

YVEDDI EMPLOYEE HANDBOOK INDEX

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SECTION I

INTRODUCTION AND MANUAL PURPOSE

In every organization it is necessary to establish a framework by which all Human Resources Policies and Procedures can be administered fairly, effectively, and consistently.

With this goal in mind, this manual has been prepared as a reference source for you. Any policy, however, is only as good as its implementation. You are the individuals who must implement our principles into action, and it is you that we depend on for the successful development of a productive and harmonious working environment for our employees. Accordingly, we request that each of you thoroughly familiarize yourself with the contents of this manual, in order that all Human Resources Policies may be administered in a knowledgeable manner.

The Executive Director, acting as Director of Human Resources, and in consultation with the Board of Directors, will be responsible for overall development and publication of pre-approved policies. All supervisory and management employees are responsible for ensuring compliance with those policies and for proper maintenance of this manual assigned to them.

We trust that this manual will be a tool that you can utilize by making your area of responsibility more valuable and beneficial.

Sincerely yours,

Jo Ann Larkins
Executive Director

Jack G. Koontz
Chairman
YVEDDI Board of Directors

SECTION II HISTORY/PURPOSE/ MISSION STATEMENT

HISTORY

Organized in 1965, the Yadkin Valley Economic Development District, Inc. (YVEDDI) is a private non-profit corporation designated as the Local Community Action Agency (CAA) that administers Human Services and Community Development Programs. The Programs are funded through Federal, State, County Governments, United Way, and other resources. Laws, regulations, and funds limit all services provided.

Serving the counties of Davie, Stokes, Surry, and Yadkin, the YVEDDI has a 28 member Board of Directors and some 230 employees, including 175 Regular full-time.

PURPOSE

1. To administer high quality human services programs of federal, state, and local governments and other appropriate funding sources in the Counties of Davie, Stokes, Surry, and Yadkin.
2. To work with the three significant groups in the community – that is, the low-income, the public sector, and the private sector – to seek out, identify, and eliminate the causes and conditions of poverty, and to strengthen development within this community.
3. To make the entire community more responsive to the needs and interests of the low-income and the community by mobilizing resources and bringing about a greater institutional sensitivity.
4. To plan and develop a system of priorities among projects, activities, and areas as needed for the most effective and efficient use of resources.

MOTTO

“We Deliver More Than Promises”.

SECTION III AT WILL DOCTRINE

The YVEDDI Board of Directors trusts that the relationship with all employees is mutually rewarding and satisfying. However, the YVEDDI cannot and does not promise anyone employment for any length of time. Employment with the YVEDDI is “at will” within applicable state and federal laws. You, the employee, or we (YVEDDI) may end your

employment with us at any time for any reason. No one may make an exception to this. This policy and procedure manual, and any subsequent handbook, sets forth our plans, programs, and practices, as well as many of our policies and procedures, in effect at the time this manual was written. However, neither this manual, handbook, nor any other statement – oral or written – is a contract for employment for any period of time or a contract that any practices, policies, or procedures will continue.

Of course, the YVEDDI may change any of our policies, practices or procedures, including the provisions of this manual, as we deem appropriate from time to time.

SECTION IV IMPLEMENTATION

I. BOARD OF DIRECTORS

- A. The YVEDDI Board of Directors has responsibility for final adoption of Employment/Personnel Policies.
- B. The Board of Directors has responsibility for review and approval of all actions of its Personnel Committee and any action of a Program Policy Council.
- C. The Board of Directors has responsibility to serve as the final YVEDDI appeal process for unresolved grievances.

II. PROGRAM POLICY COUNCILS

If applicable Laws or Regulations or grant(s)/contract(s) mandate, a Program Policy Council may be involved in certain Employment actions.

The Head Start Policy Council will be involved in all employment/personnel activities of the Head Start Program. A detailed description of the Policy Council's role is included in Section XXIII of this manual.

The involvement of a Program Policy Council will be set forth in the By-Laws or Task Description or Procedures of each Council and in Program issuances drafted by Administrative Staff and adopted by the Council and submitted for approval by the Personnel Committee of the Board of Directors and then the Board of Directors.

III. PERSONNEL COMMITTEE

- A. The Personnel Committee of the Board of Directors monitors the implementation of these policies and procedures by the Administration/Management and any Program Council by reviewing Staff Personnel Actions, Staff Performance Evaluations, and general Employment related activities.

- B. The Personnel Committee reviews Administrative Policies and Procedures related to Employment related activities.
- C. The Personnel Committee considers appeals of Administrative actions affecting individual Employees.

IV. PRESIDENT/EXECUTIVE DIRECTOR

- A. The President/Executive Director is responsible for interpretation and for administrative implementation of Employment activities to insure compliance with applicable Laws, Regulations, Grant(s)/Contract(s) conditions, and Board policies.
- B. The President/Executive Director administers Employment activities in consultation with the Personnel Committee and applicable Program Councils.
- C. Programs Administrative/Operations Managers/Directors/ Coordinators are delegated authority by the President/Executive Director to assist to carry out Employment activities subject to review and approval of the President/Executive Director.
- D. Through Administration/Management policies and procedures, the President/Executive Director shall act to insure Employment practices and activities are legal and provide fair treatment, which shall be subject to review by the Personnel Committee and Board of Directors.

V. DELEGATE SUB-CONTRACTORS

Employment policies and procedures of a Delegate Sub-Contractor for the operation of any Program/Project must comply with applicable Laws, Regulations, and Grant/Contract conditions.

VI. CONFLICT OF INTEREST PROHIBITION

No individual or group of individuals of the Board of Directors or Program Council may use Board or Committee representation or structure for the benefit or gain of an individual Employee or Applicant.

Board or Program Council representatives are not directly involved in Employment actions and internal management, but are to insure compliance with laws, regulations, grant/contract conditions, policies and procedures, and that fair treatment is given by the Administration/Management in all Employment activities.

Employees who request or seek special individual treatment from Board or Program Council representatives shall be deemed to be insubordinate and will be subject to applicable adverse sanctions.

VII. PROTECTION OF VOLUNTEER REPRESENTATIVES

The Administration/Management shall advise and act to protect individual or group Board or Program Council representatives from any personal liability being incurred for their involvement as volunteer services.

VIII. SUBORDINATION

The Policies and Procedures in this Manual and related Administrative or Program issuances are subordinate to any applicable Federal, State, Local Governments Laws/Ordinances and Regulations and Grant(s) or Contract(s) conditions.

IX. ILLEGAL DISCRIMINATION

Employment policies and practices that are illegal under Federal or State Non-Discrimination Laws and Regulations will not be tolerated.

The YVEDDI believes and practices affirmative Anti-Discrimination for employment activities, goods, services, and facilities so as to comply with applicable laws and regulations.

Refer to Instruction #B 5 for Illegal Discrimination and Harassment Policies and Procedures.

X. AMENDMENTS AND ADDITIONS

Amendments to the Human Resources Policies and Procedures Manual and the Employee Handbook will be made as deemed needed and will be issued as replacement or addition after adoption by the Personnel Committee and Board of Directors.

XI. AVAILABILITY

Each Employee shall review a copy of the Human Resources Policies and Procedures for reading, discussion, and questions within the first week of employment and reflect such on the "Welcome Aboard" form completed. A copy of the Human Resources Policies and Procedures Manual shall be maintained by each Supervisor and Program Director/Manager and each Employee will receive a copy of the Employee Handbook, which shall be kept up-to-date and distributed by YVEDDI Management.

**SECTION V
COMPLIANCE WITH EMPLOYMENT LAWS**

I. AFFIRMATIVE ACTION

The YVEDDI shall act affirmatively to comply with Federal, State, and Local Governments Laws/Ordinances related to Employment.

II. FAIR LABOR STANDARDS ACT

A. Overtime Provisions

1. The Work Week is Sunday through Saturday.
2. Employees Not Exempt shall not be permitted to perform more than forty (40) hours of Work each Work Week unless compensated at a rate of one and one-half times the normal compensation. Paid Leave is not Work Hours.

Hours exceeding more than five (5) hours within a workweek for each employee shall be prior authorized by the Program Manager/Director and reviewed with the Executive Director for future actions, if necessary, except in situations beyond their control or in case of an emergency, upon which time the employee will contact the supervisor at the first opportunity possible.

3. Employees designated as eligible "Exempt" Employees will be awarded "Compensatory Time" for hours worked over forty (40) hours in a Work Week.

B. Each fully completed in ink (not pencil) record of Work Hours (Time Sheet) and Leave MUST be TRUE, CORRECT, AND ACCURATE. Falsification of Time Sheet will not be tolerated.

1. Assigned Supervisor is responsible to insure Time Sheets are maintained daily and correctly.
2. Any belief of incorrectness shall be noted by the Supervisor and/or Program Manager in a different color of ink, dated, initialed and shall be resolved mutually with the affected Employee prior to submission for compensation payment by the Accounting Department.

C. The YVEDDI recognizes the rights of its Employees to join together for collective bargaining as defined by applicable Laws and Regulations.

III. HEALTH AND SAFETY

A. The YVEDDI shall act affirmatively to provide a healthy and safe working environment for each Employee as required under Federal and State Occupational Health and Safety Act (OSHA) Laws and Regulations.

B. Refer to Health and Safety Program Policy and Procedures issued by Administration/Management.

IV. CIVIL RIGHTS AND EQUAL OPPORTUNITY

A. The YVEDDI shall act affirmatively to comply with Civil Rights and Equal Opportunity Laws and Regulations.

- B. Refer to Illegal Discrimination and Harassment Policies (Instruction #B 5 series) and related Administrative issuances.

V. DISABLED AND HANDICAPPED

- A. The YVEDDI shall act affirmatively to comply with the Federal Rehabilitation Act of 1973 as amended and the Americans with Disabilities Act and applicable Regulations - as well as applicable State Laws and Regulations.
- B. Refer to Policies and Procedures issued by Administration/ Management.

VI. FAMILY MEDICAL LEAVE

- A. The YVEDDI shall comply with Federal and State Laws and Regulations governing Family Medical Leave, including the Family Medical Leave Act.
- B. Refer to Policies and Procedures issued by Administration/ Management.

VII. DRUG AND ALCOHOL FREE WORK ENVIRONMENT

- A. The YVEDDI shall comply with Federal and State Laws and Regulations regarding providing and maintaining a Drug and Alcohol Free Work Environment.
- B. A Pre-Employment, Post Accident, and Random Testing and Follow Up Program policy and procedures will be implemented as required by funding sources.
- C. Refer to Policies and Procedures issued by the Administration/Management.

VIII. OTHER LAWS

- A. The YVEDDI will act to comply with all other Laws and Regulations affecting Employment; including but not limited to:
 - 1. Age Discrimination Act
 - 2. Equal Pay for Equal Work
 - 3. Lawful Use of Lawful Products
 - 4. Hatch Act (Political Activities)
 - 5. Child Abuse, Child Neglect, Domestic Violence, and Stalking
 - 6. Prohibition Against Acceptance of Gifts and Gratuities
 - 7. Mis-application or Embezzlement of Funds
 - 8. Abuse, Mis-use, Damage, or Loss of Property
 - 9. Conflict of Interest
 - 10. Outside Employment
 - 11. Immigration and Reform Control Act
 - 12. Soliciting and Sales
- B. Refer to policies and procedures issued by Administration/ Management.

SECTION VI EMPLOYMENT

I. ORGANIZATIONAL PLAN

- A. Administration/Management staff based on requirements of each applicable funding grant/contract requirements will establish an organization plan (which has been defined as the work plan identified in the grant application) for employees, other employees, and volunteers needed to implement each specific program/project.

A Job Description that complies with applicable Laws and Regulations will be issued by the Administration for each needed job position.

- B. Administration/Management staff will develop and issue needed Organizational Chart(s) for each Program and for the total corporate structure that illustrates a "Chain of Command".
- C. All plans, descriptions, and charts will be reviewed at least annually and updated if necessary. Any and all changes will be communicated once approved.

II. SELECTION RESPONSIBILITY

- A. Generally, the assigned Supervisor working under the guidance of the applicable Program Administrator will be responsible for recruitment, interviews, and recommendations for subordinate employee.
- B. This general assignment is conditioned upon the involvement of and any role a Program Policy Council is mandated or requested to perform.
- C. The assignment and process for non-Employees and Volunteers will be governed by applicable grant/contract and Program Administration policies and procedures.
- D. To insure compliance with Laws, Regulations, and Policies and to insure appropriate action is taken, the President/Executive Director has responsibility for the selection process and each appointment for employees.
- E. The basic standard for selection of an Employee is that the person has the qualifications, abilities, and skills to perform essential tasks of the job position.
- F. Current Staff Priority
First priority for selection should be consideration of current staff for

opportunity for transfer or promotion if the Employee(s) has demonstrated capacities, abilities, skills, and requirements to perform the tasks of the Job Position available.

III. RECRUITMENT

- A. The applicable Program Administrator will issue a Job Notice for each job position opening, which relates the Job Position Title, Program/Project, base work site location, projected start date, general work schedule, compensation range, applicable Job Description, general requirements, and applicable contact person.
- B. Each Job Notice will be posted at the District Administrative Office, applicable County Services Centers, and sent to the N. C. ESC.
- C. If funds permit and needed, advertisements will be placed in applicable County newspaper(s).
- D. If deemed needed for affirmative action and to attract applicants with special skills or abilities, the Job Notice may be sent to area colleges, universities, and other referral sites.
- E. Generally at least a minimum of two weeks period of time should be allowed for applications.
- F. Each Applicant will be required to fully complete the YVEDDI Application Form and may attach a resume' and other pertinent information.
- G. All applications received will be placed in a labeled file folder along with the applicable Job Notice and note of date copy sent to the N. C. ESC. This Application File will remain valid for use for up to 180 days for any opening for the same Job Position.
- H. A separate application is required for Each Job Position announced. No "general" application file is maintained.
- I. Based on an annual Job Notice, positions that require Substitutes (such as Transportation Drivers and Head Start Center staff) may be selected from "standing"/continuing applications received.

IV. SELECTION

- A. At the end of the application period, if time permits, the assigned Supervisor(s) will select at least six (6) - if sufficient applications have been received - potentially qualified Applicants for securing references immediately from former employers and others.
- B. The assigned Supervisor(s) will select at least three (3) - if sufficient

applications have been received - of potentially qualified Applicants for notification of scheduled interviews.

- C. All interviews will be conducted in compliance with applicable Laws and Regulations - such as Non-Discrimination and the Americans with Disabilities Act.
- D. Current Employees shall receive priority consideration for interviews and selection if needed skills, abilities, and requirements are evidenced and/or have been demonstrated.
- E. After interviews have been completed, the assigned Supervisor(s) will recommend a qualified Applicant for approval of the applicable Program Administrator for issuance of a Pre-Job Offer. If approved, a Pre-Job Offer letter with required documents for completion for return will be issued to the selected Applicant.

The selected Applicant should be allowed if possible at least five (5) days to consider the Pre-Job Offer and return the required completed documents.

- F. Upon return of the Pre-Job Offer required documents, the assigned Supervisor(s) will review each document for full completion, negotiating any Accommodations needed or requested pursuant to the Americans with Disabilities Act, and continued eligibility for employment based on other factors - such as Legal Resident Alien or Citizen, Child Abuse/Neglect/Family Violence Record.
- G. If the selected Applicant Pre-Job Offer documents and subsequent information and negotiations are accepted, a Final Job Offer/Letter of Assignment with attached Job Description and other employment related documents for completion and return will be completed by the assigned Supervisor(s) for approval by the applicable Program Administrator and President/Executive Director.
- H. If approved, the Letter of Assignment package will be sent to the selected applicant, a Letter of Regret sent to other applicants, and the Application Folder filed by the Administration Office for retainage for at least three (3) years.

The Personnel Action/Employment Package for the selected Applicant will be sent to the Accounting Office for processing.

V. ORIENTATION

- A. Each new Employee will be provided Orientation to YVEDDI Job Position, Job Site(s), and Employment and Program/Project policies and procedures.

- B. A "Welcome Aboard" Orientation form and other related employment forms will be completed as scheduled.

VI. INITIAL PROBATION

- A. A new Employee or a current Employee transferred or promoted to a new Job Position will be on Initial Probation for three (3) months following the date of appointment.

During this period of time, the Employee must demonstrate adequate and satisfactory performance for tasks assigned.

- B. If the Employee's performance is not satisfactory and adequate during the Initial Probation, the Executive Director will review any request to extend the probationary period, and if approved, the reason will be documented for future reference and the time period will be extended up to an additional thirty (30) days.
- C. Failure to achieve satisfactory and adequate performance will result in termination from the Job Position appointment.

VII. TYPES OF APPOINTMENTS

- A. Vocational Work Experience or Training

The YVEDDI may sponsor and/or participate in various Federal and State Government Vocational Employment and Training Programs and College Work Study Programs.

Employees or outstationed persons will be covered by Laws, Regulations, and grant/contract/agreement applicable to these positions/persons.

YVEDDI policies will apply to these positions/persons unless in conflict with applicable conditions related above.

Generally, these positions/persons are not eligible for Paid Leave and non-mandated fringe benefits.

- B. Temporary Part-Time

1. Employed with planned pre-determined termination date for less than 90 days and to work less than 30 hours weekly.
2. Not eligible for any non-mandated fringe benefits or paid leave.

- C. Temporary Full-Time

1. Employed with planned pre-determined termination date for less than 90 days and to work 30 or more hours weekly.
2. Eligible to earn Holiday Leave for Holiday during that period.
3. Not eligible for any other non-mandated fringe benefits or paid leave.

D. Regular Part-Time

1. Employed to work for less than 30 hours weekly.
2. Eligible to earn proportionately paid leave.
3. Eligible for Retirement/Pension Plan.
4. Eligible for optional fully Employee paid fringe benefits.

E. Regular Full-Time

1. Employed to work 30+ hours weekly.
2. Eligible to earn paid leave.
3. Eligible for Retirement/Pension Plan, Health/Life Insurance Plan, and optional fully Employee paid fringe benefits.

VIII. CLASSIFICATIONS

A. Trainee

An Employee with no record of experience of the tasks of the position is employed as a "Trainee". The minimum amount of time to be classified as a "Trainee" is six (6) months, unless outstanding performance of job tasks is demonstrated. If job tasks productivity is acceptable, a one step incentive pay increase may be granted within three to six months.

A Trainee may be advanced to the "Experienced" Step 1 after six (6) to twelve (12) months of employment if work performance productivity merits such.

B. Experienced

An Employee with a record of experience of the tasks of the Job Position is employed at "Experienced" Step 1, unless previous experience, training, and work performance justifies a higher step.

IX. NEPOTISM

A. No person shall hold a job while he/she or a member of his/her immediate family serves on the Board or Committee/Council if that Board or Committee/Council has authority to order personnel actions affecting his/her job.

B. No person shall hold a job over which a member of his/her immediate family exercises supervisory authority.

C. No person shall hold a job while either he/she or a member of his/her immediate family serves on a Board or Committee which, either by rule or practice, regularly nominates, recommends, or screens candidates for the agency or program by which he/she is employed.

- D. For purpose of this part, a member of an immediate family shall include any of the following persons:

Husband	Wife
Father	Father-in-law
Mother	Mother-in-law
Brother	Brother-in-law
Sister	Sister-in-law
Son	Son-in-law
Daughter	Daughter-in-law
Grandparents	Grandchildren
Fiancé'/Fiancée	Fiancé's/Fiancées Close Relative
Step-parents	Step-children

- E. The Board of Directors, its Personnel Committee, and its Program Committees/Councils are not involved directly in Administration/Management, but serve to review and monitor employment activities.

Any Board, Committee, or Program Council or individual representative may make referrals or recommendations (not mandate) to the Administration/Management for consideration.

X. ATTENDANCE AT BOARD OF DIRECTORS MEETING

Within four (4) months after employed, each Regular Full Time Employee is required to attend a Board of Directors meeting so that each Employee is recognized by the Board and each Employee is familiar with Board governance.

**SECTION VII
EMPLOYMENT CONDUCT**

I. SOLICITING AND SALES

Each year we receive many requests from organizations and individuals seeking permission to solicit employees in our facilities for various causes, or asking that we carry on solicitations for them. Many of these requests are made in support of worthwhile endeavors, which are commendable in their aims. However, permitting all such solicitations would result in complete confusion and seriously impair the efficiency of our operations. Consequently, we have found it necessary to limit such solicitations by the following rules:

- A. Solicitations seeking payments, contributions, memberships, signatures or funds, and other similar campaigns are not permitted on agency premises at any time by persons not employed by the agency.

- B. Solicitations of the type described above are not permitted by employees during working time or in working areas.
- C. Any soliciting for charitable purposes must be sanctioned by the President/Executive Director.
- D. Any solicitations from outside salespersons must be prior approved in writing by the President/Executive Director.
- E. Any sales by an Employee at Employer Work Sites or Work Environments must be prior authorized in writing by the President/Executive Director.
- F. Duplication and supplies for personal use may be made via the central purchasing system, with costs for sales taxes and processing included.

II. PERSONAL PROPERTY

- A. Any personal property to be located at Employee Work Site or Environment must be prior approved and clearly labeled as to ownership. Personal ownership must also be documented on the Agency's Personal Property Form, Property #8 (2). The Employer will not be liable for any damage or loss for personal property.

III. EMPLOYER PROPERTY

- A. Each Employee is responsible to use, maintain, and safeguard properly all Employer Property assigned to the Employee and to assist to insure all Employer property is used, maintained, and safeguarded properly.
- B. Any loss, abuse, or damage to Employer property is to be reported to appropriate Supervisor or Management staff immediately.
- C. Information received at workshops, conferences, seminars, etc. is Employer property and to be used for the benefit of the Employer and submitted to applicable Supervisor for follow up use.

IV. GIFTS AND GRATUITIES

- A. Federal and State Laws and Regulations prohibit Employee or Board representatives from receiving gifts, gratuities, or money from persons receiving benefits except as authorized to be contributed or donated to the Employer as the non-profit corporation sponsor and for the general benefit and use for a specific Program or Project purpose or activity.
- B. Any contributions or donations of cash, property, or In-Kind Matching Services are to be accounted for properly.

V. DRESS

- A. Each Employee is expected to dress appropriately for assigned tasks and work environments.
- B. Specific Dress may be required for certain jobs as determined by the Administration/Management.
- C. Any Dress must comply with Occupational Safety requirements so as to lessen any exposure for Employee bodily harm.

VI. RELATIONSHIPS

- A. Intimate personal relationships between Employees, Board representatives, Clients, or Vendors can lead to misuse of Employer resources, work performance problems, facilities, or conflict of interest. Such relationships are discouraged and will not be allowed to interfere in any way with agency business.
- B. Any relationship that brings the Employer into actual or appearance of disrepute in the Community or has actual or appearance of conflict of interest or favoritism will not be tolerated.

VII. OUTSIDE EMPLOYMENT

- A. Each Employee shall inform the Administration/Management in writing of any other anticipated employment or personal business enterprise while off-duty before such employment or personal business enterprise begins. The notice shall be given to the immediate supervisor for review action, who shall forward it to the Executive Director for final approval.
- B. Each Employee shall notify the Employer annually (on July 1) of continued outside employment or personal business enterprise.
- C. Planned changes in location and duties of outside employment or personal business enterprise shall also be reported to the Employer in writing at the time of anticipated change.
- D. No outside employment or personal business enterprise of an Employee may utilize Employer related contacts for personal gain.
- E. No outside employment may interfere with assigned work tasks and schedule.

VIII. EMPLOYMENT RELATED ORGANIZATIONS

- A. Employees are encouraged to join and participate in assigned work related professional organizations.

Memberships dues for appropriate organization may be made by payroll deductions.

- B. Employees have a legal right to join together for collective bargaining.

IX. OFF-DUTY

- A. Employees may utilize Employer related information and relationships only to further legal purposes that do not result in actual or appearance of conflict of interest.
- B. Employees are cautioned not to make statements or take actions that may bring the Employer into disrepute in the Community or that may represent the Employer in a manner not sanctioned by the Employer, to include any kind of criminal or civil offense involving arrest on or off the job.

X. USE OF EMPLOYER RESOURCES

- A. No Employee may use Employer resources (money, property, paid time, etc.) for non-Employer related or non-Employer authorized purposes.
- B. Theft, Embezzlement, Mis-Application, damage, or destruction of resources will not be tolerated and will result in employment termination and usually legal warrant(s) being issued.
- C. Excessive use of Employer telephone, personal cell phones, Internet, and e-mail and paid time for family and personal affairs will not be tolerated
- D. Employee will be allowed to make personal long distance calls. These calls must be logged and logs turned into the appropriate personnel for billing.

XI. COMMUNITY CONCERNS

- A. Concerns about an Employee from a person in the Community will be requested to be placed in writing by the person expressing such concern(s) and submitted to the appropriate Administration/Management staff for follow up.
- B. Information received in writing or anonymously will be investigated by responsible Administration/Management staff to determine validity and any appropriate follow up actions.
- C. Administration/Management staff must insure that appropriate due process rights and the general character of the Employee are protected.

XII. SUGGESTIONS

- A. Each Employee is encouraged to make oral or written suggestions to improve efficiency and effectiveness of Employer activities.

- B. Suggestions that result in more effectiveness and efficiency will be rewarded based on results that occur. Such rewards may include depending on resources available:
- Commendation
 - Paid Leave
 - Recognition certificate, pin, or plaque

XIII. FAIR AND EQUAL TREATMENT

Administration/Management and supervising staff shall act to insure Fair and Equal Treatment is afforded to each Employee in all employment related activities, including compensation, tasks assignments, work schedules, equipment, supplies, positive and adverse personnel actions, grievances processing, and general work environment.

XIV. CONFLICT OF INTEREST

- A. Actual or appearance of Illegal Conflict of Interest among or between Employees, Board/Committees/Program Councils Representatives, and Vendors/Providers of goods and services will not be tolerated.
- B. Any potential Conflict of Interest must be disclosed prior to any transaction for review and approval by the Administration/Management, appropriate Board Committee, and the Board of Directors.
- C. Refer to separate Board and Administration Policies and Laws and Regulations for further information.

SECTION VIII COMPENSATION

I. COMPARABILITY

- A. At least every five years or as needed based on specific programs, the Administration/Management is responsible to secure information on compensation (wages and benefits) provided by other Employers for their employees that perform similar tasks as YVEDDI Employees.

This comparability information may be from U. S. DoL, N. C. DoL, N. C. ESC, generic studies, Program(s) Associations, direct surveys, and other applicable sources.

Compensation provided to Employees should not exceed or be less than twenty percent (20%) for average paid to similar Job Position in this job market area.

Comparability studies and resulting recommendations will be reviewed with the Personnel Committee (and applicable Program Council(s) for consideration.

- B. Periodically the Administration/Management should make internal reviews to insure fairness of equal pay for equal work.
- C. Any comparison must consider factors of longevity, special skills needed and evidenced, responsibilities of each Employee, and the Job Position.

II. RATES SCHEDULE

- A. The Administration/Management is responsible to recommend periodically a Compensation Schedule for pay rates that reflects:
 - Grades/Levels based on tasks, responsibilities, skills, and requirements
 - Trainee and Experienced Classifications
 - Steps for pay increase opportunities
- B. Generally a Supervisor pay rate should not exceed more than twenty percent (20%) of the subordinates pay rates.

However, longevity, number of subordinate staff, number of Programs/Projects and other factors affect such.

- C. Generally, pay increases for any Employee should not exceed twenty percent (20%) in a fiscal year - unless a promotion of more than one Grade/Level or other mitigating conditions are involved.
- D. All pay rates are hourly rates.

III. PAY INCREASES

- A. Any Pay Increase is conditioned upon funds being available for each applicable Program/Project and any grant/contract conditions that apply.
- B. Cost of Living Adjustment (COLA)
Based on information related to the Cost of Living Increase (inflation) issued by the U. S. DoL and considering funds potentially available from all sources for all Programs/Projects, the Administration/Management will recommend annually any COLA pay increase for consideration by the Personnel Committee and the Board of Directors.
- C. Performance
 - 1. An Employee on Initial Employment Probation and classified as a "Trainee" may be considered for a one-step increase each three (3) months until classified as "Experienced".

2. An Employee whose work performance and productivity are Outstanding beyond what is expected may be considered for pay increase not to exceed two (2) steps each Fiscal Year.
3. A Work Performance Evaluation must accompany each recommendation.

D. Additional Duties

1. An Employee who has demonstrated that assigned tasks can be easily accomplished and can assume other tasks that Employee may be assigned needed additional tasks to be done and be compensated with pay increase not to exceed two (2) steps each Fiscal Year.
2. A Work Performance Evaluation and list of specific additional tasks to be done must accompany each recommendation.

E. Promotion

1. A "Promotion" involves the assignment to a higher "Grade/Level" for the Job Position and a different Job Description to reflect additional Programs/Projects and/or needed special/complex tasks that are assigned.
2. A Work Performance Evaluation and Letter of Assignment with justification and explanation of expanded work assignments will accompany each recommendation.

F. Job Related Education Attainment

1. Employees required to participate in training and receive certification in job related skills should receive up to two (2) step pay increase.
2. A copy of the certification attained and letter of justification will accompany each recommendation.

IV. PAY PERIOD

- A. Payroll Pay Periods are every two weeks.
- B. Employee Record of Time (Time Sheet), Leave, Call In Notes, Travel, and other required documents and information for each payroll period will be submitted to the applicable Program Administrator the Monday following the end of the pay period.
- C. Normally, and if possible, Travel Reimbursement and any due reimbursement will be processed and available for distribution to employees on Thursday following the end of a pay period. All Employees are required to participate in Direct Deposit of Payroll.

SECTION IX BENEFITS AND DEDUCTIONS

I. MANDATED PAYROLL DEDUCTIONS

- A. The Employee "contribution" for Social Security and Medicare is a required payroll deduction.
- B. The Employee Federal and State Income Taxes are required payroll deductions, with the deduction determined by W-4 forms completed and schedules issued.
- C. Garnishments
Employees who fail to pay income, property, or other assessments by the Federal and State Governments or Court Ordered may have required payroll deductions according to Garnishment Orders received by the Employer.

II. EMPLOYER REIMBURSEMENT

Based upon mutual agreement between the Employer and the Employee, deductions may be made for any Advance Pay or other Reimbursement owed to the Employer.

III. MANDATED EMPLOYER FRINGE BENEFITS

- A. The Employer pays Federal Government required share for Social Security and Medicare "contributions".
- B. The Employer pays for required Workers Compensation Insurance.
- C. The Employer pays for required Unemployment Insurance.

IV. OTHER EMPLOYER FRINGE BENEFITS

- A. The Employer pays for Fidelity Bond Insurance.
- B. The Employer pays for General Liability Insurance.
- C. The Employer contributes to Retirement/Pension Plan for Eligible Employee.

Employee may voluntarily contribute to the Pension Plan up to the limit imposed by Law or Regulation.

Refer to Retirement/Pension Plan description.

- D. The Employer contributes to Health and Life Insurance Plan.

Refer to Plan description.

V. EMPLOYEE OPTIONAL FRINGE BENEFITS DEDUCTIONS

- A. An eligible Employee may elect to participate in and pay for Health (Medical) Insurance Plan approved by the Employer.

Refer to Health Insurance Plan description.

- B. An eligible Employee may elect to participate in and pay for Life Insurance Plan approved by the Employer.

Refer to Life Insurance Plan descriptions.

- C. An eligible Employee may elect to participate in and pay for ERISA Section 125 "Before Tax Cafeteria Plan" for various optional insurances approved by the Employer.

Refer to Cafeteria Plan descriptions.

- D. An eligible Employee may elect to participate in and pay for other optional insurances and benefits approved by the Employer.

Refer to applicable Plans descriptions.

- E. An Employee may authorize the Employer to make payroll deductions for U. S. Savings Bonds or Bank/Credit Union Savings Accounts.

- F. Professional Organizations Membership Dues
Each eligible Employee is encouraged to join and participate in job related professional organizations and to have membership fees deducted from payroll.

Refer to separate Board policy.

- G. Recognitions
Each Employee is encouraged to contribute annually through payroll deductions the adopted amount to be pooled for Recognition for hospitalization and deaths of fellow Employees, Board Representatives, and others.

Refer to separate Board policy.

SECTION X WORK SCHEDULES

I. WORK WEEK

The Employee Work Week under the FLSA is Sunday through Saturday.

II. WORK SCHEDULE

- A. Regular Work Schedules are general and work required to be done may require Employee to vary from these standard schedules.

The Employer reserves the right to assign Work Schedules as needed for each Employee.

B. District and County Service Centers

- Monday through Friday – 5 days per week - 8:00 a.m. - 4:30 p.m. (30 minutes non-paid time for lunch).
- Or 4 days per week – 8:00 a.m. – 6:30 p.m. (30 minutes non-paid time for lunch).
- Or 4 days per week – 7:00 a.m. – 5:30 p.m. (30 minutes non-paid time for lunch).

C. Other Service Centers and Work Sites

Each Program Administrator based upon Program requirements and in consultation with any Program Council will establish standard general work schedules for each Center or other Work Site.

D. Flexible Work Schedule

If needed due to justifiable reasons and causes, a Program Administrator may consider a written request for an Employee to vary temporarily from the regular work schedule. The recommendation of the Program Administrator will be reviewed by the President/Executive Director for a final decision.

SECTION XI LEAVE FROM ASSIGNED WORK SCHEDULE

I. REQUEST

All absences from regular work schedule, except for Holidays, must be justified via a completed Leave Request as issued by Management and is subject to approval by Management.

II. EMERGENCY ABSENCE

If absent from work site for more than 30 minutes without prior request and approval due to illness or other emergency the applicable Supervisor shall be notified as soon as possible the same day by the affected Employee, which will be recorded on a Call In Absence Notice to be attached to the applicable Pay Period Leave Request and Time Sheet.

III. MEAL TIME

Thirty minutes of unpaid leave from or on the work site is allowed for each regular meal time, unless Employee is required to be on site as part of paid time regular work schedule (such as Head Start Teachers and Assistants).

IV. BREAK TIME

Up to 15 minutes (or portion thereof) of paid time for each 8-hour assigned work day equivalent is provided as Break Time and does not have to be documented on Time Sheet. Use of Break Time is expected to be on site at the assigned work site and when work assigned permits.

V. PAID LEAVE

A. Eligible Employees earn Paid Leave as given under each type. No Paid Leave of any kind is earned for Leave Without Pay or for Overtime Pay beyond regular work hours.

B. Educational/Career Development
Up to 40 hours each Fiscal Year of paid time may be requested and approved by Eligible Employee for participation in courses, workshops, or seminars that should enable the Employee to provide better services for the Employer.

C. Length of Service
After 15 years of service as an Employee, eligible Employee earns Birthday as Paid Leave. Time Earned is .000257 hour (average 8 hours full-time equivalent) per hour of regular work time for previous 15 years. For Birthday Leave, the full number of eligible hours should be taken at one time and the Leave should be taken within the affected pay period.

An Eligible Employee earns floating Leave for each 5 years beyond 15 years and will be processed as request for approval. Time Earned is .00077 hour per hour of regular work time for previous five fiscal years times number 5-year periods beyond 15 years (average 8 hours full time equivalent).

D. Compensatory Time for Employees Exempt Under the U. S. Fair Labor Standards Act

Compensatory time off for overtime worked may be granted at a time which will least obstruct the operation of the Corporation. Compensatory time is valued at the rate worked.

Compensatory time shall not be allowed to accumulate to more than two hundred and forty (240) hours. The minimum amount of compensatory leave which may be taken off at one time is 15 minutes.

Compensatory leave may be used in cases of lengthy illness after accrued sick leave is depleted and in case of necessary unpaid civil leave and is not intended to be used for "Vacation" Leave. If all annual leave has been depleted, and compensatory time is available, the Executive Director/Coordinator may approve Compensatory time for vacation.

Request for compensatory time should be made in advance. In case of emergencies, however, every consideration will be given to allow compensatory time to be taken without advance approval.

Employees will not be compensated monetarily for accumulated compensatory time upon termination.

E. Civil Leave

1. Jury Duty

Up to 80 hours may be requested and approved. Request for Leave must be documented with copy of legal summons and Court Official documentation for attendance as juror during assigned regular work time.

Employees receive a fee for participating on Jury Duty. At the end of the Jury Duty Service, the employee will have the option of retaining the fee and taking annual leave or compensatory time for time used; or turning in the fee to offset their salary and receiving full pay from YVEDDI.

2. Local Government Boards

Up to eight hours per year may be utilized to attend and attendance must be verified in writing by County or Town Manager/Clerk.

F. Voting for Public Elections

Up to one-half hour may be requested by Eligible Employee for approval if needed due to long lines or other delays.

G. Administrative
President/Executive Director may authorize and approve up to eight hours annually due to severe inclement weather or other justified causes.

H. Holidays
Holiday Leave is earned by eligible Employee based on number of hours worked or on approved Paid Leave for the 6 weeks prior to the affected Holiday (.0333 hour per each hour).

Holidays are:

- 1) New Year
- 2) Martin Luther King
- 3) Good Friday
- 4) Easter Monday
- 5) Memorial Day
- 6) Independence
- 7) Labor
- 8) Thanksgiving
- 9) Christmas Eve
- 10) Christmas

Holidays will be designated by Executive Director/President according to schedule of other local employers.

I. Family Death Leave
An eligible Employee may request and be approved for two days within one week of the death of an immediate family member and must be documented with copy of Funeral Memorial Brochure or newspaper obituary.

Immediate Family of Eligible Employee consists of:

- Parents or Step Parents
- Parents-In-Law
- Children/Step-children
- Spouse
- Brother/Sister
- Grandparents
- Grandchildren
- Daughter/Son In-Law

J. Military Leave
Up to 10 regularly assigned work days per each Fiscal Year may be requested by and approved for eligible Employee to engage in active (not weekend) training as a member of USA or State of North Carolina Military

Service. Request for Leave must include copy of Military Order for the period of time affected and attendance for the affected period documented by appropriate Military Official.

K. Sick Leave

Eligible Employee earns Sick Leave as follows:

	Length of Service	Time Earned Per Regular Hour Worked
	0 - 90 days (3 months)	-0- hour
1 year	4th through 15th month	(av. 2 hrs. mo. FTE*) .0116 hour
2 years	16th through 27th month	(av. 4 hrs. mo. FTE) .0231 hour
3 years	28th through 39th month	(av. 6 hrs. mo. FTE) .0347 hour
4 years	40th plus month	(av. 8 hrs. mo. FTE) .0462 hour

*FTE (Full Time Equivalent)

Request for Sick Leave Pay for more than two consecutive days must be documented by acceptable medical verification.

Sick Leave Pay may be requested and approved for use to be with Immediate Family (See Death Leave for Relationships) who has serious illness.

L. Annual (Vacation) Leave

Eligible Employee earns Annual Leave as follows:

	Length of Service	Time Earned Per Regular Hour Worked
	0 - 90 days	-0- hour
1 year	4th through 15th month	(av. 2 hrs. mo. FTE) .0116 hour
2 years	16th through 27th month	(av. 4 hrs. mo. FTE) .0231 hour
3 years	28th through 39th month	(av. 6 hrs. mo. FTE) .0347 hour
4 years	40th through 63rd month	(av. 8 hrs. mo. FTE) .0462 hour
5 years	64th through 111th month	(av. 10 hrs. mo. FTE) .0578 hour
9 years	111th plus months	(av. 12 hrs. mo. FTE) .0694 hour

Earned, Unused Annual Leave of one Fiscal Year may be carried over for one fiscal year. Earned Annual Leave not used will be credited as Sick Leave.

M. Compensation for Leave

Payment for Earned Leave is conditioned upon funds being available from the applicable Program/Project funds.

Upon termination from employment, earned unused Annual Leave may be paid if applicable Program/Project funds are available.

Compensation for Earned Unused Leave may also be designated by the Employer for eligible purposes under the Family Medical Leave Act.

VI. ASSIGNED WORK SITE ATTENDANCE

Employees may not leave their assigned Work Site unless authorized by assigned Supervisor through Weekly Work Plan and Travel Plan or written note or oral approval.

Supervisors are expected to know generally where subordinate Employees are located at all times during assigned work schedule.

In addition, the assigned Reception Employee(s) at each Service Center is to be informed when each Center assigned Employee leaves the Center during regular work hours and the expected time of return of that Employee.

VII. PARENTAL SCHOOL LEAVE

An Eligible Employee may request and be approved up to eight (8) hours of leave each school year to attend or otherwise be involved in their child's school activities.

See applicable Administrative procedures.

VIII. FAMILY MEDICAL LEAVE

The Employer will comply with the Federal Family Medical Leave Act (FMLA) as set forth in applicable Regulations.

An Eligible Employee may request Earned Paid Leave or unpaid leave for up to a total of twelve (12) weeks in any 12 months for FMLA eligible purposes, which include:

1. Birth of a child.
2. Placement of a child for adoption.
3. Placement of a child for foster care.
4. Employee is needed for care of a family member (child, spouse, parent) with a serious health condition.
5. Employee's own serious health condition that makes the employee unable to do his/her job.

Eligible Employee must have been employed for at least 12 months and has performed at least 1,250 hours of service (cumulatively, not consecutively) during the 12 months preceding commencement of leave.

The Employer may designate Employee Earned Paid Leave to be used for FMLA eligible purposes.

The annual eligibility year period for FMLA will start the date of employment for each eligible Employee.

Refer to Administrative policies and procedures.

SECTION XII COMMUNICATIONS

I. REPRESENTATION

- A. All Employees have certain responsibilities to represent the YVEDDI to the general public, in communications, in conferences, etc. Employees are cautioned not to make commitments or statements that have not been sanctioned by Board or Administration/Management or Program Regulations.
- B. News Releases, public announcements, and speeches that reflect any YVEDDI relationship must be prior approved by the President/Executive Director or applicable Program Manager.
- C. "Lobbying" Congress or the State General Assembly by public tax supported and IRS approved charitable organizations and by Employees acting as YVEDDI representatives or on paid time is restricted by Federal and State Laws and Regulations and must be prior approved by the President/Executive Director.
- D. Use of YVEDDI relationships, information, or employment for outside personal gain or income is prohibited and is cause for employment suspension leading to termination.

II. POLITICAL ACTIVITY

- A. No Employee may use YVEDDI paid time, influence, or authority to interfere with the nomination or selection of anyone for political office.
- B. No Employee may coerce, commend, or advise any Employee or YVEDDI related person to contribute to any candidate or political organization.
- C. Employees shall comply with any applicable restrictions imposed by Federal

or State Laws and Regulations regarding political activity by Employers as a result of a government grant or contract.

III. CONFIDENTIALITY

- A. Most records and information related to clients of services are confidential and can be shared with another party only if applicable client authorizes in writing for specific party to receive specific information.
- B. Most Employee Personnel File information is confidential and can be accessed only by authorized Employer or Employee persons.
- C. Each Board and staff member will sign a Confidentiality Statement.
- D. Information related to internal operations of some activities is restricted and confidential during certain time frames – such as for Economic Development and real estate.

IV. EMPLOYEE DEBTS AND PERSONAL BUSINESS

Contact from and visits by creditors while the Employee is on duty is not tolerated.

Requested confidential employment information authorized by affected Employee for credit application will be processed.

Abuse of paid Employee time for Employee personal business will not tolerated and any necessary should be confined to Break Time, non-paid meal time, or after paid work time.

Personal loans among Employees is discouraged and not sanctioned or tolerated to be done as a part of any Employment activity.

SECTION XIII TRAVEL

I. COMPLIANCE

Any Travel or Per Diem/Subsistence costs must comply with approved Program Work Plan, Budget, and Regulations and be necessary for performance of assigned services.

II. PERSONAL VEHICLES

- A. Transportation costs for prior authorized travel by responsible Supervisor of Employee, Volunteer, Board, and Program Councils Representative and assigned Agents may be submitted for approval for reimbursement from applicable Program funds.

The rate of Reimbursement will be recommended for Board approval by the President/Executive Director based on funds available and not to exceed U. S. IRS approved rate(s).

- B. A Travel Plan attached to Weekly Work Plan will be submitted by each affected person for prior approval authorization by applicable Program Manager/Director.
- C. Out-of-Area Travel may be included on the Travel Plan or on Per Diem authorization form for approval by applicable Program Manager/Director and generally the President/Executive Director.
- D. Expenses for any necessary Parking Fees will be reported on the Travel Plan/Report or Per Diem Report or Reimbursement Request - with receipt documentation attached.
- E. Generally Travel from Employee's Home to Assigned Work Site is not an eligible cost - unless specifically prior authorized for special purposes.

III. CARRIERS

- A. Prior approved Travel by aircraft will be "Coach Class" unless justified otherwise.

Advanced amount will be payable to Carrier or Travel Agency if possible and documentation of costs of travel must be submitted upon return.

- B. Travel by Taxi or airport/hotel limousine must be prior approved and documentation of travel and costs submitted upon return.

IV. PER DIEM AND SUBSISTENCE

Per Diem/Subsistence for prior authorized Travel and events (conferences, workshops) may be advanced or reimbursed.

Rate of Reimbursement will be in compliance with Federal or State Government standards and will be issued by the Administration.

V. DOCUMENTATION

- A. All costs incurred must be documented by applicable receipts and submitted promptly upon return to Program Manager/Director for review approval and submission to Accounting for processing for payment and/or filing with applicable Travel Request.
- B. Excess funds advanced must be repaid and submitted with documentation related above within two (2) weeks of the event (conference/workshop) or all funds advanced will be requested to be returned.

- C. Justifiable costs exceeding advanced funds must be documented for reimbursement.

VI. YVEDDI VEHICLES

Regulations for use of YVEDDI vehicles will be issued in appropriate Administration issuances.

SECTION XIV TRAINING, EDUCATION, AND CAREER DEVELOPMENT

I. PRE-SERVICE

- A. Each new Employee will be provided up to forty (40) hours of paid time during the first month of employment for reading, discussion of, and orientation to YVEDDI policies, procedures, forms, and applicable Program Regulations, policies, procedures, and forms.

Each Employee will complete a "Welcome Aboard" orientation form with assigned Supervisor review to document this Pre-Service training - which will be placed in Employee Personnel file.

- B. Each Program Manager/Director and Program Supervisor will provide Pre-Service Training as necessary for new program employees and volunteers.
- C. Employment and Training Program Participant Employees will be provided up to sixteen hours of orientation to and discussion of YVEDDI and applicable Program/Project Regulations, policies, procedures, and forms - which will be documented for placement in Personnel File.

II. IN-SERVICE

- A. If financially feasible, Employee will be provided opportunities and support for up to eighty (80) hours of In-Service Job Related Training each Program Year.
- B. Regular Scheduled and beneficial Staff Meetings will be organized and provided as often as deemed necessary - which attendance will be mandatory unless excused for justifiable reasons.
- C. Employee will be expected to attend and actively participate in required Training and Education sessions to improve job performance and learn needed information - as required by the Administration and/or funding sources.

III. TRAINING, EDUCATION, AND CAREER DEVELOPMENT

- A. Upon employment, each Employee will complete a Career Development Plan that outlines goals and objectives and courses or workshops desired to assist to improve each Employees career opportunities and performance.

This Plan will be maintained in the Employee's Personnel File and should be updated at least annually by the Employee.

- B. If financially feasible, the Employer will consider and assist Employee to attend and participate in college courses or seminars or other workshops that provide knowledge, skills, and abilities for the Employee to improve.

If financially feasible and work tasks to be done permits, up to three (3) hours paid time for eleven (11) weeks annually may be requested and approved; and costs for applicable registration/tuition. Supplies and books may be requested and approved.

The training applied for must be applicable to the employee's current job responsibilities or a future job with YVEDDI. All employees who have costs for registration/tuition and other fees paid by YVEDDI will be required to submit their final grade to the supervisor for review. Employees who fail courses paid for by YVEDDI will be expected to refund all funds advanced and may not receive further consideration for college courses or seminars where grades are given.

Exceptions can be made for extenuating circumstances, which will be reviewed on an individual basis.

- C. Training Plan
Each Employee is expected to maintain a Program Year Training Plan to record all training attended - which will be submitted for placement in personnel file at the Program Year End.

- D. Documentation
Costs and attendance for Employer assisted Training and Education must be documented and submitted for reimbursement and/or placement in Accounting file.

- E. Equal Opportunity for Participation
The Administration and Program Manager/Director shall insure all Employees are given equal opportunities and support in Career Development Education and Training activities.

SECTION XV PERFORMANCE EVALUATION

I. PURPOSE

A Performance Evaluation of each Employee is conducted according to the schedule listed below to determine successes and deficiencies in completing broad and specific work tasks assigned, general employment and work behavior, and general employment and work traits.

The major objective of the Performance Evaluation is to assist the affected Employee and the affected Supervisor to maintain or improve work tasks assigned.

II. RESPONSIBILITY

The assigned Supervisor has primary responsibility for conducting Evaluation, working in cooperation with the applicable Program Manager.

III. SCHEDULE

- A. Generally Staff Performance Evaluations should be completed as follows:
 - 1. First year of employment/assignment to Job - Quarterly (3 months)
 - 2. Second year - through fourth year - semi-annually (six months)
 - 3. Five plus years - annually (twelve months)
- B. More frequent Staff Performance Evaluations may be completed as needed for outstanding success or deficiencies.
- C. Evaluation for Participant Employees will be completed as required by Program/Project requirements.
- D. Disagreement by the affected Employee with a Performance Evaluation will be processed under Grievance Procedures (Section XV).

SECTION XVI COACHING AND COUNSELING

I. PURPOSE

- A. Rules to work by are necessary for the efficient operation of the Agency's business, for protection of employee's rights, Agency and employee property and for compliance with public law. Our policy is to administer these rules fairly, impartially, and in a non-discriminatory manner. The form of counseling depends on the nature of the offense and prior violations.

Counseling authority rests with employee's supervisor. The form of counseling depends on the nature of the offense and prior violations.

- B. Each of the following is a serious breach of conduct and sufficient cause for termination of employment without warning.
1. Insubordination or refusal to obey Agency's policies, practices, or procedures or direction of supervision pertaining to work or job duties.
 2. Theft or willful destruction of or damage to equipment or property of the Agency, co-employee, or others.
 3. Falsifying employment application or other data requested by the Agency. This includes withholding information in relation to application or other employment documents.
 4. Falsifying information on any work report or other record or document.
 5. Possession, sale, consumption, or being under the influence of alcoholic beverages or illegal drugs on Agency property, in Agency-owned vehicles, during work time, lunch, or break time.
 6. Immoral conduct or indecency on Agency property, during work time, lunch, or break time.
 7. Possession of weapons, firearms, fireworks, or explosives on Agency property or in Agency-owned vehicles.
 8. Engaging in or instigating fighting on Agency property or while on Agency business.
 9. Allowing unauthorized persons to ride in an Agency-owned vehicle.
 10. Any deliberate or repeated violation of Agency safety rules or practices that endangers the safety of any employee, client, or child.
 11. Sabotage of another employee's work.
 12. Breach of confidentiality.
 13. Misconduct with adversely affects the reputation of the employee or reflects unfavorably on YVEDDI, including conviction for felonies and arrest or conviction for misdemeanors.

These lists are not all inclusive. The absence of a specified rule of conduct does not mean that the conduct will be tolerated.

- C. The following activities are examples of misconduct. Depending on the situations, counseling for poor conduct generally begins with a verbal warning from the employee's supervisor, followed by a written warning, then a second written warning, and finally discharge. Verbal counseling documents will remain in effect for six months. First and final counseling documents will remain in effect for 12 months.

However, the Agency reserves the right to delete a step or steps in the progressive disciplinary procedure, depending upon the nature of the conduct and the individual facts and circumstances involved and to

take disciplinary action up to and including immediate termination at any time.

Three violations of any of the below offenses within one year could result in separation:

1. Failure to notify supervisor of leaving work before the specified time.
2. Loitering, loafing, or sleeping during work hours.
3. Leaving the Agency during specified work hours without permission of the supervisor, except during meal or break periods.
4. Creating or contributing to unsanitary conditions.
5. Violating an Agency safety rule or safety practice.
6. Obscene or abusive language, malicious gossip, or ridicule.
7. Smoking during work time in non-designated areas or bathrooms.
8. Overall poor performance (i.e. substandard work).
9. Excessive tardiness.
10. Excessive absenteeism.
11. Mis-application of resources and funds.
12. Acceptance of gifts and gratuities.
13. Non-attendance at Board Meeting.

These lists are not all inclusive. The absence of a specified rule of conduct does not mean that the conduct will be tolerated.

Depending on the nature of the situation, suspension may be used as a step before final discharge.

D. Definitions of Corrective Action Steps

Please note that these steps are progressive and intended to allow for correction of unsatisfactory performance or behavior. However, depending on the seriousness of the situation, an individual may be subject to any step of the corrective action process.

1. Verbal Warning

The supervisor counsels the employee following a minor performance or behavior problem. Specific actions for improvement will be discussed. *A verbal warning should be used when performance or behavioral issues are initially apparent, or for first infractions of Agency policy. It should convey, in a positive manner, that improvement is expected and necessary or further corrective action steps will be warranted.*

2. Written Warning

The supervisor provides the employee with written notice documenting the situation; copy is also placed in the employee's personnel file. *A written warning should be used when the employee has not demonstrated consistent improvement following a verbal*

warning. It should also be used when the severity of the infraction necessitates bypassing the verbal warning. A confidential meeting should be conducted with the employee to discuss Agency expectations, possible solutions, and potential consequences if improvement is not demonstrated. The employee, Supervisor, and Executive Director should sign the Corrective Action Form. The signed form detailing the discussion should be retained in the employee's personnel file.

3. Final Written Warning

The supervisor provides the employee with written notice following serious misconduct or further repeated minor offenses; improvement of conduct to an acceptable level is necessary for continued employment with the agency.

4. Suspension Subject to Termination

Failure to respond to corrective action procedures or involvement in a serious offense will result in suspension subject to termination. *Discharge is a grave penalty and always must be used with great care. The Supervisor and Executive Director will evaluate the situation and determine the justification for this corrective action measure. All terminations require approval of the Executive Director. The Executive Director will work with the Head Start Policy Council where applicable.*

SECTION XVII EMPLOYEE GRIEVANCES

I. COVERAGE

A. Any concern or belief of an Employee of unfair treatment by the Employer in the Employer work environment and any employment related activity shall be processed as a Grievance.

B. Each Employee shall be afforded an opportunity to present any justified (non-frivolous) concern or belief of unfair treatment.

The Administration shall insure due process safeguards are in place and complied with so that each Employee feels at ease to present a concern or belief of unfair treatment.

C. Any concern or belief of unfair treatment must be presented within one hundred and eighty (180) days after such is alleged to have occurred.

D. "Frivolous" concerns or beliefs will not be addressed.

II. INFORMAL PROCESS

- A. An Employee with a concern or belief of unfair treatment should discuss (or place in writing) such with his/her immediate Supervisor, who will act affirmatively to resolve the matter within ten (10) working days.

The Supervisor will consult with the applicable Program Manager for guidance and assistance.

- B. If the concern or belief cannot be resolved to the mutual satisfaction of the Employee and the Supervisor and Program Manager, the Employee may present the concern to the President/Executive Director and/or Program Manager for resolution.
- C. A written record of Informal Process activities will be completed and maintained by the appropriate Program Supervisor/Management staff.

III. FORMAL PROCESS

- A. An Employee with a non-frivolous concern or belief of unfair treatment by the Employer who has not achieved mutual acceptable resolution through the Informal Process or desires that the concern or belief be addressed formally by the Administration shall place the concern or belief in writing as a Formal Grievance.

The Formal Grievance shall contain specific information to relate:

- Specific concern or belief of unfair treatment
- When such occurred
- Where such occurred
- Who was responsible
- Resolution sought

- B. The written Grievance will be presented to the responsible Program Manager/Director/Coordinator (Administrator). The responsible Program Administrator will review the Grievance immediately and respond to the affected Employee within ten (10) working days outlining procedures to be taken to consider the Grievance.

The Program Administrator will hold a "conference" to consider presentation of information from all Employees involved representing both sides of the issue.

After hearing information from both affected parties and any follow up investigation or conference, and after consultation with the President/Executive Director, the Program Administrator will issue a decision to both parties.

- C. If either Party is not satisfied by the Program Administrator Decision, within fifteen (15) days after the Decision is issued an appeal can be presented to the President/Executive Director for consideration.

If the Grievance is against a Program Administrator, the Grievance will be presented to the President/Executive initially.

The President/Executive Director or Designee will schedule and hold a Hearing on the Grievance Appeal. Both parties may present information to support their conditions.

Within ten (10) days after the Hearing, and any needed subsequent meetings or follow up hearings, the President/Executive Director will issue Finding(s), Recommendation(s), and Decision(s) on the Appeal.

- D. If either party is not satisfied by the Hearing Decision(s), an appeal can be presented to the Personnel Committee of the Board of Directors within fifteen (15) days after the Decision(s) is issued.

The Personnel Committee will consider the appeal and if justified, a Hearing will be scheduled within fifteen (15) days.

Both parties may present information to the Committee at the Hearing to support their contentions.

Within fifteen (15) days after the Hearing and any needed subsequent investigation or further follow up Hearing, the Committee will issue a Decision.

- E. If either party is not satisfied by the Personnel Committee Decision(s), an appeal can be presented to the Board of Directors within fifteen (15) days after the Decision(s) is issued.

The Board of Directors will consider the appeal and if justified, a Hearing will be scheduled within fifteen (15) days.

Both parties may present information to the Committee at the Hearing to support their contentions.

Within fifteen (15) days after the Hearing and any needed subsequent investigation or further follow up Hearing, the Board will issue a Decision, which will be final.

IV. PROGRAM POLICY COUNCIL PARTICIPATION

- A. Any involvement required by Federal or State Laws or Regulations by a Program Policy Council will be set forth in a Program Policy agreed to by the Board of Directors, Program Policy Council, and the applicable funding source.

**SECTION XVIII
REDUCTION IN FORCE**

I. OCCURRENCES

- A. A Reduction In Force (RIF) (Layoff or Reduction in Work Hours) may result due to lack of funds, reorganization, grant/contract conditions, change in applicable program/project tasks and duties, reduced work to be performed, and other justifiable causes and reasons.

II. NOTICE AND TRANSITION PLAN

- A. If known in advance, the Management/Administration shall notify affected Employee(s) at least thirty (30) days in advance of the effective date.
- B. If known in advance, the Management/Administration will develop and issue a Transition Plan so that the necessary Reduction In Force is implemented with a minimum of disruption of required work to be performed and there is no sudden dislocation of Employees.
- C. Wherever possible, the Reduction will be implemented through normal attrition and transfer.
- D. The RIF shall be implemented so that fair and equal treatment is provided to each affected Employee.

III. RETENTION

- A. In developing the Transition Plan, the retention of any Employee must be considered based upon justified factors; including:
 - 1. Program
 - 2. Demonstrated effective and efficient performance
 - 3. Seniority
 - 4. Geographic location by County
 - 5. Commuting to job site
- B. Transfers to other Program's Job Vacancy(ies) shall be considered if the affected Employee(s) has capacities to perform the essential tasks of the job.

IV. RECALL

- A. RIF affected Employee with positive performance record shall be recalled when the affected job is again available within six months following the RIF.
- B. RIF affected Employee with positive performance record shall be given priority consideration for other Job Openings within six months following the RIF.

V. APPEAL

Any Employee who believes that unfair treatment was given during a RIF may appeal as given under Grievance Procedures.

**SECTION XIX
EMPLOYEE SEPARATION**

I. VOLUNTARY

- A. An Employee may terminate their employment at any time by oral or written notice to the Employer. This notice should relate the reason and effective date.
- B. An Employee is expected to give at least two weeks prior notice. A longer notice from Senior Staff (Program Managers/Directors) is expected, if possible.
- C. The applicable Program Supervisor and/or Administrator will act on such notice immediately by written response.

II. INVOLUNTARY

- A. An Employee may be terminated involuntarily from employment by the Management/Administration for severe and/or repeated infraction or deviation of regulations and adopted policies.
- B. Involuntary Termination from employment should occur only as a result of a severe offense or as a result of repeated offenses after previous warnings, counseling, and other Adverse Personnel Actions have been taken.
- C. The affected Employee may appeal Involuntary Termination through the Grievance Procedures.

SECTION XX

EMERGENCY CONDITIONS

I. SPECIAL PROCEDURES

- A. Severe Inclement Weather and other extraordinary conditions may require that adopted work hours schedules and other procedures be modified temporarily to accommodate these conditions.
- B. The President/Executive Director in consultation with the Board Chair or other Board Officer if the Chair is not accessible is authorized to alter on an interim basis work schedules and work procedures.
- C. Any action taken shall be reported in writing to the Board of Directors, as part of the Personnel Committee's Report.

SECTION XXI

PERSONNEL AND OTHER RECORDS

I. CONFIDENTIALITY

- A. All Employment Personnel and Programs Client Records (and activities) are confidential and can be accessed only by authorized persons. Personnel and Clients records shall be safeguarded against any unauthorized access by use of locked cabinets and/or offices and constant assigned staff monitoring.
- B. Each Employee may review information - except reference responses and company investigative notes - contained in that Employee's file upon request and at a time convenient to the Employer.
- C. "Public" Personnel information includes Employee name, job description, and compensation for the current program or fiscal or calendar year. Clients Records are not "public" information.
- D. Personnel and Clients records that are computerized shall be safeguarded by:
 - 1. Use of confidential access "passwords" known only to the responsible Employee and responsible Program Administrators.
 - 2. Use of key lock on computers, with key accessible only to responsible Employee and responsible Administrators.
 - 3. Information "downloaded" on file disks and/or tape that are stored in locked cabinets, with keys accessible only to responsible Employee and Administrators.

4. Use of "fax" (electronic) cover transmission form that includes written statement that information being transmitted is privileged and confidential and intended only for prior authorized use by the Recipient person or agency or organization name on the transmission form.

II. PERSONNEL FILES

- A. Medical
Pursuant to the Americans with Disabilities Act, a permanent Medical File on each Employee is maintained to hold all medical related records.
- B. Accounts Payable File
Employment records related to Time, Work Plan and Report, Travel, and other payments is maintained for each Employee by Program Year and are disposed of after five years.
- C. Personnel File
Employment records not related to Medical or Accounts Payable are maintained in a permanent general Personnel File.

III. COMPUTERIZATION AND "ELECTRONIC INFORMATION HIGHWAY"

Gradually almost all communications and records are being produced, stored, transmitted or received electronically such as through computers and facsimile machines.

- A. Hard Copy
Unless prior authorized, a file paper "hard copy" of all records, reports, communications, etc. will be produced and maintained by the responsible staff.
- B. Disk and Tape Copy
Each day, information produced on each computer will be "downloaded" onto a disk or tape that is to be clearly identified by date(s), item(s), and office and stored in safe place.

These disks and tape copies will be maintained for at least seven (7) years.
- C. Correctness
Information imputed into each computer must be scrutinized for correctness so that adverse effects don't result for any Employee or Client involved.

D. Networking

1. Intra- and Inter- office networking of some computers will be done for certain functions. Responsible Administrators must safeguard against - as well as - monitor correct use of - unauthorized access or inputs by network sub-stations.

E. Computer Use Skills

Each Employee will need to learn to use computer systems that are assigned and reflected in applicable Job Description In-Service training will be provided as needed and financially possible.

IV. ELECTRONIC MAIL (E-MAIL)

The agency provides an electronic mail (e-mail) system for employees' business use and encourages the use of electronic information as an essential business tool for efficient communication.

- A. The agency's e-mail system is the sole property of the agency and is provided to employees for business use.
- B. E-mail messages are not to be considered private, despite any contrary designation either by the sender or the recipient. Accordingly, employees have no expectation of privacy in their e-mail messages.
- C. The agency has the right to monitor e-mail messages.
- D. Employees should be aware that the use of the e-mail's system delete function does not always completely destroy the targeted e-mail message.
- E. Attachments to e-mail messages are an integral part of e-mail and are subject to this e-mail policy.
- F. Harassing, discriminatory, offensive, hostile, suggestive, defamatory or otherwise inappropriate language is prohibited. The agency's policies concerning harassment and other workplace behavior apply to e-mail messages and attachments.

V. PUBLIC ACCESS

- A. Records that can be accessed will be available at a time convenient to the authorized person and the responsible staff.
- B. Any copy of an accessible Record will be available for a fee sufficient to cover costs involved.

SECTION XXII

PARTICIPATING PROGRAM POLICY COUNCIL

I. PARTICIPATION

- A. Laws and/or Regulations of certain Programs administered by the YVEDDI require that a Program "Policy" Council be sustained to guide and assist with Program Administration.
- B. Participation of a Program Policy Council in Personnel activities should be in compliance with the applicable Program Regulations and be mutually agreed upon by the YVEDDI Board of Directors, the Program Policy Council, and the applicable funding source.
- C. Since "Personnel" Laws and Regulations are complicated and representatives of the YVEDDI Board of Directors and a Program Policy Council are "Volunteers", all involved must exercise caution so as to not place individual Board or Program Council representatives in situations whereby personal liability could result.

II. DISAGREEMENT

- A. When the YVEDDI Board of Directors and a Program Policy Council are unable to reach a mutually agreeable resolution on any Personnel or Programmatic matter, the applicable funding source will be requested to mediate so that a mutually acceptable agreement can be reached.
- B. If mediation by the funding source does not achieve mutually agreeable resolution, the Board of Directors as authorized in State Corporation laws may make a final decision.

SECTION XXIII

HEAD START POLICY COUNCIL

I. REFERENCES

- A. U. S. DHHS Head Start Performance Standards 1304.50.
- B. Americans with Disabilities Act - U. S. EEOC Implementation Regulations on Employment.
- C. State of North Carolina Day Care/Child Care Staffing Regulations.

II. U. S. DHHS REGULATIONS

The Head Start Policy Council must work in partnership with key management staff and the governing body to develop, review, and approve or disapprove functions of planning, general procedures, and Human Resources Management. See Program Governance Plan.

III. PROCEDURES FOR EMPLOYMENT RELATED ACTIVITIES

A. Recruitment

During the school year a copy of the Job Opening Notice for any position for each affected Center will be posted at that Center on the Parents Bulletin Board.

B. Final Job Offer Letter of Assignment

The Final Job Offer Letter of Assignment will note that the selected person is being employed subject to approval action of the Head Start Program Policy Council at its next meeting.

C. Staff Personnel Actions Report

All Head Start Program Staff Personnel Actions will be reported by the Head Start Program Manager/Director to the Head Start Policy Council at its next meeting for approval action.

D. Confidentiality

Details about adverse or sensitive Head Start Program Personnel Actions or matters shall be confidential and decided only in executive (closed) sessions of the Council.

E. Participation in Board Personnel Committee

The Head Start representative on the YVEDDI Board of Directors will be on the Board's Personnel Committee.

F. Appeal

1. Any applicant or Employee who desires to appeal a Grievance Decision of the Program Manager/Director may appeal to the Policy Council for review consideration within fifteen (15) days of the decision.

The Policy Council will schedule and conduct a hearing on the appeal within fifteen (15) days after the Appeal is received.

After considering information provided by the Appellant and the Program Manager/Director, the Council will reach a decision and inform both parties in writing within five (5) working days.

2. If either party is not satisfied with the Council Decision, an appeal may be presented to the President/Executive Director as given in Section XV.
3. If the Council desires, the Appeal can be forwarded to the President/Executive Director for processing without holding a Hearing or making a decision.

IV. COMPENSATION

The Council will receive and make recommendations on Management/Program Administration plans for Employee Compensation - including annual COLA (Cost of Living Adjustment), upgrading, and benefits.

V. TRAINING, EDUCATION, AND CAREER DEVELOPMENT

- A. The Head Start Policy Council shall receive and make recommendations on requirements for Head Start Employees training, education, and career development.

VI. MANAGEMENT RESPONSIBILITIES

- A. In order to comply with applicable Laws and Regulations for staffing, the Head Start Program Manager/Director and the YVEDDI Management must employ, assign, and supervise qualified staff.
- B. The Head Start Program Manager/Director shall have authority to assign qualified "Substitutes" or current staff to positions as needed to meet Laws and Regulations pending completion of normal Employment procedures.

Such actions shall be reported to the Council for review action.

- C. To work closely and cooperatively with the Council to insure any Council involvement complies with applicable Laws and Regulations.

VII. ADMINISTRATIVE COMMITTEE

The Administrative Committee of the Policy Council will work with management staff to provide input, review and approval of the annual community assessment and set related goals and objectives that best meet the needs of children and families. Budgets and proposals will reflect identified needs. See also Program Design and Management Standard Operating Procedures.

VIII. INTERNAL DISPUTE RESOLUTION POLICY AND PROCEDURE

See Management Policy signed and issued in February 2001.

SECTION XXIV

ORGANIZATIONAL AND OPERATING LAWS, REGULATIONS, CONDITIONS, POLICIES, AND PROCEDURES

I. LAWS, REGULATIONS, GRANT/CONTRACT CONDITIONS

A. Organizational (Corporate)

Responsible Administrative Staff shall secure, systematically maintain, and insure compliance with applicable Laws and Regulations affecting their respective assigned work functions.

B. Programs

Each Program Administrator shall secure, systematically maintain, and insure compliance with applicable Laws, Regulations, Grants/Contracts Conditions, and operating guidances governing their respective Program(s)/Project(s).

II. BOARD POLICIES

A. The Board of Directors is responsible to adopt and issue policies to cover overall governance of the YVEDDI as a non-profit corporation, a Community Action agency, an employer, and grantee/contractee - such as By-Laws, Personnel, Illegal Discrimination, Property, Accounting.

B. A Program Policy Council if required by Laws or Regulations at its next meeting will review for approval or comment any Board Policy that affects that applicable Program.

C. At each YVEDDI Service Center, each Employee will have immediate access to each Board policy after its adoption and issuance.

III. ADMINISTRATIVE (MANAGEMENT) POLICIES

A. The Corporate Management is responsible to develop and implement Administrative policies, procedures, forms, guidances, and interpretations to implement applicable Laws, Regulations, Board Policy, and Grants/Contracts and adopted goals, objectives, programs, projects, and activities.

Any Administrative issuances shall comply with applicable Section I and II above.

B. Any Administrative issuances will be reviewed by the Board's applicable Committee at its next meeting for review approval or comments and reflect such in its report to the Board.

- C. A Program Policy Council required by Laws or Regulations at next meeting will review for approval or comments any Administrative issuance that affects that applicable Program and reflect its actions in its report to the Board.
- D. At each YVEDDI Service Center, each affected Employee will have immediate access to each Administrative issuance.

IV. PROGRAM POLICIES

- A. Each Program/Project Administrator - with Management prior approval - is responsible to develop and issue Program/Project policies, procedures, and forms necessary for implementation, operations, and evaluation of each applicable Program/Project.
- B. A Program Policy Council required by Laws or Regulations at its next meeting will review for approval or comments any Program/Project policy that affects that applicable Program and reflect its actions in its report to the Board.
- C. At each applicable YVEDDI Service Center each affected Employee will have immediate access to each Program/Project issuance.

SECTION XXV SAFETY & HEALTH POLICY

Safety is the number one priority of YVEDDI. In support of that goal, the primary importance of these Policies and Procedures is the reduction of accidents and injuries to clients, employees, and the general public. Safety is a shared responsibility between YVEDDI management and employees.

It is the policy of YVEDDI to provide a place of employment that is free from recognized hazards that could result in death or serious injury to clients, employees, or the general public.

It is the responsibility of each employee to report all incidents or unsafe conditions to their supervisor. Supervisors must immediately take necessary corrective action to prevent unsafe conditions.

It is also the policy of YVEDDI to require that safety training and the use of safe protective equipment and procedures are adhered to at all times. Individual employees are expected to perform their duties in a safe and responsible manner, as safe work behavior is a condition of employment.

Prohibited behaviors are behaviors that are in violation of these Policies and Procedures. Such behaviors include behaviors that threaten the safety of clients, employees, and the general public. Other unacceptable behaviors include those that result in damage to YVEDDI employees or public property.

An employee who intentionally violates safety policies and procedures will be subject to appropriate disciplinary action, as determined by the findings of an investigation. Such discipline may include warnings, demotion, suspension, or immediate dismissal.

SECTION XXVI SECURITY

Our policy is to strive to maintain a work environment free from intimidation, threats or violent acts. This includes, but is not limited to, intimidating, threatening or hostile behaviors, physical abuse, vandalism, arson, sabotage, use of weapons, carrying weapons of any kind (concealed or otherwise) onto agency property, or any other act, which, in management's opinion, is inappropriate in the workplace. In addition, jokes or offensive comments regarding violent events will not be tolerated and may result in disciplinary measures, up to and including discharge.

Employees who feel they have been subjected to any of the behaviors listed above are requested to immediately report the incident to their supervisor or the Executive Director. Complaints will be investigated. Based upon the results, disciplinary action will be taken against the offender, if appropriate.

The agency reserves the right to conduct searches and inspections of employees, employees' personal effects or agency provided materials.

Employees who observe or have knowledge of any violation of this policy should immediately report it to management.

SECTION XXVII APPROVAL OF MANUAL

Approval: (Signatures)

	Board Chair
	Head Start Policy Council Chair
	President/ Executive Director
	Head Start Director

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