

*Community*  
*Action*  
**OF SOUTHEAST IOWA**

**Personnel  
Policies**

**Adopted April 19, 1994**

Revised – 2/15/00, 4/17/01, 9/20/05, 6/13/16, 9/19/06, 2/20/07, 12/16/08, 3/16/10,  
10/17/2011, 5/21/13, 5/20/2014, 5/17/16, 8/23/16

**Last Revision August 23, 2016**

by the Board of Directors of  
Community Action of Southeast Iowa

## Table of Contents

No.	Policy Title	Page Number	Effective	Revised
<b><u>Introduction</u></b>				
10	Title Page	1	04-19-94	03-16-10
20	Employee Welcome Message	3	04-19-94	
30	Organization Description	4	04-19-94	10-17-11
40	Introductory Statement	7	04-19-94	
51	Employee Acknowledgement Form	8	04-19-94	
<b><u>Employment</u></b>				
101	Nature of Employment	9	04-19-94	
102	Employee Relations	10	04-19-94	
103	Equal Employment Opportunity	11	04-19-94	05-21-13
105	Hiring of Relatives	12	04-19-94	
106	Employee Medical Examinations	13	04-19-94	05-20-14
107	Immigration Law Compliance	14	04-19-94	
108	Conflicts of Interest	15	04-19-94	02-20-07
109	Ethics Policy	16	02-20-07	
110	Outside Employment	20	04-19-94	10-17-11
112	Confidential Information	21	04-19-94	02-15-00
181	Criminal Records	22	04-19-94	10-17-11
<b><u>Employment Status &amp; Records</u></b>				
201	Employment Categories	23	04-19-94	05-21-13
202	Access to Personnel Files	25	04-19-94	10-17-11
203	Employment Reference Checks	26	04-19-94	12-16-08
204	Personnel Data Changes	27	04-19-94	09-20-05
205	Probationary Period	28	04-19-94	05-21-13
208	Employment Applications	29	04-19-94	01-22-13
209	Performance Evaluation	31	04-19-94	08-23-16
281	Reorganization and Retrenchment	32	04-19-94	09-20-05
<b><u>Employee Benefit Programs</u></b>				
301	Employee Benefits	36	04-19-94	10-17-11
303	Vacation Benefits	37	04-19-94	05-21-13
304	Child Care Benefits	39	04-19-94	10-17-11
305	Holidays	40	04-19-94	09-19-06
306	Workers' Compensation Insurance	42	04-19-94	06-13-06
307	Sick Leave Benefits	43	04-19-94	06-13-06
308	Health Insurance & Dental/Vision	44	03-20-01	05-20-14
309	Bereavement Leave	45	04-19-94	10-17-11
311	Jury Duty	46	04-19-94	09-20-05
312	Witness Duty	47	04-19-94	06-13-06
313	Benefits Continuation (COBRA)	48	04-19-94	09-20-05
320	Agency Recognition	49	05-21-13	
321	Staff Development	50	05-21-13	

**Table Of Contents (continued)**

<b>No.</b>	<b>Policy Title</b>	<b>Page Number</b>	<b>Effective</b>	<b>Revised</b>
381	Employee Loan Fund	51	04-19-94	05-17-11
382	Employee Retirement Plan	52	04-19-94	05-21-13
<b><u>Timekeeping/Payroll</u></b>				
401	Timekeeping	53	04-19-94	10-17-11
403	Paydays	54	04-19-94	10-17-11
405	Separation of Employment	55	04-19-94	05-20-14
409	Administrative Pay Corrections	56	04-19-94	06-13-06
410	Pay Deductions and Setoffs	57	04-19-94	10-17-11
<b><u>Work Conditions &amp; Hours</u></b>				
501	Safety	58	04-19-94	06-13-06
502	Work Schedules	59	04-19-94	09-20-05
504	Use of Communication Systems	60	04-19-94	10-17-11
505	Smoking	61	04-19-94	03-16-10
506	Breaks and Meal Periods	62	04-19-94	02-15-00
508	Use of Facilities, Equipment and Vehicles	63	04-19-94	06-13-06
510	Emergency and Weather Related Closings	64	04-19-94	10-17-11
512	Business Travel Expenses	65	04-19-94	05-20-14
581	Political Activities	67	04-19-94	05-20-14
<b><u>Leaves Of Absence</u></b>				
601	Medical Leave	69	04-19-94	06-13-06
602	Family Leave	71	04-19-94	06-13-06
603	Leave of Absence	73	04-19-94	03-16-10
605	Military Leave	74	04-19-94	09-20-05
607	Pregnancy-Related Absences	75	04-19-94	
<b><u>Employee Conduct &amp; Disciplinary Action</u></b>				
701	Employee Conduct & Work Rules	76	04-19-94	05-17-16
702	Drug & Alcohol Use	77	04-19-94	10-17-11
703	Sexual & Other Unlawful Harassment	78	04-19-94	03-16-10
704	Attendance & Punctuality	79	04-19-94	02-15-00
705	Personal Appearance	80	04-19-94	
706	Return of Property	81	04-19-94	
708	Resignation	82	04-19-94	09-20-05
710	Security Inspections	83	04-19-94	09-20-05
712	Solicitation	84	04-19-94	10-17-11
714	Drug and Alcohol Testing	85	04-19-94	06-13-06
718	Problem Resolution	86	04-16-97	02-15-00
<b><u>Miscellaneous</u></b>				
802	Recycling	87	04-19-94	



**Welcome New Employee!**

On behalf of your colleagues, I welcome you to Community Action of Southeast Iowa and wish you every success here.

We believe that each employee contributes directly to Community Action's growth and success, and we hope you will take pride in being a member of our team.

These Personnel Policies were developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the Personnel Policies as soon as possible, for it will answer many questions about employment with Community Action.

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

Sincerely,

A handwritten signature in black ink that reads "Sharon L. Ford". The signature is written in a cursive style.

Executive Director

## **30 Organization Description**

### Services Provided

From education and child care to food and shelter, Community Action of Southeast Iowa provides more than 20 programs and services to the residents of Des Moines, Henry, Lee and Louisa Counties in order to “help people help themselves” become self-sufficient.

Among those programs and services are: Head Start; Early Head Start; Low-Income Home Energy Assistance Program (LIHEAP); Weatherization; Child and Adult Care Food Program; Birth Through Three; Family Development Self Sufficiency (FaDSS); Emergency Food and Shelter; Homeless Prevention Program; Medication Assistance Program (MAP); Keokuk Apartments; and the Women, Infants and Children Supplemental Nutrition Program (WIC), which also serves Muscatine County residents.

### Facilities and Locations

Five Community Action Centers in the four counties serve as focal points for providing information, referrals and assistance to those in need. Each center is staffed by agency personnel and volunteers who are knowledgeable about the Community Action programs and other resources available in their communities.

#### **Central Office**

Community Action of Southeast Iowa  
2850 Mt. Pleasant St. Suite 108  
Burlington, IA 52601  
(319) 753-0193

#### **Community Action Centers**

Des Moines County Community Action Center  
700 Jefferson Street  
Burlington, IA 52601  
(319) 753-2893

Eichacker Community Action Center  
3433 Avenue O  
Ft. Madison, IA 52627  
(319) 372-4471

Tolson Community Action Center  
1303 W Washington  
Mt. Pleasant, IA 52641  
(319) 385-2310

Louisa County Community Action Center  
205 E Access Street, Suite D  
Columbus Junction, IA 52738  
(319) 728-2314

Marie Tallarico Community Action Center  
220 South 22<sup>nd</sup>  
Keokuk, IA 52632  
(319) 524-6383

## Community Action of Southeast Iowa History

Passage of the Economic Opportunity Act of 1964 began the “War on Poverty” and led to the formation of Community Action Agencies in Iowa and across the United States. Soon after the federal government adopted its’ policy of working toward the elimination of poverty, groups of concerned individuals in this area began meeting to decide how best to fight poverty. They established goals and priorities and sought funding from the Office of Economic Opportunity (OEO).

Early on, these people recognized that our “rural” counties did not have large enough population bases to form their own Community Action Agencies. Therefore, the counties joined together. Initially, the Lee and Henry County groups joined forces and began their quest to become a private, non-profit corporation to help the low-income and otherwise disadvantaged. Soon they were joined by Des Moines and Washington Counties. Corporate status was granted in November of 1965 and Southeast Iowa Community Action (now Community Action of Southeast Iowa) applied for funding through OEO.

Funds were granted in early 1966 and Violet Lundquist was named the agency’s first Executive Director. On July 1, 1966 Lundquist and a secretary opened the first Community Action office in Burlington in what was once the Old Territorial Jail at 601 North Main Street. The first funding was \$14,386 for a six month period.

The agency began to receive funding for specific programs the following year such as Neighborhood Youth Corps, One to One High School Completion Program, Homemaker Home Health Aide Program and Family Planning. Head Start was the first program to be funded on an agency-wide basis in 1967. At this time, the first Neighborhood Centers were established in Burlington, Ft. Madison and Washington. A year later, Mt. Pleasant and Keokuk both opened Neighborhood Centers.

Over the years, Community Action has received funding for many new programs and initiatives. The agency has seen some of the programs it began evolve into their own agencies such as Area Agency on Aging, Family Planning (now Planned Parenthood), and the Homemaker Home Health Aide Program.

Louisa County joined Community Action in 1973 and Washington County left Community Action in 1983, leaving the four counties – Des Moines, Henry, Lee and Louisa – that make up the agency today.

Violet Lundquist served as the Executive Director until her retirement in 1974 and Lois Eichacker was appointed as the second Executive Director. Lois retired in 1989 and Sharon Ford was named as the third Executive Director for the agency.

## Organizational Structure

Community Action's activities are governed by a 15 member Board of Directors which is made up of equal numbers of members (one-third each): appointed by public officials (public); elected by Head Start parents (low-income); and selected from groups and organizations in the private sector (private).

The Board of Directors has many responsibilities including: appointing and evaluating the Executive Director; determining major personnel, fiscal and program priorities and policies; approving program proposals and budgets; overseeing the extent and quality of the participation of clients in agency programs; selecting and evaluating the agency's Equal Opportunity Officer; and monitoring and ensuring compliance with all conditions of grants and contracts.

Under the Board of Directors, the Executive Director guides the everyday operation and administration of the agency. The Executive Director, along with the Management Team, develop and implement policies, procedures and strategies for improving the agency's delivery of beneficial programs and services to the communities. We are part of a national network of over 1,000 Community Action Agencies.

## Agency Mission and Purpose

Although the many programs and services provided by Community Action have different eligibility guidelines and objectives, the overall goal is to "help people help themselves" in moving toward self-sufficiency.

**Our mission:** Community Action of Southeast Iowa is dedicated to alleviating the conditions and causes of poverty by building partnerships and strengthening people through quality services.

The purpose of the agency is to serve as an advocate of the poor and elderly on matters of public policy which affect their status; and to promote institutional change. In addition, its' purposes are to:

- Provide a broadened resource base of programs directed to the elimination of poverty.
- Insure the maximum feasible participation of the poor and the elderly in the development and implementation of all programs and projects designed to serve them.
- Mobilize public and private resources in support of its programs and purposes.
- Provision of decent, safe and sanitary housing that is affordable to low and moderate income persons.

Every employee as a member of the Community Action team plays a very important role in helping the agency achieve its' mission and goals.

## **40 Introductory Statement**

These Personnel Policies are designed to acquaint you with Community Action and provide you with information about working conditions, employee benefits, and some of the policies affecting your employment. You should read, understand, and comply with all provisions of the Personnel Policies. They describe many of your responsibilities as an employee and outline the programs developed by Community Action to benefit employees. One of our objectives is to provide a work environment that is conducive to both personal and professional growth.

No Personnel Policies can anticipate every circumstance or question about policy. As Community Action continues to grow, the need may arise and Community Action reserves the right to revise, supplement, or rescind any policies or portion of these policies from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or Community Action to end our relationship for any reason at any time. Employees will be notified of changes to the Personnel Policies as they occur.

## Employee Acknowledgement Form

The Personnel Policies describe important information about Community Action and I understand that I will consult the Executive Director regarding any questions not answered in the Personnel Policies. I have entered into my employment relationship with Community Action voluntarily and acknowledge that there is no specified length of employment. Accordingly, either Community Action or I can terminate the relationship at will, with or without cause, at any time, so long as there is no violation of applicable federal or state law.

Since the information, policies, and benefits described here are necessarily subject to change, I acknowledge that revisions to the Personnel Policies may occur, except to Community Action's policy of employment-at-will. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify, or eliminate existing policies. Only the Board of Directors of Community Action has the ability to adopt any revisions to the Personnel Policies.

Furthermore, I acknowledge that the Personnel Policies are neither a contract of employment nor a legal document. I have received these Personnel Policies, and I understand that it is my responsibility to read and comply with the policies contained in these Personnel Policies and any revisions made to it.

---

Employee Signature

---

Date

---

Employee Name (Printed)

Effective Date: 04-19-94
Revision Date: 00-00-00

## **101 Nature of Employment**

These Personnel Policies are intended to provide employees with a general understanding of our agency policies. Employees are encouraged to familiarize themselves with the contents of the Personnel Policies, for it will answer many common questions concerning employment with Community Action.

However, these Personnel Policies cannot anticipate every situation or answer every question about employment. It is not an employment contract and is not intended to create contractual obligations of any kind. Neither the employee nor Community Action is bound to continue the employment relationship if either chooses, at its will, to end the relationship at any time.

In order to retain necessary flexibility in the administration of policies and procedures, Community Action reserves the right to change, revise, or eliminate any of the policies and/or benefits described in these Personnel Policies, except for its policy of employment-at-will. The only recognized deviations from the stated policies are those authorized and signed by the Executive Director of Community Action or approved by the Board of Directors.

Effective Date: 04-19-94
Revision Date: 00-00-00

## **102 Employee Relations**

Community Action believes that the work conditions, wages, and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to voice these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear, and attitudes can be positive. We believe that Community Action demonstrates its commitment to employees by responding effectively to employee concerns.

Effective Date: 04-19-94
Revision Date: 05-21-13

## **103 Equal Employment Opportunity**

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Community Action will be based on merit, qualifications, and abilities. Community Action does not discriminate in employment opportunities or practices on the basis of race, color, creed, national origin, religion, pregnancy, sex, gender identity, sexual orientation, age, physical or mental disability, genetic information, veteran's status, uniformed service, or any other characteristic protected by federal, state or local law.

Community Action will make reasonable accommodations for individuals, who, despite their disability, are otherwise qualified to perform the job in question. A reasonable accommodation will be made so long as such accommodation does not constitute a substantial hardship to Community Action. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training.

In addition to a commitment to provide equal employment opportunities to all qualified individuals, Community Action has established an affirmative action program to promote opportunities for individuals in certain protected classes throughout the organization.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Equal Opportunity Officer. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

Effective Date: 04-19-94
Revision Date: 00-00-00

## **105 Hiring Of Relatives**

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by Community Action may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Community Action employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred, subject to availability of optional position. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

Effective Date: 04-19-94
Revision Date: 05-20-14

## **106 Employee Medical Examinations**

To help ensure that employees are able to perform their duties safely, medical examinations may be required for some positions. If a program requires a physical, the employer will determine the medical procedures and the amount they will reimburse for the exam. Assignment to duties is contingent upon satisfactory completion of the exam.

Information on an employee's medical condition or history will be kept separate from other employee information and maintained confidentially. Access to this information will be limited to those who have a legitimate need to know. Employees must submit medical information to the Program Director in a sealed envelope marked Medically Confidential.

State licensing requires persons working with children in a child care center that are counted in the child/staff ratio have a physical exam upon initial employment and as required thereafter. Head Start Transporters must meet the Iowa Department of Education physical exam requirements.. To assist Head Start employees in meeting this requirement, the program will pay a portion of this cost each year; the amount is determined by the funds available.

Weatherization Evaluators, Crew Supervisors and Crew Workers are required to have a physical exam upon initial employment and every two years thereafter. The Weatherization program will determine where the examination will be taken and cover the cost not covered by health insurance.

Both Head Start and Women, Infants and Children (WIC) are required to do TB testing on employees, and offer Hepatitis B vaccine to those in the high risk category of exposure to blood borne pathogens. These costs will be covered by the program.

Effective Date: 04-19-94
Revision Date: 00-00-00

## **107 Immigration Law Compliance**

Community Action is committed to employing only United States citizens and aliens who are authorized to work in the United States and 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 Community Action within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

Effective Date: 04-19-94  
Revision Date: 02-20-07

## 108 Conflict of Interest

Employees and Board or Policy Council Members have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. Community Action will operate within the following framework concerning conflicts of interest:

- An actual or potential conflict of interest occurs when an employee, Board or Policy Council member is in a position to influence a decision that may result in a personal gain or gain for a relative as a result of Community Action's business dealings. For the purposes of this policy, a relative is a spouse, parent, grandparent, child, grandchild, brother, sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law or a significant other.
- Transactions with outside firms or individuals must be conducted within a framework established and controlled by the executive level of Community Action.
- No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee, Board or Policy Council member has any influence on transactions involving purchases, contracts, or leases, or has an ownership or investment interest in any entity with which Community Action is doing business, it is imperative that he or she disclose to the Executive Director as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.
- There shall be no purchases made with an anticipated total cost in excess of five hundred dollars (\$500) within any 12 month period from any employee, Board member, or Policy Council member or their relatives without the consent of the Board of Directors.
- No employee may serve as a voting member of the Board of Directors or other major policy advisory body of this agency. No person serving as a member of the Board of Directors or other major policy advisory body may apply for any position in the agency while serving as a Board or Council member. No employee or member of their immediate family may serve on the Policy Council except Head Start or Early Head Start parents who occasionally substitute for regular Head Start or Early Head Start Staff.
- If a member of the Board or Policy Council is a relative of an employee, they must make this relationship known to the Executive Director and abstain from any action concerning that employee and personnel matters.

It is the responsibility of the employee or Board or Policy Council member to be aware of actual or potential conflicts of interest.

I understand that it is my responsibility to be aware of actual or potential conflicts of interest. Should a conflict of interest arise that I cannot eliminate, I understand that I should notify the Executive Director and not participate in any action relating to the issue from which the conflict arose.

Failure to comply with this policy may result in disciplinary action, up to and including dismissal.

Printed Name: \_\_\_\_\_

Position: \_\_\_\_\_

Signature: \_\_\_\_\_

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

## 109 Ethics Policy

Each employee, Policy Council member, and Board member of Community Action of Southeast Iowa is expected to demonstrate the highest standards of personal integrity, truthfulness, confidentiality, and honesty in the performance of his or her job functions, duties and responsibilities. Employees, Policy Council members, Board members, volunteers, and consultants are required to comply with all laws, rules, regulations, and contractual agreements.

- A. Confidentiality of Information: Information about children, families, other employees or the Agency will not be divulged to anyone other than the persons who are duly authorized to receive such information. This policy extends to both internal and external disclosure. Any breach of confidentiality will result in corrective action up to and including termination of employment. All communications with persons or organizations outside the Agency regarding specific information about any of our customers is strictly forbidden unless staff has previously obtained written consent from the customer to release such information. The only exceptions to the policy is when a licensing agency, funding body or auditor wishes to review files for compliance purposes (in such a case, Program Directors or the Executive Director may grant staff permission to disclose information for the purpose of review), when records are duly subpoenaed by a court of law, and in the case of suspected child abuse or neglect, which we are mandated to report.
- B. Conflict of Interest: See the Conflict of Interest Statement and Personnel Policy # 108.
- C. Drug and Alcohol-Free Workplace: See Personnel Policy 702.
- D. Application for Services: To ensure the application for service process is conducted in an ethical manner, the following conditions shall apply:
  - 1. Clients who are Relatives or Close Personal Friends of Employees: Relatives or close personal friends of Agency employees who apply for Agency services will not be afforded undue preference, and will have to follow the same criteria for application and selection as the general public. They will not receive preferential appointment times, or in any way receive any special treatment. The employee who is a relative or close personal friend will not be involved in the application, eligibility determination, or service delivery in any manner.
  - 2. Employees as Clients: Employees who wish to apply for services may apply in a manner similar to the general public. They must obtain an appointment time like any other clients, and must apply through the Director of the Program or a Program Coordinator designated by the Director.
- E. Head Start Standards of Conduct: In addition, as a Head Start grantee, Community Action of Southeast Iowa will ensure that all Head Start employees, consultants, and volunteers abide by the program's Standards of Conduct, as outlined in the Program Performance Standards which specifically include:

1. Respecting and promoting the unique identity of each child and family and refraining from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability.
2. Following program confidentiality policies concerning information about children, families, and other staff members.
3. Ensuring no child will be left alone or unsupervised while under their care;
4. Using positive methods of child guidance and not engaging in corporal punishment, emotional or physical abuse, or humiliation.
5. Refraining from using methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

F. Improper Conduct and Whistle-Blower Protection

Community Action of Southeast Iowa believes that in order for the agency to engage in its mission, all aspects of its service contracts, as defined in Chapter 8F.2(8), the Code of Iowa, including its financial practices and management must be free from any activities that may be illegal or constitute fraud and abuse.

1. Reporting: Community Action of Southeast Iowa encourages employees who have a reasonable belief that fraud may exist or that inappropriate conduct relating to the agency's financial affairs may have occurred to contact the Executive Director. If it is perceived that the Executive Director is involved the president of the Board of Directors should be contacted. Any report should contain sufficient information to permit an appropriate internal investigation.
2. Investigation: The investigation shall be conducted in as confidential a manner as permitted under the circumstances. Based upon the results of the investigation, appropriate corrective action will be taken. The action will include appropriate discipline of the employees involved in the improper conduct. There will also be implementation of systematic controls and procedures to reduce the risk of a similar situation occurring. The reporting employee will be notified of the conclusion of the investigation; however, due to confidentiality concerns, the reporting employee will not be privy to the result of the investigation or the resulting discipline, if any, of individuals involved in the improper conduct.
3. Non-retaliation: Any employee who makes a report shall not be subject to adverse employment action by Community Action of Southeast Iowa for making the report, even if the report is investigated and found to be unfounded. Such adverse employment action shall include firing, demotion, suspension, harassment or failure to consider the employee for promotion.

- G. Employee Right to Disclose Information to an Oversight Agency: It is the policy of Community Action of Southeast Iowa that all employees have the right to disclose information to an oversight agency, the Office of Citizens' Aide, the Auditor of the State, or the Office of the Attorney General. No employee shall receive any adverse employment action for disclosing any information about a service contract to the oversight agency, the Auditor of the State, or the Office of Citizens' Aide. This information is included in the Personnel Policies provided to each which affirms this right, and lists the telephone numbers

of the oversight agencies, the Office of Citizens' Aide, the Auditor of the State, and the Office of the Attorney General.

- H. Training: All new employees, Policy Council members and Board members shall be trained regarding the provisions of the policy, and shall receive a copy of this policy upon orientation to the Agency. Periodic training for current employees will also be provided. All employees, Policy Council members and Board members shall sign a copy of this policy which indicates they have been trained on the provisions of this policy.
  
- I. Violation: Violation of any of these Ethics policies by employees, including the Head Start Standards of Conduct, is cause for disciplinary action up to and including termination of employment. The employee's signature indicates that the employee agrees to abide by this Ethics policy.
  
- J. Acknowledgement: By my signature, I agree to abide by the Ethics Policy.

\_\_\_\_\_  
*Printed Name*

\_\_\_\_\_  
*Position*

\_\_\_\_\_  
*Signature*

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

**Telephone Numbers of Oversight Agencies,  
the Auditor of the State, Attorney General and Citizens' Aide**

Oversight Agency	Phone Number
Attorney General of the State of Iowa	(515) 281-5164
Auditor of the State of Iowa	(515) 281-5834
Believe in Children – Des Moines & Louisa Early Childhood Iowa	(319)752-6196
Children First - Lee/Van Buren Early Childhood Iowa	(319) 526-5686
Henry /Washington Early Childhood Iowa Area	(319) 461-1369
Federal Emergency Food & Shelter	(703) 706-9660
Federal Emergency Management Agency	(202) 646-2500
Iowa Department of Economic Development	(800) 245-4692
Iowa Department of Education	(515) 281-5294
Iowa Department on Aging	(515)725-3333
Iowa Department of Human Rights	(515) 242-5655
Iowa Department of Human Services	(515) 281-3186
Iowa Department of Public Health	(800) 532-1579
Iowa Division of Community Action Agencies	(515) 281-3861
Iowa Office of Citizens' Aide	(515) 281-3592
Office of Head Start Services	(816) 426-3981

Effective Date: 04-19-94
Revision Date: 10-17-11

## **110 Outside Employment**

Employees may hold outside jobs as long as they meet the performance standards of their job with Community Action. All employees will be judged by the same performance standards and will be subject to Community Actions' scheduling demands, regardless of any existing outside work requirements. All employees must provide written notice to their supervisor and the Human Resource Manager of outside employment and scheduled hours of work.

If Community Action determines that an employees' outside work interferes with performance or the ability to meet the requirements of Community Action as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Community Action.

Outside employment that constitutes a conflict of interest is prohibited. The employment may not involve specific duties that the employee is required to perform as part of his or her employment in the agency. The Executive Director shall make this determination.

Employees may not receive any income or material gain from individuals outside Community Action for materials produced or services rendered while performing their jobs.

An employee may accept a fee or stipend for delivering a lecture, making a speech or participating in a discussion or writing an article or book if the subject is this agency, its programs, services, etc. The fee or stipend must be contributed to the agency. Employees may accept travel expenses and/or per diem for attendance at such meetings.

If the employee has received specialized training to enhance the program and the cost was paid by the agency, any honorariums and/or fees must be given to the agency. This will be considered work time. Head Start teachers may receive payment from a college for supervising student teachers in the classroom.

Effective Date:	04-19-94
Revision Date:	02-15-00

## **112 Confidential Information**

The protection of confidential information is vital to the success of Community Action. Such confidential information includes, but is not limited to, the following examples:

- Participant information/files
- Employee files
- Medical Records
- Drug and Alcohol Testing
- Child Abuse Reports

Any employee who improperly discloses confidential information will be subject to disciplinary action, up to and including termination of employment, even if he or she does not actually benefit from the disclosed information.

Effective Date:	04-19-94
Revision Date:	10-17-11

## 181 Criminal Records

All persons offered a position in the agency must pass a pre-employment criminal background check. Community Action will inform prospective employees of this requirement and obtain the prospective employees signature of acknowledgment.

If a Community Action employee is arrested or charged with committing a crime they must notify their Program Director by the start of the next work day. The Board shall consider the gravity of the pending criminal charge in relation to the employee's position, keeping in mind that a criminal charge in itself does not indicate guilt. Also, a person charged with a crime often requires the support of the employer/employees who can give witness to character, job performance, and previous work history.

After assessment of the impact of such charges on program operations and on an individual's ability to perform work duties, it may be necessary to take some action prior to a decision in the case in order to protect the agency as well as other employees. Such action may include either reassignment of the employee to other duties, or where reassignment is not possible, suspension.

Subject to the direction of the Board, such suspension may be with or without full pay for a period up to twelve months, but not to exceed 50 percent of the time the individual has been employed by Community Action. Payment of such is also contingent upon renewal of the position at refunding.

The Board of Directors has the final decision on the employment of persons with criminal records. In its review the Board, or Personnel Committee, shall decide on the individual merits of each applicant. The following shall be considered:

1. The nature and seriousness of the offense.
2. The circumstances under which it occurred.
3. How long ago it occurred.
4. Whether the offense was an isolated/repeated violation.
5. The applicant's age when the offense occurred.
6. Social conditions contributing to the offense.
7. Any evidence of rehabilitation.
8. The position for which the applicant is applying.

In addition, the Board should obtain, where possible, recommendations and background information from the warden of the appropriate correctional institution, if the applicant has recently served a term in prison; or from the appropriate probation or parole officer if the applicant has been on probation or parole.

If the Board finds a recent conviction of a serious crime does not disqualify an applicant for employment, the Board shall provide a written statement recounting the rationale for the decision, which will become a part of the personnel record.

Effective Date:	04-19-94
Revision Date:	05-21-13

## 201 Employment Categories

It is the intent of Community Action to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Community Action.

Each employee is designated as either NONEXEMPT or EXEMPT from federal and state wage and hour laws. NONEXEMPT employees are entitled to overtime compensation under the specific provisions of federal and state laws. (Refer to 401 Timekeeping) EXEMPT employees are excluded from specific provisions of federal and state wage and hour laws. An employees' EXEMPT or NONEXEMPT classification may be changed only with the approval of the Executive Director and upon written notification by Community Action management.

In addition to the above categories, each employee will belong to one other employment category:

**REGULAR FULL-TIME** employees are those who are not in a temporary or probationary status and who are regularly scheduled to work Community Action's full-time schedule. Generally, they are eligible for Community Action's benefit package, subject to the terms, conditions, and limitations of each benefit program. A full time schedule is considered 40 hours a week.

**REGULAR PART-TIME** employees are those who are not assigned to a temporary or probationary status and who are regularly scheduled to work less than the full-time work schedule. Regular part-time employees are eligible for some benefits sponsored by Community Action, subject to the terms, conditions, and limitations of each benefit program.

**PROBATIONARY** employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Community Action is appropriate. Employees who satisfactorily complete the probationary period will be notified of their new employment classification.

**TEMPORARY** employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security) and holidays, they are ineligible for all of Community Action's other benefit programs. However, after four months of employment they will earn sick leave benefits. Based on their earnings they may become eligible for IPERS. Temporary employees are eligible to apply in-house for vacant positions.

REGULAR SUBSTITUTE employees are those who have established an employment relationship with Community Action, but who are assigned to work on an intermittent, as needed, and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Community Action's other benefit programs. Based on their income they may become eligible for IPERS. Regular Substitutes are defined as those positions that have been formally advertised as substitute positions.

Effective Date:	04-19-94
Revision Date:	10-17-11

## **202 Access to Personnel Files**

Community Action maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals and salary increases, and other employment records.

Personnel files are the property of Community Action, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Community Action who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Executive Assistant or Human Resource Manager. Employees may review their own personnel files in Community Action's offices and in the presence of an individual appointed by Community Action to maintain the files.

Pursuant to Iowa Code Section 91B.1, an employee shall have access to and shall be permitted to obtain a copy of the employees' personnel file including, but not limited to performance evaluations, disciplinary records, and other information concerning employer-employee relations. However, an employee's access to a personnel file is subject to all of the following:

1. The employer and employee shall agree on the time the employee may have access to the employee's personnel file, and a representative of the employer may be present.
2. An employee shall not have access to employment references written for the employee.
3. The employer may charge a reasonable fee for each page of a copy made by the employer for an employee of an item in the employee's personnel file. For purposes of this subsection, "reasonable fee" means an amount equivalent to an amount charged per page for copies made by a commercial copying business.

Effective Date:	04-19-94
Revision Date:	12-16-08

## **203 Employment Reference Checks**

To ensure that individuals who join Community Action are well qualified and have a strong potential to be productive and successful, it is the policy of Community Action to require two recommendations prior to an offer of employment. Current employees may not give a recommendation for a potential employee. All applicants will be asked to provide addresses for written references; however, the agency may contact references by telephone.

When contacted for a reference, Management Staff and the Human Resource Manager will respond in writing only to those reference check inquiries that are submitted in writing. Responses to such inquiries will be limited to factual information regarding the person's position, date of employment and salary as substantiated by Community Action's records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

If the applicant is an agency employee, the person seeking the position should request recommendations from the appropriate supervisor and program director.

Effective Date:	04-19-94
Revision Date:	09-20-05

## **204 Personnel Data Changes**

It is the responsibility of each employee to promptly notify Community Action, in writing, of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Human Resource Manager.

Effective Date:	04-19-94
Revision Date:	05-21-13

## **205 Probationary Period**

The probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Community Action uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Community Action may end the employment relationship at will at any time during or after the probationary period, with or without cause or advance notice.

An orientation will be conducted by the Human Resource Manager within the first week of employment, which will include those items on the Orientation Checklist. The Orientation includes review of the Agency Mission, Personnel Policies, Organizational Chart, Services and Clients. This will be followed by orientation with the designated supervisor for each new employee, which will include those items on the Orientation Checklist. The checklist will become a part of the employee's personnel file and must be signed by the employee verifying they have been given this information. In addition Community Action will annually conduct a group orientation for all employees hired in the past year.

All new and rehired employees work on a probationary basis for the first 90 calendar days after their date of hire. Employees who are promoted or transferred within Community Action must complete an additional probationary period of the same length with each reassignment to a new position. Any significant absence will automatically extend a probationary period by the length of the absence. If Community Action determines that the designated probationary period does not allow sufficient time to thoroughly evaluate the employee's performance, the probationary period may be extended for thirty (30) days with the approval of the Executive Director. The written request must clearly state the reasons for the extension.

In cases of promotions or transfers within Community Action, an employee who, in the sole judgment of management, is not successful in the new position can be removed from that position at any time during the additional period. If this occurs, the employee may be allowed to return to his or her former job or to a comparable job, for which the employee is qualified, depending on the availability of such positions and Community Action's needs.

Upon satisfactory completion of the probationary period, which is documented in an evaluation completed by the supervisor, employees enter the regular employment classification.

During the probationary period, new employees are eligible for those benefits that are required by law, such as workers' compensation insurance and Social Security. They may also be eligible for other benefits provided by Community Action, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

Effective Date:	04-19-94
Revision Date:	01-22-13

## 208 Employment Applications

Community Action wishes to obtain the most qualified applicants for all available positions. All vacancies except temporary vacancies lasting for less than 80 hours will be advertised, first in-house, and secondly, if needed, to the public. Exceptions to the 80 hours limit may be made, with the approval of the Executive Director, and the Board must be notified at the next meeting.

It is the intent of Community Action to give preference first to employees, persons enrolled in work experience programs, temporary employees, regular substitutes, and Head Start parents. Therefore, job openings will be posted in all centers and notices will be sent home to parents. Temporary employees, regular substitutes, and persons in work experience programs, followed by parents, will be considered after employees and before the notice goes to the public.

If there are in-house applicants, evaluations and recommendations should be obtained from the appropriate supervisor and/or program director. This information must be shown to the employee, dated and signed by both the supervisor and the applicant. All in-house applicants must be considered and rejected before advertisement outside Community Action.

Notice to the public will include advertisement in the area newspaper, and notification to the Workforce Development Center. If the opening is for a four county position the advertisement will be made in the four counties. Persons serving as a Board member or on other major Policy Advisory Councils are not eligible to apply for employment in the agency while serving in that capacity.

Two recommendations must be received prior to interviewing. Current employees may not write a letter of recommendation for applicants outside of Community Action. Applicants who do not have the necessary qualifications for the position will not be interviewed.

Applications, both in-house and from the public, will not be considered after the given closing date and hour. All applicants will be notified of their status in the hiring process.

If the same position becomes vacant within sixty (60) calendar days or less from the time of the advertisement, the recruitment procedure need not be re-established and the remaining applicants may be considered without further advertising.

Community Action relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Community Action's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

Applicants applying to work in a child care program are required by state law to comply with completing a declaration form disclosing pending and prior criminal arrests, charges and dispositions; child abuse or neglect; sexual abuse and violent felonies.

Community Action has an obligation to consider, on an individual basis, the criminal records of all applicants for employment. The Board, in deference to an individual's right to privacy, may delegate the initial review of an applicant's criminal record to a committee of the Board. However, the Board shall make the final decision regarding employment of persons with criminal records. (Refer to 181 CRIMINAL RECORDS)

The Board of Directors is responsible for the hiring of the Executive Director. The Personnel Committee of the Board of Directors and the current Executive Director, if available, will be responsible for interviewing and selecting the finalists for the Executive Director's position. The finalists will be presented to the full Board for it's' decision.

The Executive Director is responsible for interviewing and hiring the Management Team. The Head Start Policy Council and the Head Start Regional Office must concur with the selection of the Executive Director, Head Start Director, Fiscal Director, Executive Assistant and Human Resource Director. The Management Team is responsible for the selection of persons under their supervision.

The Personnel Committee of the Head Start Policy Council will be responsible for making recommendations to the Policy Council for Head Start multi-county staff positions.

Each Head Start center personnel committee will be responsible, along with the Head Start Director or Component Coordinator or Education Managers, for interviewing Head Start program staff and recommending applicants for employment to the Head Start Policy Council. Applicants who begin working prior to obtaining Policy Council approval are considered probationary employees.

Effective Date:	04-19-94
Revision Date:	08-23-16

## 209 Performance Evaluation

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. Formal performance evaluations are conducted at the end of an employee's initial probationary period in any new position. This period allows the supervisor and the employee to discuss the job responsibilities, standards and performance requirements of the new position.

Annual written performance evaluations will be completed by supervisors and to provide employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive approaches and training needs for meeting goals.

Evaluations will be reviewed and signed off on, prior to their presentation, by the Program Director and Executive Director or Deputy Director

If at the time of the evaluation, the employee believes the evaluation is unfair or not reflective of their work performance, the employee may indicate this on the evaluation form.

Effective Date:	04-19-94
Revision Date:	09-20-05

## **281 Reorganization And Retrenchment Reorganization:**

The Board of Director will determine if current or pending conditions warrant reorganization within the agency, such as: positions, work tasks, salary levels, position descriptions, lines of authority, funding sources, and shared time.

The Executive Director will work with the Board Personnel Committee and/or Policy Council in developing possible solutions to meet the identified needs. Those solutions will then be taken to the staff and discussed with them.

At the next Board meeting, the possible solutions with the personnel comments will be presented to the Board with a recommendation from the Executive Director.

After the best reorganization plan has been identified and adopted by the Board, the applicable changes will be made in job descriptions and chain of command. Each Program Director will meet with staff to notify them of the impending changes and how an employee may bid on the new positions. In-house announcements will be posted in each center and central office for five (5) working days. Head Start parents, regular substitutes, temporary employees and persons in work experience positions will not be eligible to apply for these positions.

The announcement must state:

1. The title of each new position.
2. The number and location of slots in each position.
3. The qualifications for each position.
4. The salary level for each position.
5. The name of the contact person to be notified if interested.

A separate sheet listing all of the positions to be changed or abolished must accompany the in-house ad.

Once the ad has appeared in-house, the employee, before the five (5) days are up, must send a letter of intent to the Human Resource Manager, with a copy to the current supervisor, requesting an evaluation of present performance as well as a recommendation for the new position.

Once the supervisor receives the notice that the employee is applying for a new position, the supervisor has two (2) working days in which to evaluate the employee's present work and, on a separate sheet, either recommends or explains why the person should not be considered for the new position. The recommendation should include evidence of abilities to do the new position, reliability, acceptance of direction, willingness to learn and to improve and other relevant comments.

The evaluation and the recommendation must be shown to the employee and be signed and dated by both the supervisor and the employee. The recommendation may not be appealed, but a written rebuttal may be filed, within one day's time, to accompany the recommendation. The evaluation and the recommendation are then forwarded to the contact person.

The contact person is responsible for gathering the following information and submitting it to the appropriate Program Director within three (3) working days:

1. Employee's starting date at Community Action.
2. The positions employee has held at Community Action.
3. The allied positions or volunteer work done in the community or with previous employers.
4. The present evaluation and recommendation.
5. Any other personnel actions that are pertinent.

The Program Director(s) of the program(s) in which the changes are to take place will rank the in-house applicants according to:

1. Best qualified.
2. Best recommendation.
3. Best evaluation.
4. Results of personal interviews.

If at the fourth step, all things are equal, the final consideration will be:

5. Tenure.

The Program Director(s) have seven working days to complete this process.

The applicants and their ranking for the position applied for will be given to the Executive Director with the Program Director's recommendation(s) for hire.

Within three (3) working days, the Executive Director will meet with the Program Director(s) to review the process used and discuss the results obtained. The final decision will be made by the Executive Director. The recommendations will be reported to the Board of Directors and/or Policy Council.

The Executive Director will notify those employees who are not selected in writing within three (3) days after the Board meeting. These employees will be terminated and will have recall rights.

## Retrenchment:

Retrenchment may occur when one (1) or more regular, filled positions are ended due to such things as lack of adequate funding or end of a program that is not a demonstration or pilot program.

When this occurs, the person in the regular funded position, if he/she is in good standing, may choose to continue employment in another funded position, if the following three conditions exist.

1. The employee must have the minimum qualifications and/or skills for the new position.
2. The employee must have greater seniority with the agency than the present holder of the position.
3. The position must be on the same base salary level or lower.

When it is determined that a program or position will not be continued the Executive Director will notify the Board at the next scheduled meeting. Within five (5) working days after the meeting the employees impacted will be notified by the Executive Director.

The employee(s) will have five (5) working days to notify the Human Resource Manager of positions within Community Action for which they wish to exercise bumping, with copies going to all Program Directors involved and the immediate supervisor requesting an evaluation of current job performance and recommendation for the new position(s).

The employee may not choose the location of the position they wish, but must bump the last person hired in the job position and employment category for which they qualify. Community Action assumes no responsibility for relocating employees or paying travel costs from the employee's home base to the new employment site. The salary level will never exceed the budgeted amount, and where the skills possessed are entry level the new salary will reflect this. The employee must perform satisfactorily and will be treated as any other employee in a new position.

Within two (2) working days after receiving notice, the supervisor will evaluate the employee's present work, and on a separate sheet, either recommend or explain why the person should not be considered for the new position. The evaluation and recommendation must be shown to the employee and be signed by both and dated. (Refer to Reorganization.)

The person in the position that the employee may bump should be notified immediately by the Human Resource Manager of the possibility so that the employee may plan accordingly.

When two or more eligible employees bid on the same filled position, the one with the most seniority at Community Action will be considered first. If that employee does not have the minimum qualifications/skill level or is not qualifiable, then the employee with the next greatest level of seniority will be considered, etc. The Program Director(s) of the program(s) in which the changes are to take place will rank the applicants.

The applicants and their ranking for the position applied for will be given to the Executive Director with the Program Director's recommendation(s) for hire.

The Program Director(s) has seven (7) working days to complete this process. Within three (3) working days, the Executive Director will meet with the Program Director(s) to review the process used and discuss the results obtained. The final decision will be made by the Executive Director. The

final recommendations will be reported to the Board of Directors and/or Policy Council.

The effected employees will be notified in writing by the Executive Director within three (3) working days after the Board meeting.

The bumped employee is free to use the same procedure in retaining employment at Community Action. The employee may choose the terminated status and will be eligible for six months for first consideration on new or vacated positions for which the employee is qualified. The regular in-house procedure will be delayed for three (3) days, so that the effected employee(s) may accept or reject the position(s). The employee may return at the same level of benefits attained at the time of termination with any increases that may have occurred.

The employee in a demonstration or pilot program is not eligible to bump other employees, however, when funding for the program ends, the employee will be eligible for six months to apply for new or vacated positions for which the employee is qualified. The regular in-house procedure will be delayed for three (3) days, so that the effected employee may be considered for employment.

Effective Date:	04-19-94
Revision Date:	10-17-11

## 301 Employee Benefits

Eligible employees at Community Action are provided a wide range of benefits. A number of the programs (such as Social Security, Workers' Compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Employees that are absent from work for a full work day must use eligible benefits for the time off.

When benefits are pro-rated the amount of time an employee can use for a work day is determined by taking the scheduled hours divided by five.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the Personnel Policies.

The following benefit programs are available to eligible employees:

- Accident Coverage
- Bereavement Leave - Policy #309
- Cancer Insurance
- Child Care Benefits - Policy #304
- Credit Union
- Employee Loan Fund - Policy #381
- Family Leave - Policy #602
- Holidays - Policy #305
- Jury Duty Leave - Policy #311
- Leave of Absence - Policy #603
- Health and Dental/Vision Insurance - Policy #308
- Life Insurance
- Medical Leave - Policy #601
- Military Leave - Policy #605
- Payroll Direct Deposit
- Retirement Benefits - Policy #382
- Sick Leave Benefits (short-term disability) - Policy #307
- Vacation Benefits - Policy #303

Some benefit programs require contributions from the employee. Benefits listed without a Policy number are arranged directly with the provider and the agency provides payroll deduction for the cost to the employee.

Effective Date:	04-19-94
Revision Date:	05-21-13

### 303 Vacation Benefits

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

- Regular full-time employees
- Regular part-time employees
- Probationary employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule. Vacation time is pro-rated for employees working less than twelve months a year or less than full time.

<b>Vacation Earning Schedule</b>		
<b>Years of Eligible Service</b>	<b>Vacation Hours Bi-Weekly</b>	<b>Vacation Days Annually</b>
Upon initial eligibility	3.08 Hours	10 Days
Start of five years	4.62 Hours	15 Days
Start of ten years	6.15 Hours	20 Days

The length of eligible service is calculated on the basis of the employees' date of hire in one of the above listed categories. This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant Leave of Absence except Military Leave of Absence. Military Leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They may request use of vacation time after it is earned with the approval of the Program Director except for persons working in Head Start and Early Head Start.

Employees working in Head Start and Early Head Start such as lead teachers, teachers, cooks, bus drivers and bus monitors must use vacation time during temporary layoff periods – Thanksgiving, Christmas, Spring and Summer breaks. These employees may request permission to use vacation time throughout the year as long as they have enough hours accrued to cover the next scheduled layoff period during their scheduled work year and the requested time off. Head Start and Early Head Start employees working during the summer at reduced hours will use accumulated vacation to offset the hours reduced from their regular work schedule. Any remaining vacation time will be paid to these employees at the close of the scheduled work year.

Employees working less than 52 weeks in programs other than Head Start, will be paid any remaining vacation at the time of their temporary layoff.

To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including program needs and staffing requirements. Vacation pay cannot be used to exceed the number of hours regularly scheduled to work.

Vacation time off is paid at the employee's current rate at the time of vacation.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the fiscal year, employees may carry up to seven days, pro-rated for less than full time, of unused time forward to the next agency fiscal year. The Executive Director must approve any additional days to be carried forward.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work.

Effective Date:	04-19-94
Revision Date:	10-17-11

### **304 Child Care Benefits**

Community Action provides child care benefits to all eligible employees as a benefit of employment. Eligible employee classifications are:

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Given below is a brief description of child care benefits that may be provided when feasible. For more detailed information, please contact the Program Director.

**FLEXTIME SCHEDULING:** Employees may request the opportunity to vary their work schedules (within employer-defined limits) to better accommodate child care responsibilities.

**FLEXIBLE LEAVE:** The employer recognizes that the fulfillment of child care responsibilities can provide a compelling reason for time-off requests. When feasible, employees' needs will be accommodated.

**SICK LEAVE BENEFITS:** Employees may use accrued sick leave benefits in the event of the illness of a child.

Effective Date:	04-19-94
Revision Date:	09-19-06

## 305 Holidays

Community Action will grant holiday time off to all employees on the holidays listed below.

- New Year's Day (January 1)
- Martin Luther King, Jr. Day (third Monday in January)
- Presidents' Day (third Monday in February)
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Veterans' Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving
- Christmas Eve (December 24)
- Christmas (December 25)

After employees complete their initial 90 day probationary period, they will annually receive one personal day. The personal day is pro-rated and is to be taken at their discretion, by the end of the fiscal year (September 30<sup>th</sup>), with advance approval of their supervisor. The hours will be calculated using the employee's current rate of pay and scheduled hours at the time it is taken.

Employees working 52 weeks, 40 hours a week will also receive their birthday as paid time off, but it must be taken within the pay week it occurs. The pay week is Saturday through Friday.

Community Action will grant paid holiday time off to all eligible employees as it is earned upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday).

- Regular full-time employees
- Regular part-time employees
- Probationary employees
- Temporary employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on a Sunday will be observed on the following Monday. Any deviation from this will be approved by the Board of Directors.

Employees working less than 40 hours a week will only be paid for the holiday if it falls on a regularly scheduled workday.

Employees working 40 hours a week but less than five days a week will receive eight hours of holiday time. Head Start drivers working more than 8 hours a day will be paid for the total hours they are scheduled to work on a holiday, however, they will not receive pay if the holiday falls on a day they are not regularly scheduled to work.

Employees working part time in the WIC program who do not have regular scheduled work days will have their holidays pro-rated.

Employees working less than full time whose regular workday is more than eight hours will be paid for their scheduled number of hours if the holiday falls on a scheduled workday.

If a recognized holiday falls during an eligible employee's paid absence (e.g., vacation, sick leave), holiday pay will be provided instead of the paid time off benefit that would otherwise have applied.

With the approval of the Program Director, if an eligible non-exempt employee must work on a recognized holiday, he or she will be granted that time off on another regular workday at the regular rate of pay. However, the holiday must be used within thirty (30) calendar days.

Paid time off for holidays will not be counted as hours worked for the purposes of determining overtime.

Effective Date:	04-19-94
Revision Date:	06-13-06

### **306 Workers' Compensation Insurance**

Community Action provides a comprehensive Workers' Compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits.

Employees who sustain work-related injuries or illnesses must inform the Human Resource Manager or Executive Assistant immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Neither Community Action nor the insurance carrier will be liable for the payment of workers' compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social, or athletic activity sponsored by Community Action.

When an employee receives an injury on the job, which prevents the employee from performing regular job duties, modified duty will be considered based on the medical restrictions identified by the doctor. Management will work with the medical providers and the insurance company to provide an injured employee with work that meets his or her medical restrictions. The agency reserves the right to have the employee see a doctor designated by the agency.

Modified duty jobs are temporary. Each return-to-work case will be reviewed week to week or month to month based on the circumstances. An employee will stay on modified duty until released for regular work or a pre-set time frame has lapsed (usually no longer than 90 days) as established by the health care provider. Management will evaluate each case based on its merits in the case of a determination of permanent restriction. The employee must provide a signed release from the doctor to return to work.

If it is determined that the employee is not able to return to his/her regular position, the employee will be eligible to apply in-house for other positions for which the employee is qualified.

Effective Date:	04-19-94
Revision Date:	06-13-06

### 307 Sick Leave Benefits

Community Action provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Eligible employees accrue sick leave benefits at the rate of fifteen (15) days per year for full time employees. Sick leave benefits are calculated on the basis of the fiscal year. Sick leave for less than full time employees is pro-rated.

Eligible employees may request use sick leave benefits for an absence due to their own illness or injury or to care for the immediate family member who is ill or injured. Immediate family is identified as:

Spouse	Mother-in-Law	Grandmother
Significant Other	Father-in-Law	Grandfather
Mother	Brother-in-Law	Foster Child
Father	Sister-in-Law	Step Son or Daughter
Son	Daughter-in-Law	Grandchildren
Daughter	Son-in-Law	Step Grandchildren
Sister	Brother	

Employees who are unable to report to work due to illness or injury should notify their immediate supervisor before the scheduled start of their workday if possible. The immediate supervisor must also be contacted on each additional day of absence. At the discretion of the Program, Director, after consulting with the Executive Director, the employee may be asked to submit a statement from the doctor.

Sick leave benefits will be calculated based on the employee's current rate at the time of absence.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 90 work days (pro-rated for less than full time) or 720 hours, whichever is less. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Sick leave cannot be used to exceed the number of hours regularly scheduled to work. An exception to this would be if the employee is called in to substitute in a different position or if it is a make-up day for classes. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

Effective Date:	03-20-01
Revision Date:	05-20-14

### **308 Health and Dental/Vision Insurance**

Community Action makes health insurance available to employees working at least 30 hours a week. The agency will contribute to the cost of the single premium for employees working 30 hours or more a week. The balance of the single premium is paid by the employee through payroll deduction. The amount of the premium and the amount the agency will contribute are determined annually by the Board of Directors.

Family coverage is available. Employees who want family coverage must pay the additional amount by payroll deduction.

Newly hired employees and employees returning to work following a temporary layoff period are eligible for coverage the first of the month following their first day of employment. Employees should apply for coverage within 30 calendar days from their date of hire.

Special Enrollment can occur when loss of other health insurance coverage or the addition of a dependent occur. These events are defined in the agency's Health Insurance Plan. Application for enrollment must be made within 30 days of the Special Enrollment event.

Employees, who do not work during the summer or are at reduced hours and are on the Health Insurance Plan, must make arrangements with the fiscal office to prepay their premiums.

Community Action makes single and family Dental /Vision coverage available to employees working at least 30 hours a week. Employees are eligible for coverage the first of the month following their first day of employment or during the open enrollment period in December. Once employees choose coverage they must remain on the plan for the balance of the calendar year. Employees who do not work during the summer or are at reduced hours must make arrangements with the fiscal office to prepay their premiums.

Full details about the Health Insurance and Dental/Vision Plan are available from the Human Resource Manager.

Effective Date:	04-19-94
Revision Date:	05-17-11

### 309 Bereavement Leave

If an employee wishes to take time off due to a death the employee should notify his or her supervisor immediately.

Up to 3 days (pro-rated for less than full time) per death (limited to immediate family) of paid bereavement leave will be provided annually to eligible employees in the following classification(s):

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Bereavement pay is calculated based on the employee's base pay rate at the time of absence.

Approval of bereavement leave will occur in the absence of unusual operating requirements.

Community Action defines "immediate family" as:

Spouse	Mother-in-Law	Grandmother
Significant Other	Father-in-Law	Grandfather
Mother	Brother-in-Law	Spouses Grandfather
Father	Sister-in-Law	Spouses Grandmother
Son	Son-in-Law	Foster Child
Daughter	Daughter-in-Law	Step Grandchildren
Brother	Grandchildren	
Sister	Step Son or Daughter	

Employees may annually use up to one day (pro-rated) Bereavement Leave to attend funerals of fellow employees or their family members or other friends.

Bereavement Leave is non-cumulative from one program year to the next. Employees will not be paid for unused bereavement leave.

Bereavement Leave cannot be used to exceed the number of hours regularly scheduled to work.

Effective Date:	04-19-94
Revision Date:	09-20-05

## 311 Jury Duty

Community Action encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Since the employee will receive full pay, the jury fee check must be endorsed to Community Action. Employee classifications that qualify for paid jury duty leave are:

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Community Action and the employee may request an excuse from jury duty if, in Community Action's judgment, the employee's absence would create serious operational difficulties.

Community Action will continue to provide benefits for the full term of the jury duty absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be continued during jury duty leave.

Effective Date:	04-19-94
Revision Date:	06-13-06

### **312 Witness Duty**

Community Action encourages employees to appear in court for witness duty when subpoenaed to do so.

If employees have been subpoenaed or otherwise requested to testify as witnesses by Community Action or another entity because of their employment with Community Action, they will receive paid time off for the entire period of witness duty.

Employees will be granted unpaid time off to appear in court as a witness when requested or subpoenaed by a party other than Community Action. Employees are free to use any available paid vacation leave or personal day to receive compensation for the period of this absence if they are eligible to use vacation time.

The subpoena should be shown to the employee's supervisor immediately after it is received so that program requirements can be adjusted, where necessary, to accommodate the employees' absence. The employee is expected to report for work whenever the court schedule permits.

Effective Date:	04-19-94
Revision Date:	00-00-00

### **313 Benefits Continuation (COBRA)**

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under Community Action's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Community Action's group rates plus an administration fee.

Community Action provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Community Action's health insurance plan. The notice contains important information about the employee's rights and obligations.

Effective Date:	05-21-13
Revision Date:	00-00-00

### **320 Agency Recognition**

Community Action of Southeast Iowa recognizes the value of our employees. Employees will be recognized for years of service at the Annual meeting when they reach 5 years of service and at each five-year increment attained. Awards for each increment will be determined by management staff and presented to each employee by the Executive Director.

Employees who leave employment after a minimum of five years or more of service will be recognized at their work location. For persons retiring after a minimum of 20 years of service, a recognition event will be held and an award presented to the employee by the Executive Director.

When an employee is hospitalized for illness or surgery the agency will send flowers.

The agency provides Bereavement Leave for employees when family or friends pass away. In addition, when an employee experiences the loss of a parent, spouse or child, the agency will send a plant. Consideration will also be given to a person whose association with the employee is similar to any of the above relationships such as a significant other.

The agency is governed by the Board of Directors. Directors will be recognized for their commitment and hours of volunteer service to the agency annually with a recognition gift.

Effective Date:	05-21-13
Revision Date:	00-00-00

## **321 Staff Development**

In order to maintain a professional work environment and provide quality service to our clients, Community Action is committed to staff development.

Staff evaluations will include a summary of training needs and goals. Program Directors will seek training opportunities for staff as indicated in their evaluations and based on program funds available to cover the cost.

Staff will receive training on client documentation and the maintenance and security of client information.

The agency will sponsor agency in-services to insure that employees receive training on topics such as safety, ethics, confidentiality, diversity and drug awareness.

The agency will make opportunities available to staff when programs provide specific funds for training. Reimbursement for expenses will be dictated by the funding source.

Program Directors will designate the provision of specific staff training required for each program they supervise such as Mandatory Reporter, CPR and First Aid, Universal Precautions, and CACFP Nutrition and Civil Rights.

Effective Date:	04-19-94
Revision Date:	05-17-11

### **381 Employee Loan Fund**

An Employee Loan Fund is available for emergency or financial hardship loans to employees who are unable to obtain funds from other sources. This is a revolving loan fund so loans will not be approved until adequate funds are in the account to cover the loan.

A Loan Committee comprised of Management Team staff will receive and review applications and respond to the applicant within five (5) working days after receipt in the Central Office.

Applicants must have regular employee status and not be on probation.

The maximum loan amount is \$600 or the net amount of two payroll checks, whichever is lower. Four percent (4%) interest will be charged on the loan.

Employees will sign a loan contract with Community Action. Repayment cannot exceed twelve (12) months and will be by payroll deduction. Employees who do not work during the summer months or who are on leave must make arrangements for payment of the loan during that time period.

An employee with an existing loan cannot apply for an additional loan.

Effective Date:	04-19-94
Revision Date:	5-21-13

## 382 Employee Retirement Plan

The Community Action Board of Directors wishes to assist employees in planning for their retirement and has established a Retirement Plan for employees who choose to participate. Community Action offers employees two options for their retirement plan.

- **IPERS (Iowa Public Employee Retirement System):** Employees will be covered by IPERS unless an Election for the Termination of IPERS Form is completed. According to IPERS regulations some temporary and substitute employees may become eligible to participate in IPERS. The employee contribution and the employer's share are determined by IPERS. Employees should refer to the IPERS handbook for details or call the IPERS offices at 1-800-622-3849.

Once the form to elect out of IPERS has been submitted, this election for termination of pension coverage is irrevocable. An employee cannot get back into IPERS as long as he or she works for the agency.

An employee has 60 days to elect out of IPERS however, the fiscal office will deduct IPERS contributions from the employees first pay check unless an Election for Termination of IPERS Form is completed and submitted before the first time sheet is processed. After 60 days, the employee cannot elect out of IPERS. The decision to be in IPERS is final until the employee leaves the agency.

Employees who select IPERS may make voluntary contributions into the agency sponsored tax-sheltered annuity. However, the agency will not make contributions to the TSA.

- **Tax Sheltered Annuity (TSA):** Community Action also offers a Tax Sheltered Annuity. If an employee has elected not to participate in IPERS, after one year of employment they can elect to participate in the TSA Plan. The agency will make contributions to the TSA plan at the same rate as the IPERS plan and the employee will contribute at the IPERS employee rate. Employees may make voluntary contributions to the TSA during their first year of employment.

A representative from the Tax Sheltered Annuity company selected by the agency is available to meet with new employees to assist in completing a TSA deduction form and may be reached by calling 319-754-4207. The representative will discuss investment options available with TSA funds.

Effective Date:	04-19-94
Revision Date:	10-17-11

## 401 Timekeeping

The agency workweek begins on Saturday and ends on the following Friday. Accurately recording time worked is the responsibility of every employee. Federal and state laws require Community Action to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Nonexempt employees should accurately record the hours they work on the Time and Attendance form at the end of each pay period, which is the Friday following payday and it is then submitted to the immediate supervisor for review of accuracy. Any disagreements must be immediately resolved with the employee and supervisor.

Time sheets must be in the Fiscal Department by the Wednesday following the pay period in order to be paid when due.

Overtime work must always be approved by the Program Director before it is performed. At the discretion of the Program Director the employee may be required to reduce their work hours the following week.

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

Nonexempt employees should report to work no more than 15 minutes prior to their scheduled starting time nor stay more than 15 minutes after their scheduled stop time without expressed prior authorization from their supervisor.

It is the employee's responsibility to sign the time record to certify the accuracy of all time recorded. The supervisor will review and then approve the time record before submitting it for payroll processing.

Exempt employees are those employees who meet the definition as defined by the Federal Wage-Hour Law. The hours recorded on the time record of employees classified as being exempt from overtime under one or more of the exempt classifications of the Wage and Hour Law are to be recorded and reported but are not reconciled each pay period to the amount paid that employee.

According to the Law, exempt employees must be paid on a salary basis and therefore, time worked and time away from work is looked at differently than for nonexempt employees. For this purpose only increments of eight (8) hours may be deducted from an employee's pay. An exempt employee who works at least one hour each day, Monday through Friday, will receive payment for the full day, without using other accrued benefits.

Effective Date:	04-19-94
Revision Date:	10-17-11

### **403 Paydays**

All employees are paid on every other Thursday unless mandated differently by the funding source. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

Direct deposit is available and encouraged. Paychecks that are mailed and not received timely by the employee will be reissued on the Tuesday following the payday.

Effective Date:	04-19-94
Revision Date:	05-20-14

## 405 Separation of Employment

Separation of employment is an inevitable part of personnel activity within any organization, and many of the reasons for separation are routine. Below are examples of some of the most common circumstances under which employment is terminated:

- RESIGNATION - voluntary employment separation initiated by an employee.
- TERMINATION - involuntary employment separation initiated by the organization.
- LAYOFF - involuntary employment separation initiated by the organization for non-disciplinary reasons.
- RETIREMENT - voluntary employment separation initiated by the employee for retirement from the organization.

Since employment with Community Action is based on mutual consent, both the employee and Community Action have the right to terminate employment at will, with or without cause, at any time. The Head Start Policy Council and Head Start Regional Office must concur with the termination of the Executive Director, Head Start Director and Fiscal Director.

Employee benefits will be affected by employment separation in the following manner. All accrued benefits that are due and payable at termination will be paid. Any amount due to the agency from the employee at the time of separation will be deducted from the final paycheck. This includes the amount due for Health Insurance, Dental/Vision Coverage and Employee Loans.

Some benefits may be continued at the employee's expense if the employee so chooses. The employee will be notified in writing of the benefits that may be continued and of the terms, conditions, and limitations of such continuance.

Effective Date:	04-19-94
Revision Date:	06-13-06

## **409 Administrative Pay Corrections**

Community Action takes all reasonable steps to ensure that employees receive the correct amount of pay in each paycheck and that employees are paid promptly on the scheduled payday.

In the event that there is an error in the amount of pay, the employee should promptly bring the discrepancy to the attention of the Fiscal Office so that corrections can be made as quickly as possible.

Effective Date:	04-19-94
Revision Date:	10-17-11

## **410 Pay Deductions and Setoffs**

The law requires that Community Action make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Community Action also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base".

Community Action offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their paychecks to cover the costs of participation in these programs.

Pay setoffs are pay deductions taken by Community Action, usually to help pay off a debt or obligation to Community Action or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Fiscal Office can assist in having your questions answered.

Effective Date:	04-19-94
Revision Date:	06-13-06

## **501 Safety**

To assist in providing a safe and healthful work environment for employees, customers, and visitors, Community Action has established a workplace safety program. This program is a top priority for Community Action. The Program Director has responsibility for implementing, administering, monitoring, and evaluating the safety program. Its success depends on the alertness and personal commitment of all.

Community Action provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Some of the best safety improvement ideas come from employees. Those with ideas, concerns, or suggestions for improved safety in the workplace are encouraged to raise them with their supervisor, or with another supervisor or manager, or bring them to the attention of the Executive Director. Reports and concerns about workplace safety issues may be made without fear of reprisal.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate, remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees must immediately notify the Human Resource Manager. If the Human Resource Manager is not available then notify the Executive Assistant or Office Manager. Such reports are necessary to comply with laws and initiate insurance and workers' compensation benefits procedures.

Effective Date:	04-19-94
Revision Date:	09-20-05

## **502 Work Schedules**

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flextime scheduling is available in some cases to allow employees to vary their starting and ending times each day within established limits. Employees must consult their supervisor for consideration of an adjusted work schedule.

Whenever possible, the Executive Director, after considering the recommendation of the immediate supervisor and Program Director, may approve varied work hours for an employee. Flex time scheduling may be no earlier than 6:30 a.m. and no later than 6:00 p.m. This approval will be dependent upon the employee being able to do his or her job at the requested work schedule hours. If the adjusted work schedule results in reduced hours for the non-exempt employee, the salary will be reduced accordingly.

Effective Date:	04-19-94
Revision Date:	10-17-11

## **504 Use Of Communication Systems**

Employees shall practice discretion in using agency telephones when making local personal calls and in the use of e-mail. Whenever possible, personal calls should be made and received during hours when the employee is not working, such as lunch. Personal calls cannot be charged to the agency.

The agency prohibits the use of cell phones by employees while driving on agency business.

Individual programs may have more specific guidelines on cell phone use during work hours.

The use of Community Action paid postage for personal correspondence is not permitted.

Fax machines are to be used for business purposes.

Use of the Internet is provided for business purposes and the agency reserves the right to monitor its usage.

To assure effective telephone communications, employees should always use an approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller and hang up only after the caller has done so.

Any information stored in or compiled through the use of agency computers is considered agency property and is subject to security inspection. The employee should not have any expectation of privacy with regard to their use of agency computers.

Effective Date:	04-19-94
Revision Date:	03-16-10

## **505 Smoking**

In keeping with Community Action's intent to provide a safe and healthful work environment, smoking and tobacco products are prohibited throughout the workplace, including Agency vehicles, and playground areas.

This policy applies equally to all employees, customers, and visitors.

Complaints concerning smoking will be processed in accordance with Personnel Policy #718.

Effective Date:	04-19-94
Revision Date:	02-15-00

## **506 Breaks and Meal Periods**

Each workday, full-time nonexempt employees are provided with two rest periods. Supervisors will advise employees of the regular rest period length and schedule. To the extent possible, rest periods will be provided in the middle of work periods. Since this time is counted and paid as time worked, employees must not be absent from their workstations beyond the allotted rest period time.

All full-time employees are provided with one 30-minute meal period each workday. Supervisors will schedule meal periods to accommodate operating requirements. Employees will be relieved of all active responsibilities and restrictions during meal periods and will not be compensated for that time.

However, Head Start classroom staff that must eat meals with the children are paid for the meal period.

Each employee will have one fifteen (15) minute break for each four (4) hour shift worked.

Effective Date:	04-19-94
Revision Date:	06-13-06

## **508 Use of Facilities, Equipment and Vehicles**

Equipment and vehicles essential in accomplishing job duties are expensive and are difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment. Traffic violations and tickets are the responsibility of the employee.

Employees operating agency vehicles must possess a current and valid driver's license. They must also be able to meet the qualifications required by the insurance carrier.

Agency vehicles may not be used for home to work transportation or in conducting non-agency related business. The Program Director will designate overnight parking places for all agency vehicles.

Use of agency facilities must be approved by the Program Director prior to scheduling the event.

Effective Date:	04-19-94
Revision Date:	10-17-11

## **510 Emergency and Weather Related Closings**

### EMERGENCY CLOSINGS:

At times, emergencies such as fires, power failures, or floods can disrupt agency operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio stations will be asked to broadcast notification of the closing.

In case of emergency closing, employees working at the time of closing will be paid for the remainder of the day. Employees who were not at work at the time of closing, but were scheduled to work, may use their personal day or vacation time for lost time except part day, part year Head Start and full day, part year Head Start, such as lead teachers, teachers, cooks, bus drivers, and bus monitors, who are paid when the days are made up. Full day, full year Head Start and Early Head Start may use a personal day or eligible vacation time to recover lost time for single days. Any weeks missed will be made up at the end of the scheduled work year.

### WEATHER RELATED CLOSINGS:

Additionally, Community Action is concerned about the safety of employees as well as increased liability when the weather is bad.

Employees are expected to show up for work; however, Community Action Central Office and centers will follow the lead of local city and county offices. If those offices delay opening or are closed for the entire day, Community Action offices may do the same at the discretion of the Executive Director.

Since some staff members in the WIC and Weatherization programs routinely travel as a part of their jobs, the Program Director will determine when conditions warrant the delay or cancellation of their work schedules.

Employees may use their personal day or vacation time for lost time except for part day, part year Head Start and full day, part year Head Start such as lead teachers, teachers, cooks, bus drivers, and bus monitors, who are paid when the hours are made up. Full day, full year Head Start and Early Head Start may use a personal day or eligible vacation time to recover lost time for single days.

Head Start and Early Head Start classes may need to be cancelled for various reasons. However, because the funding source mandates the number of days classes must be held, any cancelled part day, part year classes will be made up on Fridays; full day, part year classes will be made up at the end of the scheduled work year. Full day, full year Head Start and Early Head Start will make up any weeks missed at the end of the scheduled work year.

Effective Date:	04-19-94
Revision Date:	05-20-14

## 512 Business Travel Expenses

Community Action will reimburse employees mileage at the current IRS rate when using their personal vehicle for agency business. Mileage is calculated from either the assigned work location or the employees home, whichever benefits the agency.

Community Action will reimburse employees for reasonable business travel expenses incurred while on overnight travel out of the area. All business travel must be approved in advance by the immediate supervisor and/or Program Director.

Employees whose travel plans have been approved are responsible for making their own travel arrangements.

When approved, the cost for travel, meals, lodging, and other expenses directly related to accomplishing business travel objectives will be reimbursed by Community Action. Employees will be reimbursed for the actual cost of lodging and the approved per diem rate for the area in which travel occurs.

When travel out of the area for one day occurs, reimbursement for actual meal expenses will be made based on the submission of receipts, if the meal was with a business associate or contact and business was discussed. The receipt must list the names of persons present with whom business was discussed. The total expenses must not exceed the amount that would have been allowed if the person had been on a per diem basis.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Community Action may not be used for personal use.

Cash advances to cover reasonable anticipated expenses may be made to employees, after travel has been approved. Employees must submit a written request for out of area travel to their supervisor and/or Program Director when travel advances are needed. A copy of the agenda or meeting notice must be attached.

Upon notification of the Program Director, employees on business travel may be accompanied by a family member or friend, when the presence of a companion will not interfere with successful completion of business objectives. Generally, employees are also permitted to combine personal travel with business travel, as long as time away from work is approved. Additional expenses arising from such non-business travel are the responsibility of the employee.

However, when staying over Saturday night would result in a reduced airfare and the employee chooses to travel to a different location, the increased travel cost will be allowed so long as it does not exceed the amount that would have been paid for the additional hotel and per diem costs at the original location. This must be approved in advance by the immediate supervisor and documentation of the difference in costs must be attached to the out of area form.

When travel is completed, employees should submit completed travel expense reports within 30 days. Reports should be accompanied by receipts for lodging, commercial transportation, parking and other business related expenses.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, travel advances, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Effective Date:	04-19-94
Revision Date:	05-20-14

## 581 Political Activities

Community Action Agency of Southeast Iowa encourages its employees to participate fully in the democratic political process as private citizens. As a non-profit 501(c)(3) tax-exempt organization and recipient of Community Services Block Grant, Head Start and other federal funds, however, Community Action must follow certain rules concerning political activity:

### A. Activities by Individuals

1) Allowable Activities (Off- Duty). All Community Action employees and board members may engage in the following activities as private citizens, if conducted during non-Agency work hours, off Agency premises; and without direct or indirect Community Action financial support or identification:

- a) Hold membership and office in, attend meetings of, vote in, and otherwise participate in, political parties, clubs, organizations, and conventions.
- b) Participate in and manage partisan or nonpartisan political campaigns, including volunteering, writing and making speeches, writing letters, and soliciting voters to support or oppose a candidate.
- c) Be a candidate in a nonpartisan election for public office.
- d) Contribute to partisan or nonpartisan political campaigns or political parties and request contributions (but not advise, command, coerce, or attempt to coerce such contributions) from others (except not from employees whom they supervise).
- e) Participate in voter registration drives.
- f) Assist in providing transportation to the polls.

2) Prohibited Activities (On-Duty). While on-duty at Community Action, on Agency premises, or using Agency resources, employees and board members may not engage in any of the activities listed in 1, above.

3) Prohibited activities (at all times). In general, Community Action employees may not engage in the following activities at any time or place, including during off-duty hours, during leave of any type (including unpaid leave), and off Agency premises:

- a) Be a candidate for public office in a partisan election (including primaries).
- b) Use official authority or influence to interfere with or affect the results of an election or a nomination for office.

- c) Directly or indirectly coerce, attempt to coerce, command or advise any employee of Community Action or other Community Action or Head Start Agencies to make political contributions, or request such contribution from Agency employees whom they supervise.

However, if the Community Action employee either: 1) spends less than half of his or her working time employed by Community Action or receives less than half of his or her working income from the agency; or 2) receives a salary which is not funded in any part by the Community Service Block Grant or Head Start and does not perform any work in connection with activities funded by the Community Services Block Grant or Head Start, the employee may be exempted from the restrictions stated above. In order to be exempted, the employee must receive written authorization from the agency Executive Director.

B. Activities by Community Action

- 1) Community Action may not participate or intervene in a political campaign on behalf or in opposition to any candidate for public office. Community Action employees should scrupulously avoid identification of the agency with, or use of its funds or resources for, such activity;
- 2) Community Action funds may not be used to make contributions to political campaigns, political parties, or political action committees;
- 3) Community Action may under certain conditions conduct limited activities designed to educate, but not influence, voters, such as neutral candidate forums or voter guides, voter registration drives, and transportation to the polls, but only if they are carried out by agency programs or employees *not* funded by the Community Services Block Grant or Head Start and receive the prior approval of the Community Action Executive Director.

C. Lobbying

Expenditures by the agency as a section 501(c)(3) public charity for lobbying activities are allowable under the Internal Revenue Code as long as they are not a substantial part of the agency's activities. However, no lobbying expenditures may be charged directly or indirectly to any Federal award.

Lobbying is defined as attempting to influence proposed or pending legislation by contacting, or urging the public to contact, members or employees of a legislative body for the purpose of proposing, supporting, or opposing legislation, or if the organization advocates the adoption or rejection of legislation.

Effective Date:	04-19-94
Revision Date:	06-13-06

## 601 Medical Leave

To be eligible for medical leave, the employee must have worked for a total of twelve non-consecutive months and at least 1250 hours in the past twelve-month period.

Employees are required to use any accrued paid leave before taking unpaid medical leave. Medical leave runs concurrently with the paid leave up to a maximum of 12 weeks.

Community Action provides medical leave of absence without pay to eligible employees who are temporarily unable to work due to a serious health condition or disability. For purposes of this policy, serious health conditions or disabilities include inpatient care in a hospital, hospice, or residential medical care facility; continuing treatment by a health care provider; and temporary disabilities associated with pregnancy, childbirth, and related medical conditions.

Employees in the following employment classifications are eligible to request medical leave as described in this policy:

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Eligible employees should make requests for medical leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

A health care provider's statement must be submitted verifying the need for medical leave and its beginning and expected ending dates. Any changes in this information should be promptly reported to Community Action. Employees returning from medical leave must submit a health care provider's verification of their fitness to return to work.

Eligible employees are normally granted leave for the period of the disability, up to a maximum of 12 weeks within any 12 month period. A 12 month period is measured backwards from the date an employee uses any FMLA leave. Any combination of medical leave and family leave may not exceed this maximum limit. If the initial period of approved absence proves insufficient, consideration will be given to a request for an extension.

Subject to the terms, conditions, and limitations of the applicable plans, Community Action will continue to provide health insurance benefits for the full period of the approved medical leave on the same basis as if the employee had continued in active employment.

Benefit accruals, such as vacation, sick leave, and holiday benefits, will continue during the approved medical leave period.

So that an employee's return to work can be properly scheduled, an employee on medical leave is requested to provide Community Action with at least two weeks advance notice of the date the employee intends to return to work. When a medical leave ends, the employee will be reinstated to the

same position, if it is available, or to an equivalent position for which the employee is qualified, if available.

If an employee fails to report to work at the end of the medical leave, Community Action will assume that the employee has resigned and employment with the agency is terminated.

Effective Date: 04-19-94
Revision Date: 06-13-06

## 602 Family Leave

To be eligible for family leave, the employee must have worked for a total of twelve non-consecutive months and at least 1250 hours in the past twelve-month period.

In compliance with the Federal Law, Community Action provides family leaves of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

- Regular full-time employees
- Regular part-time employees
- Probationary employees

Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent will be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12 month period. A 12 month period is measured backwards from the date an employee uses any FMLA leave. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than thirty calendar days. Employees are required to first use any eligible paid leave time before taking unpaid family leave. Family leave runs concurrently with the accrued paid leave up to the maximum of 12 weeks.

Subject to the terms, conditions, and limitations of the applicable plans, Community Action will continue to provide health insurance benefits for the full period of the approved family leave.

Benefit accruals, such as vacation, sick leave, and holiday benefits will continue during the approved family leave period.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Community Action with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified, if available.

If an employee fails to report to work promptly at the end of the approved leave period, Community Action will assume that the employee has resigned and employment with the agency is terminated.

Effective Date:	04-19-94
Revision Date:	03-16-10

## 603 Leave Of Absence

Community Action provides leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill personal obligations. All eligible paid leave must be used prior to requesting the leave of absence. Employees in the following employment classification(s) are eligible to request a leave of absence as described in this policy:

- Regular full-time employees
- Regular part-time employees

As soon as eligible employees become aware of the need for a leave of absence, they should submit a request for leave to their supervisor. Requests for leave of absence will be evaluated based on a number of factors, including anticipated work load requirements and staffing considerations during the proposed period of absence. The Program Director will submit the request to the Executive Director for consideration.

Leave of absence may be granted for a period of up to 90 calendar days every year. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days.

Subject to the terms, conditions, and limitations of the applicable plans, health insurance benefits will be provided by Community Action until the end of the month in which the approved leave of absence begins. At that time, employees will become responsible for the full costs of these benefits if they wish coverage to continue. When the employee returns from the leave of absence, benefits will again be provided by Community Action according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave of absence and will resume upon return to active employment.

When a leave of absence ends, every reasonable effort will be made to return the employee to the same position, if it is available, or to a similar available position for which the employee is qualified. However, Community Action cannot guarantee reinstatement.

If an employee fails to report to work at the expiration of the approved leave period, Community Action will assume the employee has resigned and employment with the agency is terminated.

Effective Date: 04-19-94
Revision Date: 09-20-05

## **605 Military Leave**

A military leave of absence will be granted to employees, except those occupying temporary positions, to attend scheduled drills or training or if called to active duty with the U.S. armed services.

Employees will receive partial pay for two-week training assignments and shorter absences. Upon presentation of satisfactory military pay verification data, employees will be paid the difference between their normal base compensation and the pay (excluding expense pay) received while on military duty. The portion of any military leave of absence in excess of two weeks will be unpaid. However, employees may use any eligible paid time off for the absence.

Subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible, health insurance benefits for which the employee is enrolled, will be provided by Community Action for the full term of the military leave of absence.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be continued during the leave.

Employees on two-week active duty training assignments or inactive duty training drills are required to return to work for the first regularly scheduled shift after the end of training, allowing reasonable travel time. Employees on emergency call-up may apply for reinstatement in accordance with all applicable state and federal laws.

Every reasonable effort will be made to return eligible employees to their previous position or a comparable one. They will be treated as though they were continuously employed for purposes of determining benefits based on length of service, such as the rate of vacation accrual and job seniority rights.

Effective Date: 04-19-94
Revision Date: 00-00-00

## **607 Pregnancy-Related Absences**

Community Action will not discriminate against any employee who requests an excused absence for medical disabilities associated with a pregnancy. Such leave requests will be made and evaluated in accordance with the medical leave policy provisions outlined in this handbook and in accordance with all applicable federal and state laws.

Requests for time off associated with pregnancy and/or childbirth (apart from medical disabilities associated with these conditions) will be considered in the same manner as any other request for an unpaid personal or family leave.

Effective Date: 04-19-94
Revision Date: 5-17-16

## 701 Employee Conduct and Work Rules

To ensure orderly operations and provide the best possible work environment, Community Action expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Charging personal items to the agency
- Taking advantage of the agency status when making purchases (discounts, tax exempt)
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Falsification of information on employment and/or internal work related applications
- Intentionally violating eligibility determination guidelines in order to enroll ineligible participants
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or client-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct
- Misappropriation of funds

Employment with Community Action is at the mutual consent of Community Action and the employee, and either party may terminate that relationship at any time, with or without cause, and with or without advance notice.

Effective Date: 04-19-94
Revision Date: 10-17-11

## 702 Drug and Alcohol Use

It is Community Action's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Community Action premises and while conducting business-related activities off Agency premises, no employee may use, possess, distribute, sell, manufacture or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

To inform employees about important provisions of this policy, Community Action has established a drug-free awareness program. The program provides information on the dangers and effects of substance abuse in the workplace, resources available to employees, and consequences for violations of this policy.

Employees with questions or concerns about substance dependency or abuse are encouraged to discuss these matters with their supervisor to receive assistance or referrals to appropriate resources in the community.

Employees with drug or alcohol problems that have not resulted in, and are not the immediate subject of, disciplinary action may request approval to take eligible leave to participate in a rehabilitation or treatment program. Leave may be granted if the employee agrees to abstain from use of the problem substance; abides by all Community Action policies, rules, and prohibitions relating to conduct in the workplace; and if granting the leave will not cause Community Action any undue hardship.

Under the Drug-Free Workplace Act, an employee who performs work for a government contract or grant must notify Community Action of a criminal conviction for drug-related activity occurring in the workplace. The report must be made within five days of the conviction.

Effective Date:	04-19-94
Revision Date:	03-16-10

## **703 Sexual and Other Unlawful Harassment**

Community Action is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Equal Opportunity Officer or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Equal Opportunity Officer or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment. This includes harassment through the use of e-mail, cell phones and other electronic or web-based communications.

Effective Date:	04-19-94
Revision Date:	02-15-00

## **704 Attendance and Punctuality**

To maintain a safe and productive work environment, Community Action expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Community Action. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

The Central Office will be open from 8:30 a.m. to 5:00 p.m. Center offices will be open from 8:00 a.m. to 4:30 p.m.

Employees will sign in and out on the appropriate form each time they leave the building, giving the time of arrival, departure, destination and expected time of return. These forms are submitted to Central Office with the Time and Attendance forms and will be kept on file for two years.

Effective Date:	04-19-94
Revision Date:	00-00-00

## **705 Personal Appearance**

Dress, grooming, and personal cleanliness standards contribute to the morale of all employees and affect the image Community Action presents to the community.

During business hours, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions.

Consult your supervisor or Program Director if you have questions as to what constitutes appropriate attire.

Effective Date: 04-19-94
Revision Date: 00-00-00

## **706 Return of Property**

Employees are responsible for all property, materials, or written information issued to them or in their possession or control. All Community Action property must be returned by employees on or before their last day of work. Community Action may take all action deemed appropriate to recover or protect its property.

Effective Date: 04-19-94
Revision Date: 09-20-05

## **708 Resignation**

Resignation is a voluntary act initiated by the employee to separate employment with Community Action. Although advance notice is not required, Community Action requests at least two weeks' written notice of resignation from nonexempt employees and four weeks' notice from exempt employees.

Prior to an employee's departure, the employee will be given an exit form to complete and return to the Human Resource Manager. This will be provided to the Executive Director and may be discussed with the appropriate supervisor/manager.

If an employee does not provide advance notice as requested, and the supervisor has not approved a shorter period of notice, the employee will be considered ineligible for rehire.

Effective Date: 04-19-94
Revision Date: 09-20-05

## **710 Security Inspections**

Community Action maintains a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other dangerous or illegal materials. To this end, Community Action prohibits the possession, transfer, sale, or use of such materials on its premises. Community Action requires the cooperation of all employees in administering this policy.

Desks, cabinets, files, agency vehicles, computers and other storage devices may be provided for the convenience of employees but remains the sole property of Community Action. Accordingly, they, as well as any articles found within them, can be inspected by any agent or representative designated by the Executive Director at any time, either with or without prior notice. This specifically includes information and materials stored in, or compiled through, the use of Community Action computers.

Community Action prohibits theft or unauthorized possession of the property of employees, Community Action, visitors, and customers. To facilitate enforcement of this policy, Community Action or its representative may inspect not only desks, cabinets, agency vehicles and files but also persons entering and/or leaving the premises and any packages or other belongings. Any employee who wishes to avoid inspection of any articles or materials should not bring such items onto Community Action's premises.

Please refer to the agency Hazard Communications policy which is included with these policies.

Effective Date: 04-19-94
Revision Date: 10-17-11

## 712 Solicitation

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

Community Action 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. (Working time does not include lunch periods, work breaks, or any other periods in which employees are not on duty.)

Examples of impermissible forms of solicitation include:

- The collection of money, goods, or gifts for political groups

In addition, the posting of written solicitations on company bulletin boards is restricted. These bulletin boards display important information, and employees should consult them frequently for:

- Employee announcements
- Internal memoranda
- Job openings
- Organization announcements

If employees have a message of interest to the workplace, they may submit it to the Office Manager for approval. All approved messages will be posted by the Executive Assistant in Central Office and by a designated Family Development Specialist in the Centers.

Effective Date: 04-19-94
Revision Date: 06-13-06

## **714 Drug and Alcohol Testing**

Community Action is committed to providing a safe, efficient, and productive work environment for all employees. Using or being under the influence of drugs on the job may pose serious safety and health risks.

All persons offered a position in the agency must pass a pre-employment drug test within 24 hours of the job offer.

Employee drug testing will be conducted pursuant to state and federal law. Accordingly, all bus drivers and supervisor of the bus drivers are required to pass a pre-employment drug and alcohol test. Once employed, these employees are required to submit to random drug testing and post accident drug and alcohol testing.

Effective Date: 04-19-94
Revision Date: 02-15-00

## 718 Problem Resolution

Community Action is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Community Action supervisors and management.

If employees disagree with established rules of conduct, policies, or practices, they may express their concern through the problem resolution procedure.

If a situation occurs when an employee believes that a condition of employment or a decision affecting the employee is unjust or inequitable, the employee is encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. Employee presents problem to immediate supervisor after incident occurs. If supervisor is unavailable, the employee may present the problem to the Program Director.
2. Supervisor responds to problem during discussion or after consulting with appropriate management, when necessary. Supervisor documents discussion.
3. If the employee is not satisfied with the supervisor's decision an appeal may be made to the Program Director. The Program Director meets with the employee and documents discussion and decision.
4. If the problem is unresolved, the employee presents the problem to the Executive Director in writing.
5. Executive Director reviews and considers problem. Executive Director informs employee of decision and forwards copy of written response to the Program Director for employee's file. The Executive Director has full authority to make any adjustment deemed appropriate to resolve the problem.
6. If, after discussing the problem with the Executive Director, the employee is not satisfied, the employee will have five (5) working days to file a written request for a hearing with the Board of Directors at the next scheduled meeting of the Board. The decision of the Board of Directors shall be final.

Effective Date: 04-19-94
Revision Date: 00-00-00

## 802 Recycling

Community Action supports environmental awareness by encouraging recycling and waste management in its business practices and operating procedures. This support includes a commitment to the purchase, use, and disposal of products and materials in a manner that will best utilize natural resources and minimize any negative impact on the earth's environment.

The simple act of placing a piece of paper, can, or bottle in a recycling container is the first step in reducing demand on the earth's limited resources. Success of this program depends on active participation by all of us. Employees are encouraged to make a commitment to recycle and be a part of this solution.

Community Action encourages reducing and, when possible, eliminating the use of disposable products. Source reduction decreases the consumption of valuable resources through such workplace practices as:

- Two-sided photocopying
- Routing slips for reports
- Reusing paper clips, folders, and binders
- Turning lights off when not in use

Whenever possible, employees of Community Action are encouraged to purchase products for the workplace that contain recycled or easily recyclable materials. Buying recycled products supports recycling and increases the markets for recyclable materials.

By recycling, Community Action is helping to solve trash disposal and control problems facing all of us today.