel apply to any meetings the Chief Executive Officer deems necessary for the OABR staff to attend, with the exception of reimbursement for spouse or significant other.

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**OMAHA AREA BOARD OF REALTORS®**  
**STAFF CONTACTS**  
 oabrinfo@oabr.com  
 (402) 493-2995

For any questions regarding any of the Omaha Area Board of REALTORS® services, please call or e-mail the following people:

**Chief Executive Officer – Doug Rotthaus**  
**dougr@oabr.com – Ext 306**

**Administrative and MLS Services Coordinator**

**Ast. Office Manager- Donna Shipley**

**dshipley@oabr.com – Ext 307**

-OABR Directors

-Executive Committee

-Governmental Affairs Committee

-Safety Committee

-Education Forum

-Member Services Forum

-Bylaws Task Force

-Economic Development Task Force

-Equal Opportunity-Cultural Diversity Task Force

-Forms Task Force

-IMF Task Force

-Nominating Task Force

-Public Relations Task Force

-RPAC Fundraising Task Force

-Managing Editor of FOCUS Newsletter

-MLS Officers and Directors

-MLS Information and Questions

-MLS & OABR Statistics

-MLS Computer Committee

-Backup for MLS Listing Input

**Accounting Department - #304**

-Financial Statements

-Annual Dues Billing

-Accounts Payable

-Budget

-Facility

**Print Shop Manager – Jim Holmes**

**jholmes@oabr.com – Ext 313**

-Customer Service

-Printing Estimates and Bids

-Print Job coordinator

-Delivery Dates

**Graphic Designer – Pam Kane**

**pkane@oabr.com – Ext 312**

-Logo design

-Typesetting

-Customer Service

- Backup for Print Shop Coordinator

**Press Room Foreman - Todd Taylor**

**ttaylor@oabr.com – Ext 314**

**Press Operator/Bindery Worker – Wayne King**

**wking@oabr.com – Ext 314**

**Association Services Coordinator -**

**Debbie Peterson**

**dpeterson@oabr.com – Ext 303**

-OABR Membership

-Membership Questions

-New Members to Board of Directors

-OABR Education Records

-Orientation

-Billing Questions

-Monthly Billing

-Accounts Receivable

-Backup for OABR Services Coordinator

-Backup for Supra Key System

-Affiliate Council

**Supra Systems Coordinator -**

**Lisa Welch**

**lwelch@oabr.com – Ext 302**

-KIM System Supervisor

-Supra Key Box and Key Questions/Orders

-New Key system for Members

-Member Exchange of Keys, Cradles

-Member Termination of Key System

-Backup for Association Services Coordinator

-Assistant for Administrative Coordinator for Committees, Councils, Forums & Task Forces

**OABR Services Coordinator**

**Denise Sabadka**

**dsabadka@oabr.com – Ext 300**

-Front Office Reception

-Process MLS Photos

-Backup for Administrative Coordinator on MLS Issues

-MLS Listing Input

-MLS Information and questions

-MLS Fines

-Process incoming daily mail

-REALTOR® Store Supervision

-Room Rental

-Calendar

=====

MLS Support Line for Problems (call the MLS Provider Paragon MLS)

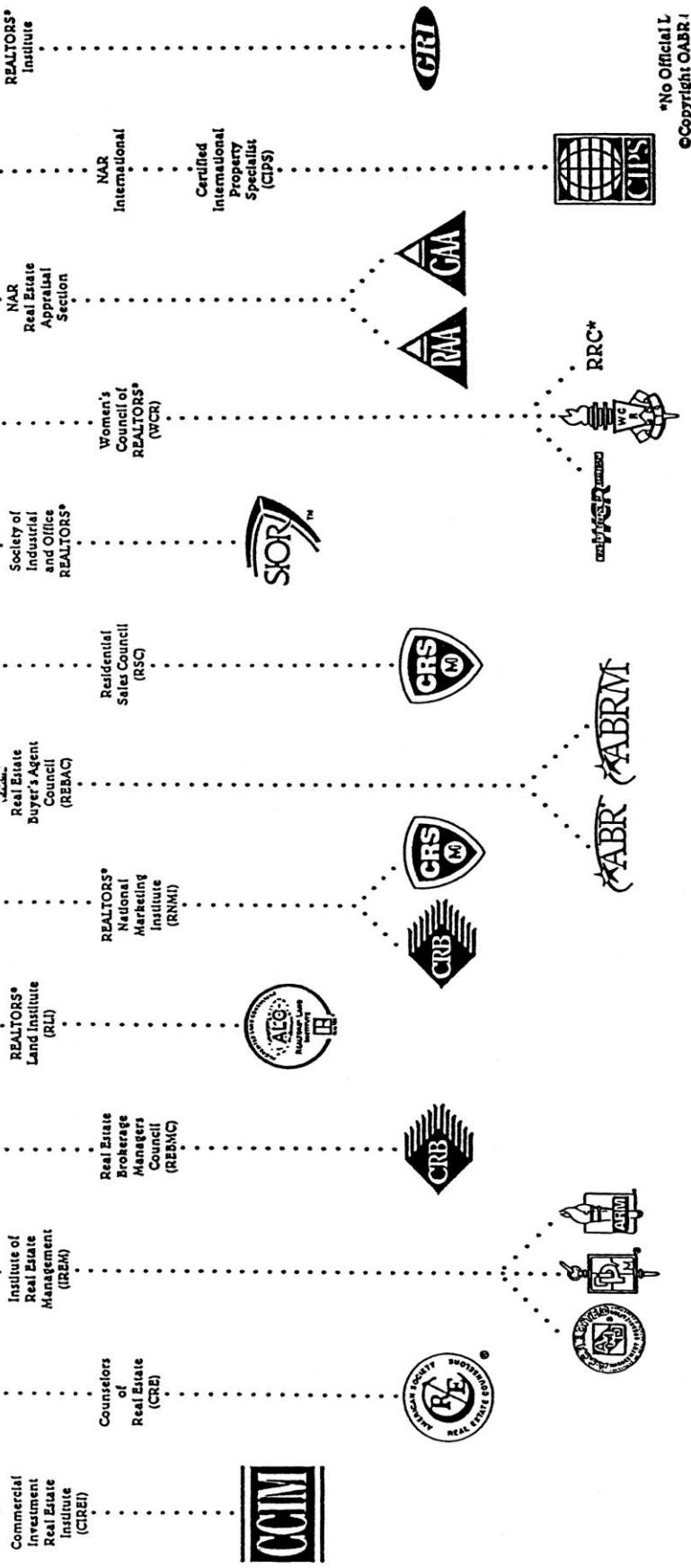
1-877-657-4357

Member Support: Paragonsupport@fnf.com

Supra System Support – 1-877-699-6787

# NATIONAL ASSOCIATION OF REALTORS®

Professional Designations of the Institutes, Societies, and Councils



## Funding for Committees, Councils, Forums or Task Forces

Each year the OABR (or MLS as appropriate) reviews whether to budget funds for the committees, councils, forums or task forces. If a committee, council, forum or task force spends dollars, it must report the dollars spent to the OABR Controller for inclusion in the OABR monthly financial statements.

Each year the Board of Directors of OABR (or MLS as appropriate) considers whether to budget new funds for the committees, councils, task forces and forums for the next year.

Any amount not spent by a committee, council, task force or forum in a given budget year, does not accrue or accumulate to the next year's budget for a committee, council, task force or forum.

**OMAHA AREA BOARD OF REALTORS®****COMMITTEES**

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EXECUTIVE COMMITTEE - This committee, consisting of the OABR President, President Elect, Secretary and Treasurer and CEO, meets prior to the Board of Directors of the Omaha Area Board of REALTORS® to review and discuss all items to be placed on the consent agenda and the discussion agenda for the OABR Board of Directors meeting. The Executive Committee may not alter, change or eliminate motions brought from committees but may make recommendations to the OABR Board of Directors.

GOVERNMENTAL AFFAIRS COMMITTEE – The Governmental Affairs Committee monitors state and national legislation relating to the real estate industry, interviews political candidates and makes recommendations to the Nebraska REALTORS® Association for RPAC contributions. The committee also participates in grassroots lobbying efforts and organizes RPAC fundraising campaigns. Subcommittees which report to the Governmental Affairs Committee are RPAC, Legislative Review and Candidate Interviews.

SAFETY COMMITTEE – The Safety Committee monitors the Omaha Area Board of REALTORS® office and surrounding premises for the maintenance and protection of the Omaha Area Board of REALTORS® facility, members and staff.

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## **OMAHA AREA BOARD OF REALTORS®**

### **COUNCILS**

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AFFILIATE COUNCIL- The Council promotes the business relationship and services of OABR Affiliates to OABR REALTOR® members, actively solicits OABR Affiliate membership, and promotes ethical business practices of OABR Affiliate members. The Council does many things including items such as the “Affiliate Advocate” column in *FOCUS* and sponsoring some of the OABR orientation coffee breaks.

The Affiliate Council handles OABR special events such as the Fall Bowing, Toys for Tots and the OABR golf outing. They also assist the Member Services Forum in other membership events, as requested by the Forum.

**OMAHA AREA BOARD OF REALTORS®****FORUMS**

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**ECONOMIC DEVELOPMENT FORUM** - The Economic Development Forum keeps the OABR Board of Directors abreast of Omaha and Nebraska Economic issues, monitors various issues as directed by the OABR Board of Directors, and is the advocate on those issues for any OABR Board of Directors position taken.

**EDUCATION FORUM** - The Education Forum provides education programs to serve the needs of the members of the Omaha Area Board of REALTORS®. It offers education courses to the members and is responsible for the OABR New Member Orientation Course.

**MEMBER SERVICES FORUM** - The Member Services Forum reviews the eligibility of OABR membership applicants and makes recommendations regarding applicant's eligibility to the OABR Board of Directors. It reviews member needs and potential services to members and forms suggestions to achieve those goals. The Forum creates activities such as the Annual Chili Cook-Off and the Annual Cook Out and Carnival for OABR members. The Forum also plans and implements community projects approved by the OABR Board of Directors that enhance the image of REALTORS® in this community. The Forum consists of the Chairperson and up to twenty forum members.

**OMAHA AREA BOARD OF REALTORS®****TASK FORCES**

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BYLAWS TASK FORCE - The Bylaws Task Force reviews the OABR Bylaws for any changes necessary to stay in compliance with the National Association of REALTORS®. (Member are appointed by the OABR President.

EQUAL OPPORTUNITY-CULTURAL DIVERSITY TASK FORCE - To promote equal opportunity in housing and diversity within the real estate industry; to examine the growing cultural diversity within the United States; to promote the Omaha Area Board of REALTORS®'s activities to heighten awareness of increased diversity within the real estate profession and the membership; to identify the concerns and needs of culturally diverse and minority members of Omaha Area Board of REALTORS® and to assist in the development of plans to address those concerns and needs.

FORMS TASK FORCE - The Forms Task Force creates new and reviews all existing OABR and MLS forms that are either sold by OABR or MLS or given as part of member services, to make sure the forms have value to the membership and are in compliance with Nebraska law.

ISSUES MOBILIZATION FUND TASK FORCE (IMF) – The Issues Mobilization Fund Task Force is organized and operated primarily for the purpose of supporting or opposing state and local issues which impact real property in the Omaha Area and accepting contributions to aid in the support or opposition. It also supports grassroots lobbying and educational efforts related thereto. IMF funds shall not be used for support of candidates or for any purpose prohibited by federal or state laws that govern issue advocacy committees. IMF decisions shall be consistent with the current strategic plan and policies of the Omaha Area Board of REALTORS (OABR).

Contributions can be received only from Omaha Area Board of REALTORS® Officers, Directors and Members and they must be contributions and not set up as part of the OABR dues. Contributions can also be received from the Trustees of the Omaha Area Board of REALTORS® Issues Mobilization Fund Task Force

NOMINATING TASK FORCE - At least four (4) months before the annual OABR election, a Nominating Task Force of seven (7) REALTOR® Members shall be appointed by the OABR President Elect which appointees shall be approved by of the OABR Board of Directors. The appointees shall consist of the OABR President Elect as Chairman, the OABR President, one OABR Director, 2 OABR Past Presidents and 2 OABR Active Members at Large. The OABR Nominating Task Force shall select one or more candidates for each OABR office, except that of OABR President, and one or more candidates for each place to be filled on the OABR Board of Directors.

PUBLIC RELATIONS TASK FORCE - The Public Relations Task Force promotes activities and events of the Omaha Area Board of REALTORS® (OABR) which bring positive attention and recognition to OABR. They also promote activities that enhance the REALTOR® image within the community and the OABR organization. The Task Force is responsible for the establishment of a Speakers Bureau if requested by the OABR Board of Directors.

RPAC TASK FORCE - The RPAC Fund Raising Task Force coordinates the RPAC fund raising efforts for the Omaha Area Board of REALTORS® (OABR). Reports to the Governmental Affairs Committee.

OMAHA AREA BOARD OF REALTORS® FOUNDATION – The Foundation is organized for educational purposes, including distribution of funds to organizations qualifying as exempt organizations under § 501(c) (3) of the Internal Revenue Code of 1986, or corresponding section of any future Federal Tax code.

The number of Directors shall be not less than three (3) or not more than six (6) elected annually by the Board of Directors of the Omaha Area Board of REALTORS®. Historically the names are chosen in September of each year by the OABR President and submitted to the September Board of Directors for election.

**OABR****OFFICER/DIRECTOR JOB DESCRIPTIONS & POLICIES****CONTENTS**

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**PRESIDENT / DIRECTOR**

The President/Director is the chief elected officer of the OABR and is charged with the responsibility for the general direction of its affairs and to preside at all meetings. The President is authorized to appoint committees, and is an ex-officio member of all committees, councils, forums and task forces. The President is expected to perform such duties as may be assigned by the OABR Board of Directors.

Other duties of the President are:

1. Provide objective leadership and administration for the OABR Directors, committees, volunteers and membership of the OABR.
2. Represent the OABR in community activities, in person, or through a representative.
3. Help to strengthen the OABR's internal committees, councils, forums, and task forces structure.
4. Become familiar with the operation and policies of the Nebraska REALTORS® Association and the National Association of REALTORS® and attend their conventions and appropriate meetings.
5. Serve as a Director of the Nebraska REALTORS® Association representing the Omaha Area Board of REALTORS®.
6. Become familiar with the Bylaws of the Omaha Area Board of REALTORS®, and parliamentary procedure.
7. Preside over any OABR Stockholders meeting.
8. The President shall be an ex officio member of the OABR Board of Directors in the year following their presidency.

**PRESIDENT-ELECT/DIRECTOR**

The President-Elect/Director shall serve in the absence of the President and be familiar with other duties and responsibilities of said office. The President-Elect shall also:

1. Keep abreast of all OABR activities to aid the President.
2. Be familiar with the Bylaws of the Omaha Area Board of REALTORS® and parliamentary procedures.
3. Attend all meetings of the OABR Board of Directors.
4. Perform such duties as may be assigned by the President.
5. Assume responsibility for chairing the OABR Board of Directors in absence of the President.
6. Serve as Chairperson of the OABR Nominating Committee for the current year.
7. Become familiar with the operation and policies of the Nebraska REALTORS® Association and National Association of REALTORS® and attend their conventions and appropriate meetings.

**SECRETARY/TREASURER/DIRECTOR**

The Secretary/Treasurer/Director is designated the custodian of the OABR funds and ensures that those funds, physical assets, and other properties of the OABR are appropriately safeguarded and administered.

Duties and responsibilities of the Treasurer include:

1. Exercise such other powers and performs such other duties as may be assigned by the OABR President.
2. Keep abreast of all OABR activities to aid the President.
3. Be familiar with the Omaha Area Board of REALTORS® Bylaws and parliamentary procedures.
4. Attend all meetings of the OABR Board of Directors.
5. Present in person, or designate a representative to present, the monthly financial statements at OABR Board of Directors meetings.

Duties and responsibilities of the Secretary include:

1. Serve as the supervisor of the minutes of all OABR Board of Directors meetings.
2. Keep abreast of all OABR activities to aid the President.
3. Be familiar with the OABR Bylaws and parliamentary procedures.
4. Attend all meetings of the OABR Board of Directors.
5. Perform such duties as may be assigned by the President.

## **CHIEF EXECUTIVE OFFICER**

The OABR Board of Directors may employ a Chief Executive Officer. The Chief Executive Officer shall have no conflict of interest with any person engaged in the real estate profession and may not actively engage in the Real Estate business as a licensee. With permission of the OABR Board of Directors the Chief Executive Officer may hold a real estate license, but may not engage in its use while employed by the Omaha Area Board of REALTORS®. The Chief Executive Officer shall take over such Secretary/Director duties as may be determined by the OABR Board of Directors.

Other duties and responsibilities of the Chief Executive Officer include:

1. Issue notices of all meetings of the OABR Board of Directors and the general Membership and keep minutes of such meetings.
2. Exercise such other powers and perform such other duties as may be assigned by the President or the OABR Board of Directors.
3. Keep abreast of all OABR activities to aid the President.
4. Be aware of short-term and long-term programs as approved by the OABR Board of Directors.
5. Be familiar with OABR Bylaws ® and parliamentary procedures.
6. Attend all meetings of the OABR Board of Directors.
7. Become familiar with the operation and policies of the Nebraska REALTORS® Association and National Association of REALTORS® and attend their conventions and appropriate meetings.
8. Provide and maintain adequate staff to serve membership as directed by the OABR Board of Directors and operate within the budget provided.

## **IMMEDIATE PAST PRESIDENT/DIRECTOR**

The Immediate Past President shall automatically serve as an Ex-Officio Director on the OABR for one additional year. In the event that the Immediate Past President is not available to serve, the position will be filled in accordance with the OABR Bylaws. The primary role of this individual is to advise and recommend to the OABR leadership based upon the experience gained as a OABR President. In addition, other duties and responsibilities include:

1. Keep abreast of all OABR activities to aid the President.
2. Be familiar with OABR Bylaws and parliamentary procedures.
3. Attend all meetings of the OABR Board of Directors.
4. Perform such duties as may be assigned by the President.

## BOARD OF DIRECTORS

The primary responsibility of the OABR Board of Directors is to serve as the governing body of the Omaha Area Board of REALTORS®, Inc. It has authority above all committees, councils, forums and task forces to carry out all duties, expressed or implied, that are included within the total management jurisdiction of the OABR. This responsibility is contained in the governing documents of the OABR. The OABR Board of Directors approves policies and plans that provide the framework within which major OABR operations must be accomplished.

Although the OABR Board of Directors is responsible for the general overall management of the OABR affairs, it is not responsible for the day-to-day operations. This is accomplished by the Chief Executive Officer of the OABR in close coordination with elected officers and committees, councils, forums, and task forces. Specific duties and responsibilities of the OABR Directors are:

1. Familiarization with the following documents:
  - a. OABR Bylaws
  - b. Great Plains REALTORS® MLS Rules and Regulations
  - c. Professional Standards and Arbitration Manual
  - d. Code of Ethics
  - e. Robert's Rules of Order
2. Approval of annual financial plan for OABR operations and cause to have such a plan published in the form of a budget.
3. Serve as OABR Trustee with the best interest of the membership in all matters pertaining to the community.
4. Be aware of the goals and objectives established by the OABR President.
5. Keep abreast of all OABR activities to aid the President and other elected officers in accomplishing plans and goals.
6. Attend all meetings of the OABR Board of Directors.
7. Attend all Nebraska REALTORS® Association meetings.

## IMPORTANT NOTE: FOR ALL OFFICERS/DIRECTORS

1. Each shall keep confidential those matters which come before the OABR and which the OABR Board of Directors, by consensus, deems to be sensitive or of a nature which demands discretion or confidentiality.
2. When serving as a director of an entity other than ones own business, it occasionally happens that matters that affect ones personal business are discussed or voted upon by such Board. Each director has a duty to vote and consider issues on the Board only from the perspective of that which is best for that entity. In the event a director's judgment is affected by personal business considerations which are not necessarily those which are best for the entity on which he or she serves as a director, then the director should abstain from such voting, rather than suffer the conflict of interest that comes from having that separation of interests. It is better not to vote at all and to record the abstention than to vote as the result of a conflict of interest.

## OABR

### OFFICER AND DIRECTOR NOMINATING AND ELECTION PROCESS

**April Focus** - Notification to OABR membership that applications are being accepted for Officer and Director nominations. The qualification requirements and duties of Officers and Directors as outlined in the OABR Bylaws shall be printed in the application, which application will be printed in the April FOCUS.

**Prior to May 15th** (at least 3 months before the annual election) - Nominating Task Force meets to develop slate of candidates for expiring officer terms (except that of President) and Director vacancies. The Chairman or CEO contacts the nominees to be sure they are willing to serve.

**May Board of Directors Meeting** - Nominating Task Force forwards slate to the OABR Board of Directors for review. OABR Board of Directors does not need to approve the slate.

**June Focus** - (at least 60 days prior to the election) - Slate of candidates is published in the Focus.

**July 15th** (at least four weeks prior to the election) - Deadlines for nominations by petition - Additional candidates can be nominated by a petition of at least 10% of the Realtor members.

**July Board of Directors Meeting** - President forwards the names of the 3 Realtor member election committee which the President has appointed, to the OABR Board of Directors for approval.

**August 15th** - Election is held during the month of August - Voting to take place all day at the OABR Office, absentee ballots are allowed.

**August 16th** - Election Committee counts ballots and releases the election results. Administrative Coordinator to send a letter to the NATIONAL ASSOCIATION OF REALTORS® and the Nebraska REALTORS® Association informing them of the new leadership of the OABR and MLS.

**August 16th** - OABR President sends a congratulatory letter to the newly elected Directors and invites them to attend the August OABR Directors meeting as a guest and observer. The President also advises them of the Inaugural.

Newly elected OABR Officers and Directors are publicized in the September issue of FOCUS.

President invites all OABR Directors, past, current, and new to attend the OABR Inaugural.

OABR Officers and OABR Directors are installed during the OABR installation ceremony at the OABR Inaugural. Past and current OABR Directors are recognized at the OABR Inaugural.

**OABR AND MLS****STAFF POSITION DESCRIPTIONS**

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**Administrative Coordinator**

1. Assistant Office Manager
2. Staff Executive to the OABR Executive Committee and OABR Board of Directors
  - Assemble monthly meeting packets
  - Contact CEO for topics under President and CEO Report
  - Include all Committee/Council/Forum/Task Force recommendations
  - Include OABR financial reports
  - Take minutes of OABR Board of Directors meetings and disseminate to OABR staff
3. Staff Executive to the Governmental Affairs Committee and Subcommittees
  - Assemble meeting packets
  - Assist with Candidate Interview
  - Assist with Legislative Review
  - Assist with calls to action
  - Assist with RPAC fundraising
  - Take minutes of meetings
4. Staff Executive to the Bylaws Task Force, Forms Task Force, Nominating Task Force, RPAC Fundraising Task Force, Equal Opportunity-Cultural Diversity Task Force, IMF Task Force, Public Relations Task Force, Economic Development Task Force, Member Services Forum, Education Forum.
5. Staff Executive to Committees, Forums and Task Forces/PAG's etc. as assigned.
6. Managing Editor of the OABR's FOCUS newsletter
  - Coordinate staff and member input
  - Coordinate, write and edit articles relating to timely issues
  - Coordinate the layout and printing with the Print Shop
7. Coordinate Leadership travel arrangements to National Association of REALTORS®, Nebraska REALTORS® Association and Regional meetings
8. Assist CEO with other tasks as assigned and keep OABR Forms stocked.
9. Staff Executive to CEO and keep CEO informed of all OABR activities related to assigned areas

### Assistant Graphic Designer

1. Responsible for preparing customer job requests, involving layout, typesetting, logo creation and other graphic designing needs.
2. Competent with Macintosh and PC operating systems.
3. Must be able to work with In Design, Acrobat, Quark, Aldus Pagemaker/Free Hand/Photo Shop, Illustrator, Internet, Microsoft Word, MS Excel.
4. Customer Service as needed.
5. Send final print files to platemaker to produce printing plates.
6. Send final print files to copier to produce copied products.
7. Any other miscellaneous jobs that come up in the typesetting area.
8. Reports to and coordinates work flow with Printshop Manager.

## Association Services Coordinator

### MEMBERSHIP

- 1) Assess qualifications of new member applicants
- 2) Sign up new OABR Members
- 3) Responsible for any membership related correspondence
- 4) Maintains supply of New Member Packets
- 5) Update change membership records in the Membership Software as needed
- 6) Routes all membership records information to MLS Services Coordinator
- 7) Provide Membership Statistics monthly
- 8) Responsible for maintaining records of candidacy of all member types
- 9) Provide Recommendations to Member Services Forum, OABR & MLS Executive Committees on acceptance or advise actions

### ORIENTATION

- 1) Coordinates Orientation
  - a) Sign In
  - b) Certificates
  - c) Responsible for setting up for New Member Orientation on Tuesday, Wednesday and Thursday
  - d) Maintain supplies for Orientation
  - e) Prepare OABR Orientation packets and maintain an inventory of required documents for the packets

### Affiliate Council Liaison and subsidiary committee's

- Provide monthly financial
- Assist with coordinating events
- Send Orientation letters to Affiliate Sponsors

Perform monthly OABR and MLS billing.

Perform monthly OABR/MLS accounts receivable

Perform monthly OABR/MLS monthend prep for Accountant

Perform annual OABR dues billing

Assist with answering of OABR phone

Maintains and orders office supplies and cup supplies

Get postage re-supplied

Backup to Supra Systems Coordinator

Audit cash drawer once a week (more as needed)

Reports directly to CEO

Controller/Office Manager

This function is handled by the OABR/MLS CEO

### Graphic Designer

1. Responsible for preparing customer job requests, involving layout, typesetting, logo creation and other graphic designing needs.
2. Competent with Macintosh and PC operating system.
3. Must be able to work with In Design, Acrobat, Quark, Aldus Pagemaker/Free Hand/Photo Shop, Illustrator, Internet, Microsoft Word, MS Excel.
4. Assists customers when placing, revising or picking up orders as needed.
5. Send final print files to platemaker to produce printing plates.
6. Send final print files to copier to produce copied products.
7. Any other miscellaneous jobs that come up in the typesetting area.
8. Reports to and coordinates work flow with Printshop Manager.

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## MLS Services Coordinator

The MLS Services Coordinator's top priority is to see to it that the MLS is servicing its members. The MLS Services Coordinator also handles the daily, weekly, and monthly tasks involved with administrating the MLS. The MLS Services Coordinator works closely with the MLS Board of Directors and with the MLS Vendor and reports to the MLS CEO.

Responsibilities of the MLS Services Coordinator include:

- Overseeing all general functions of the MLS including:
  - Maintaining accuracy of information in the MLS system
  - Digitization of photos
  - Responsible for pulling & distributing daily report of photo shoot list
- Liaison to MLS Directors:
  - Prepare and distribute agendas and packets
  - Take the minutes of the meetings
  - Prepare any work that is generated by them
- Help members in the use of the MLS systems
- Liaison to the MLS Computer Committee
- Statistics:
  - Compile the MLS statistics each month and provide them to the Omaha World Herald, the NATIONAL ASSOCIATION of REALTORS®, the Omaha Chamber of Commerce, the President of the Omaha Area Board of REALTORS®, and any other pre-approved entities
- Oversee MLS delivery
  - Oversee incoming and outgoing delivery by OABR Services Coordinator

**Supra Systems Coordinator**

- 1) Manages all aspects of the Supra Key System
  - a) Responsible for issuing lock box key refunds
  - b) Issue lock box keys, sell lock boxes
  - c) Ordering/Returning product to Supra Products
  - d) Help REALTORS® on the key system
  - e) Supra Key Box and Key Questions
  - f) Member Termination of key systems
  - g) Monthly Inventory of Supra Key Systems products
- 2) Backup for Association Services Coordinator
- 3) Assistant for Administrative Coordinator for Committees, Councils, Forums and Task Forces
- 4) Reports directly to CEO

## OABR Services Coordinator

- Receives and reviews MLS issues. Resolves MLS problems within authority and seeks input from Administrative Coordinator for complex MLS issues.
- Verify MLS listing input
- Backup for Administrative Coordinator
- Manages REALTOR® Store.

### Room Rentals:

Coordinates the rental of the OABR Board of Directors room, Education room and Library

    Insure all contracts are signed

    Insure facility capacity is adhered to

    Responsible for the set-up and clean up of room rentals

    Furnish names of caterers, if requested

- Maintains and Updates OABR Staff Calendar

### Daily Open and Close

- Shut down copier - Put cash drawer in safe and lock safe-Shut down computer-Shut off lights in Storage room & hallway-Lock front office door & front outside door
- Open safe:- -Check drop box with “mailbox key”
- Open all rental/meeting room doors each day, turn on the lights.
- Check all rental/meeting rooms at the end of each day. Turn off the lights, set heat to 70° in the winter, AC to 72° in summer, lock thermostat covers, lock the doors, check supplies and restock if necessary, turn off the water to the coffee machines.
- Maintain paper in copy machines and main office printers.

### Press Operator/Bindery Worker

1. Responsible for printshop jobs on print shop presses and bindery equipment.
2. Must be able to operate a variety of print shop bindery equipment i.e. folder, cutter, collator.
3. Completes print shop job orders as assigned by the Press Room Forman.
4. Completes bindery work as assigned by the Press Room Foreman.
5. Reports and coordinates work flow with the Press Room Foreman.
6. Performs Print Shop Foreman's duties during absence of Print Shop Foreman

### Print Shop Manager

1. Responsible for coordinating all pre press and pressroom jobs.
2. Must have background with Macintosh and PC operating systems.
3. Responsible for handling all printshop customers.
4. Ordering paper products and other materials as needed to complete printshop jobs.
5. Manage the work flow of the graphic designer(s) and pressroom employees.
6. Responsible for pricing, billing, and receipts of printshop jobs.
7. Responsible for managing costs in the pre press area and pressroom area.
8. Responsible for drafting, proofreading, and design of customer jobs.
9. Reports to OABR CEO and informs OABR CEO of developments in work area.
10. Calling customers after job completed
11. Responsible to monitor any equipment needs to better serve Print Shop.
12. Monitor and make necessary contact with customers regarding accounts receivable status.
13. Monitor and approve any overtime in prepress and pressroom/bindery area before it takes place.

### Press Room Foreman

1. Responsible for scheduling work flow to ensure timely and quality work in conjunction with Printshop Manager as needed.
2. Responsible for scheduling work flow for Press Operator/Bindery Worker in conjunction with Print Shop Manager as needed.
3. Maintain all printshop equipment and keep in orderly fashion.
4. Maintain press area to keep within safety guidelines.
5. Responsible for managing costs in the Press Room and bindery area.
6. Reports to OABR Print Shop Manager and informs the manager of developments in area of responsibility
7. Must have extensive knowledge of all OABR Print Shop presses and bindery equipment.
- 8 Must have extensive knowledge with bindery and general press room equipment.
9. Orders pressroom/bindery area supplies
10. Responsible for monitoring inventory

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COMPUTER COMMITTEE – The MLS Computer Committee monitors and makes recommendations for changes, if any, in the Great Plains REALTORS® Multiple Listing Service, Inc.’s MLS System. The Committee reports to the Great Plains REALTORS® Multiple Listing Service, Inc. Board of Directors.

**MLS****OFFICER/DIRECTOR JOB DESCRIPTIONS & POLICIES**

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**CHAIRMAN:** The Chairman shall preside at MLS meetings and those of the MLS Board of Directors, and shall perform all the duties of Chairman subject to declared policies.

**VICE-CHAIRMAN:** The Vice Chairman shall, in the absence of the Chairman, perform all of the duties of the Chairman.

**SECRETARY/TREASURER:** The Secretary-Treasurer shall be the custodian of the funds of the MLS and shall keep an accurate record of all receipts and disbursements. The Secretary-Treasurer shall provide to all Members of the MLS Board of Directors a statement of all accounts and financial affairs for the MLS, and shall have charge of the corporate seal and affix the name to all documents properly requiring such seal.

**CHIEF EXECUTIVE OFFICER:** . The CEO shall care for and maintain the properties of the MLS and otherwise conduct the daily administrative business of the MLS.

**BOARD OF DIRECTORS:** The Board of Directors of the MLS shall be the governing body of the MLS and shall have control of all the affairs of the MLS. The MLS Board of Directors shall, prior to the end of each fiscal year, prepare a budget reflecting projected costs and expenses of the MLS for the next fiscal year, indicating projected income from all sources. The MLS Board of Directors shall have the right to make an audit of all books and accounts at any time without notice. Except as otherwise provided in the MLS Bylaws and MLS Operating Rules and Procedures, the action of the MLS Board of Directors shall be final.

#### **SUMMARY OF NOMINATION AND ELECTION PROCESS:**

Between May 1 and May 15, the MLS Board of Directors prepares a list of Participants certifying the number of subscribers affiliated with each Participant. This list is used to define each Participant's Category and will remain valid until the next annual certification unless the conditions for an interim certification are met (those conditions are a 25% or more change in subscribers for Category 1, or a 25% change in the total number of subscribers within Category 2 or within Category 3).

In the May issue of FOCUS, an article from the Chairman will invite Participants and Subscribers to submit a letter to the Chairman or the Vice-Chairman indicating their desire to serve on the MLS Board of Directors.

Before May 15, the Chairman chooses a Nominating Committee, comprised of one (1) Category 1, two (2) Category 2, and four (4) Category 3 Participants, which meets between May 15 and May 31 to select a proposed slate of MLS Directors to fill vacant Director positions.

The Chairman or Vice-Chairman contacts the nominees to be sure they are willing to serve and know the responsibilities of the office, if elected.

Before June 15, the list of proposed nominees is sent to the Category 2 and Category 3 Participants of the MLS, with notice and details of the election process.

Additional nominations may be added by a petition of ten percent (10%) of the Category 2 and/or Category 3 Participants, as appropriate. The petition must be received no less than fifteen (15) days prior to the Election Meeting in July.

Between June 15 and June 30, the MLS Chairman selects the MLS Election Committee. The Committee shall be 1 Participant from Category 1, 1 Participant from Category 2, and 1 Participant from Category 3, which Participants are neither Directors of MLS, nominees for election, nor members of the nominating committee.

Ballots are delivered to Category 2 and Category 3 Participants no less than 10 days prior to the Election Meeting (held in mid-July before July 20) at which meeting the ballots are cast. The ballots are counted by the MLS Election Committee at that meeting.

The MLS Director names selected are presented to the Board of Directors of the Omaha Area Board of REALTORS® (shareholder) at their July meeting for their approval. If one or more names is not approved by the shareholder, the MLS Chairman submits proposed nominee(s) as required to fill the vacancies, to the shareholder to be considered for election.

If nominees are not submitted to the shareholder in accordance with the above, the shareholder may fill the vacancy or vacancies with the Participant(s) or Subscriber(s) of their choice.

Chairman sends a congratulatory letter to newly elected Directors and invites them to attend the August MLS Directors meeting as a guest and observer. The Chairman also advises them of the Inaugural.

Newly elected MLS Directors are guests at the August MLS Directors meeting. Immediately following that meeting, the newly elected MLS Directors meet to elect their officers for the upcoming year. It is verified with each officer that they are willing and able to serve and take on the responsibilities of the office.

Newly elected MLS Officers and Directors are publicized in the September issue of FOCUS.

President invites all MLS Directors, past, current, and new to attend the OABR Inaugural.

MLS Officers and new MLS Directors are installed during the OABR installation ceremony at the OABR Inaugural. Past and current MLS Directors are recognized at the OABR Inaugural.

## ***TRAVEL GUIDELINES FOR MLS EXECUTIVES AND STAFF***

These guidelines apply to the National Association of REALTORS® meetings, any Nebraska REALTORS® Association meetings and any other meetings which are required in conjunction with the office of MLS Chairman, Vice Chairman or Chief Executive Officer in any one (1) year.

### **TRAVEL ADVANCES; TRAVEL AND HOTEL RESERVATIONS; NEED FOR YOUR OWN CREDIT CARD; EXPENSE LOG AND RECEIPTS**

MLS makes travel fund advances in the amount of \$100.00 per day for the attendee (not spouse). The number of travel fund advance days is compiled by the MLS staff. Staff computes the days the attendee is scheduled to attend sessions at the event the attendee is attending.

The MLS staff, in conjunction with the attendee, will make the travel and hotel reservations for the attendee. Any required deposits will be made by MLS staff using the MLS credit card.

**PLEASE NOTE!** All attendees must have their own credit card with sufficient limits to (1) check in to the hotel (2) check out of the hotel (3) to pay for other allowed expenses the attendee incurs that the cash advance won't cover (4) pay for any transportation changes the attendee attempts to implement.

Attendees MUST submit a completed expense log and receipts (including their paid hotel receipt) to the MLS office within 30 days from the return date of the trip.

Expense reports are subject to the review and approval of the MLS Executive Committee.

### **NATIONAL ASSOCIATION OF REALTORS® MEETINGS (NAR)**

The following items are included in the allowances to these meetings for the MLS Chairman, Vice Chairman and the Chief Executive Officer.

**Meals & Gratuities**      The MLS shall reimburse for meals and gratuities, incurred by the attendees and their spouse or significant other that are reasonable and customary during the official dates of the meetings, including travel days. The MLS Chairman, Vice Chairman and Chief Executive Officer are entitled to bring a spouse or significant other to any one NAR convention or meeting of choice, per year.

**Lodging:**      Allowance will include single room rate, or double room rate if accompanied by a spouse or significant other, at host hotel, if available, or at a hotel of equivalent cost. Allowance does not include any incidentals.

**Registration Fees:**      Allowance for the MLS Chairman, Vice Chairman and Chief Executive Officer.

*cont.*  
**TRAVEL GUIDELINES FOR MLS EXECUTIVES AND STAFF**

<b>Travel:</b>	Allowance for round trip coach air fare or mileage, reimbursed at the maximum amount allowable by IRS regulations for attendees. Every effort should be made to secure economy rates.
<b>Ground Transportation, Parking and Gratuities</b>	The MLS shall reimburse for ground transportation, parking and gratuities that are reasonable and customary during the official dates of the meetings.
<b>Telephone/Fax</b>	The MLS shall reimburse for telephone/fax charges that are reasonable and customary during the official dates of the meetings.

**NEBRASKA REALTORS® ASSOCIATION MEETINGS (NRA)**

The following items are included in the allowances to these meetings for the MLS Chairman, Vice Chairman and Chief Executive Officer.

<b>Meals &amp; Gratuities</b>	The MLS shall reimburse for meals and gratuities, incurred by the attendees and their spouse or significant other that are reasonable and customary during the official dates of the meetings, including travel days.
<b>Lodging:</b>	Allowance will include single room rate, or double room if accompanied by a spouse or significant other, at host hotel, if available, or at a hotel of equivalent cost. Allowance does include any incidentals.
<b>Registration Fees:</b>	Allowance for the MLS Chairman, Vice-Chairman and Chief Executive Officer.
<b>Travel:</b>	Mileage will be reimbursed at the maximum amount allowable by IRS regulations.

**OABR STAFF TRAVEL**

The MLS Guidelines For Executive Travel apply to any meetings the Chief Executive Officer deems necessary for the MLS staff to attend, with the exception of reimbursement for spouse or significant other.

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