

# Human Resource Policies

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# INTRODUCTION AND MANUAL PURPOSE

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Welcome to **YVEDDI!** Whether you have just joined our staff or have been at YVEDDI for a while, we are confident that you will find our agency a dynamic and rewarding place in which to work, and we look forward to a productive and successful association. We consider the employees of YVEDDI to be one of its most valuable resources. This manual has been written to serve as the guide for the employer/employee relationship.

In every organization it is necessary to establish a framework by which all Human Resources Policies and Procedures are 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 and administration. Accordingly, we request that each of you thoroughly familiarize yourself with the contents of this manual, in order that all Human Resources Policies and Procedures may be administered in a knowledgeable, fair and consistent manner.

The Human Resources Officer, in consultation with the Executive Director, will be responsible for reviewing and monitoring these policies and procedures and shall, as needed, recommend modifications or updates to ensure compliance with current legal and organizational requirements and needs. Each employee shares in the responsibility for ensuring compliance with these policies.

The YVEDDI Board of Directors trusts that the relationship with all employees is mutually rewarding and satisfying. However, 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 manual, and any subsequent handbook or administrative procedures, sets forth our plans, programs, and practices, as well as many of our policies 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.

YVEDDI may change any of these policies, practices or procedures, including the provisions of this manual, as are deemed appropriate from time to time.

Some subjects described in this manual are covered in detail in the Administrative procedures. These procedures are designed to further guide implementation of these policies. Refer to these documents for specific information.

# HISTORY AND PURPOSE

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## 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 determine the provision of services.

Serving the counties of Davie, Stokes, Surry, and Yadkin, the YVEDDI has a 24 member Board of Directors and some 240 employees, including 100 Regular Full-time.

## PURPOSE

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.



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.

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. To plan and develop a system of priorities among projects, activities, and areas as needed for the

most effective and efficient use of resources.

## MISSION STATEMENT

Dedicated to improving the lives of individuals and families in Davie, Stokes, Surry, and Yadkin Counties through a variety of programs and partnerships to build stronger communities.

## VISION STATEMENT

YVEDDI is the best Community Action Agency in North Carolina. Our caring professionals and Board members work in harmony as a team to make a positive difference, promote wholesome living, and connect individuals and families to tools and resources that foster success and self-sufficiency.

## IMPLEMENTATION

### 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.

### 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 employment/personnel activities of the Head Start Program. 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.

#### *PERSONNEL COMMITTEE*

The Personnel Committee of the Board of Directors monitors the implementation of these policies and will review and make recommendations to the Board with regard to personnel policy changes and to serve as a court of appeal or grievance committee, annually review personnel policies, compensation and benefits, and be available for consultations with the Executive Director with regard to personnel matters.

The Personnel Committee considers appeals of Administrative actions affecting individual Employees.

#### *EXECUTIVE DIRECTOR*

- A. The Executive Director is responsible for interpretation and for administrative implementation of employment activities to

insure compliance with these policies, applicable Laws, Regulations, Grant(s)/Contract(s) conditions.

- B. The 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 Executive Director to assist in carrying out employment activities subject to review and approval of the Executive Director.
- D. The Executive Director shall ensure employment practices and activities are legal and provide fair treatment and may consult with the Personnel Committee and/or Board of Directors where applicable.

#### *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. Assurances of compliance will be contained within the contract for services.

# EQUAL EMPLOYMENT OPPORTUNITY

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**YVEDDI** provides equal opportunities for employment to all employees and job applicants. No person shall be discriminated against because of race, religion, color, sex, age, national origin, disability, political affiliation or veteran status.

This policy applies to all conditions of employment including hiring, training and development, promotion, transfer, compensation, benefits, layoff and recall and termination.

In order to comply with grant requirements, the Agency will request voluntary disclosure of information relating to job applicants' characteristics. Employees will be required to disclose for record-keeping purposes information on race, age, disability status and other information necessary to insure the Agency is providing equal opportunities and complying with regulations and law.

The Executive Director, in conjunction with the Board of Directors, shall be responsible for overseeing the formulation, implementation and

monitoring of the Equal Employment Opportunity Plan.

The Executive Director will appoint the Human Resources Officer to be the Equal Opportunity Officer. The Equal Opportunity Officer will assist in mediating complaints, review Agency performance in regard to equal opportunity practices and maintain required records in accordance with regulations.

Communication regarding any equal opportunity matter will be referred to the Equal Opportunity Officer.

Program Directors will be responsible for the implementation and compliance of this Policy in their programs.

Any employee found discriminating against a fellow employee or applicant, or any Supervisor, Program Director, or subcontractor, who has allowed such behavior, will be subject to disciplinary action.

# HIRING

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**YVEDDI** will hire the qualified applicant best suited for the job. Recruitment and hiring will be done on the basis of the applicant's abilities, skills, experience and other job-related criteria.

The Executive Director has full authority and responsibility for implementing hiring procedures. The Executive Director will approve the hiring of all new employees.

The Head Start Policy Council will approve personnel actions for Head Start employees.

Internal advertising will take place a minimum of 5 business days, whenever there is a vacancy in an Agency Program. Internal advertisements will be distributed to all Program Directors and designated work sites. Current employees may apply for any vacant position; however, this in no way limits or impairs the Agency's right to advertise external to the Agency and employ persons external to the Agency to fill vacant positions.

All vacancies excluding those that were internally advertised shall be advertised externally for a minimum of 10 business days.

Agency orientation is mandatory for all new employees. Orientation will be held within two weeks of their start date to make new employees aware of Agency policies and procedures. Program orientation will be provided by the Program Director or their designee. An employee who misses the mandatory orientation will be subject to disciplinary action, including and up to termination.

Employees will be fully informed of the duties and responsibilities of their position. The Agency will provide all employees with a copy of their approved job description.

New employees will be eligible for fringe benefits after successful completion of the probationary period.

# EMPLOYMENT STATUS

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**YVEDDI** employs full-time, part-time and temporary personnel.

A full-time employee works thirty hours or more per week and is eligible for all fringe benefits per the chart below.

A part-time employee works twenty or more hours per week and is eligible for certain fringe benefits in accordance with the chart below.

A temporary employee is hired for a limited period of time and is not eligible for any benefits, except

as mandated.

Any person employed in a position funded by a grant is employed solely for a specific period of time and is eligible only as provided through grant funding.

Nonexempt employees are paid for actual hours worked and will be paid time-and-a-half when actual hours worked exceed forty per week.

Exempt employees are not eligible for overtime pay.

Full Time	Part-Time <i>(averaging 50% of the time or more on a weekly basis)</i>	Temporary or PT employees working < 50%
Leave – 1 <sup>st</sup> day of the month following hire  Health Insurance – coverage begins after a 90 day waiting period  Holidays – beginning first day  Dental, Aflac, Legal Shield – 1st of the month following a 90 day waiting period  Retirement – beginning day one. 1000 hours per year for 3 years to vest	Leave – 1 <sup>st</sup> day of the month following hire, earned on a prorated schedule based on hours worked  Holidays – beginning first day  Retirement – beginning day one. Must work 1000 hours per year for 3 years to vest	Retirement – beginning day one. Must work 1000 hours per year for 3 years to vest



# PROMOTION AND TRANSFER

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**YVEDDI** will provide current employees the opportunity to advance or seek placement in positions which best match their capabilities and the needs of the Agency. The Agency is not required to transfer or promote current employees, but may seek new applicants external to the Agency.

Reasons for promotion or transfer may include, but are not limited to, fluctuations in programs, efficient utilization of personnel, increased career opportunities and the beginning or expansion of projects.

Employees may apply for any position open within the Agency for which they meet the recruitment standards.

A transfer involves a change to a position in the same salary range with equal pay.

A promotion involves a change to a position with an increase in job duties/responsibilities and a higher salary.

A demotion may be recommended when an employee has performed unsatisfactorily.

Each employee will receive a written job description.

The Head Start Policy Council will approve all personnel actions for Head Start employees.

# HOURS OF WORK

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**YVEDDI** will establish working hours as required by workload, program needs and the efficient management of personnel resources. Lunch and rest breaks may be provided during the course of each workday.

The schedule for the employee's daily work hours will be determined by the department or program to which they are assigned.

Employees may be requested to work overtime if deemed necessary by their supervisor. For the purpose of overtime compensation, only hours actually worked in excess of forty (40) during a workweek will be counted.

Employees are not permitted to work overtime or deviate from their daily schedule of work hours without the prior approval of their supervisor.

In the event an employee is required to work more hours than normal on any given day, the

supervisor may adjust the work schedule for that particular week so that the employee's average number of hours are not exceeded.

Each employee will be provided a lunch break before five consecutive hours are worked.

Each employee will receive a rest break at approximately the middle of every four hours of work not broken by a meal period.

The length of lunch and rest breaks will be determined by the Program Director/Site Supervisor in accordance with Agency procedures.

Failure to use lunch or rest breaks does not entitle the employee to leave work prior to normal quitting time unless approved by their supervisor.

The Agency will comply with all regulations under the Fair Labor Standards Act guidelines.

# OTHER EMPLOYMENT

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**YVEDDI** allows its employees to hold other jobs as long as productivity and loyalty to the Agency are not affected.

The Agency recognizes the right of its employees to do as they wish outside of regular working hours and to use their skills and knowledge to supplement their incomes.

Employees should not consider other employment if:

- It lessens the employee's performance in working for the Agency;
- A conflict of interest may exist;

- The nature of the outside employment would adversely affect the Agency's image in the community.

Employees must notify their supervisor in writing of any other employment. The Executive Director shall review the written request and all other employment to assure that it does not violate conflict of interest provisions or otherwise adversely affect the Agency.

Should the other employment cause or contribute to poor job performance or attendance, or result in a conflict of interest, disciplinary action may be taken, up to and including termination.

# LAYOFF AND RECALL

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**YVEDDI** manages its resources efficiently. When a reduction in personnel is necessary, employees may be subject to layoff at the will of the Agency and without prior notice or opportunity for a hearing.

The Agency has the right to reduce the work force:

- To increase efficiency
- When there are insufficient funds
- For reasons the Agency judges to be in its best interest.

The final selection of employees for layoff shall

be made by the Executive Director.

Affected employees will be given a two (2) week notice, unless funding sources or grant conditions require otherwise. The employees will be notified when fringe benefits will end and of the benefits they are eligible to continue, as mandated by law.

Employees who are recalled will have their performance review date adjusted by a time equal to their period of lay-off.

The Agency asserts its right to employ at-will and all workers are retained or dismissed under the principle of employment-at-will, limited only by reasons prohibited by law.

# PERSONNEL RECORDS

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**YVEDDI** maintains personnel records as required for administrative purposes, while assuring employee privacy.

The Agency will request, use and retain personal information about employees necessary for business or legal reasons.

Information in the personnel files will be kept confidential and will be disclosed only when required for Agency business.

Employees will notify the Human Resource Officer in writing of any changes in name, address, telephone number, beneficiaries, and persons to notify in case of an emergency,

changes in dependents or marital status.

Employees may review their personnel file upon reasonable notice to and in the presence of the Human Resources Officer.

Employees may not remove any documents from their personnel file.

Copies of information may be requested by the employee. The Human Resource Officer will copy requested information.

Medical records will be maintained in a separate file.

# DISCIPLINARY PROCESS

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Amended June 28, 2018

**YVEDDI** may give an employee the opportunity to correct a work-related discipline problem.

This does not in any way limit or eliminate the Agency's right to terminate the employment relationship at will.

When a problem first occurs, the supervisor should document and discuss with the employee:

- the date, details and nature of the problem;
- the action necessary to correct it; and
- the disciplinary action which may result from continued violations.

If the violation is of a serious nature or if there is a recurrence, the supervisor shall issue a written statement, which includes:

- a description of the violation;
- a summary of previous violations and disciplinary actions(s), if any;
- corrective action to prevent further violations; and
- disciplinary action which may result if corrective actions are not taken.

Further violations may result in the Executive Director suspending, placing on probation or terminating the employee.

Only the Executive Director has the authority to suspend or terminate an employee. In serious situations, (e.g., risk to program integrity, risk to health or safety, and similar circumstances in the discretion of the supervisor) the supervisor may take immediate steps to remove an employee from the premises or suspend from work pending investigation.

The severity of the problem will determine the severity of the disciplinary action. If a situation warrants it, termination could be the first step, even without prior disciplinary actions per review and approval by the HR and Executive Directors.

All disciplinary actions are reviewed by the HR and Executive Directors to determine the severity of the problem and the level of discipline required in each situation. Certain circumstances may warrant a step to be skipped or immediate termination as the first step, without prior warnings. Some examples of such infractions are listed in this policy manual in the section titled Employee Behavior.

All disciplinary actions will be documented with employee's acknowledgement and signature or reason for employee not acknowledging and signing and included in the employee's personnel file.

# TERMINATION OF EMPLOYMENT

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**Amended 6/22/17**

**YVEDDI** will terminate employment because of an employee's resignation, discharge or retirement. Both the Agency and the employee have the right to terminate the employment relationship at-will.

Employees should provide written notice of resignation or retirement:

Non-exempt employees should provide two (2) weeks' notice.

Exempt employees should give four (4) weeks' notice.

**After an employee has given their resignation and working their notice, sick leave will not be approved without a doctor's note.**

Only the Executive Director has the authority to dismiss an employee. Supervisors should follow the "Disciplinary Procedure Policy" when

recommending dismissal of an employee. The Disciplinary Procedure Policy does not in any way limit or eliminate the Agency's right to terminate the employment relationship at-will.

Upon the termination of employment:

- The employee must return all Agency property. If not, the cost of the item(s) will be deducted from the final paycheck.
- The employee will be notified when fringe benefits will end and any benefits he or she is eligible to continue as mandated by law.
- The Agency asserts its right to employ at-will and all employees are retained or dismissed under the principle of employment-at-will, limited only by reasons prohibited by law.

# GRIEVANCES

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"It is important that employees are treated fairly and receive prompt responses to problems and concerns. For this reason, YVEDDI provides a grievance procedure to promote prompt and responsible resolution of issues raised by staff and administrators. This procedure may be used freely without fear of retaliation, and the Human Resources Officer is available to assist throughout the procedure. A grievance is a claim or complaint based upon an event or condition which affects the circumstances under which an employee works, allegedly caused by misinterpretation, unfair application, or lack of established policy pertaining to employment expectations. Performance evaluations are not subject to the grievance procedure.

The purposes of the grievance procedure include, but are not limited to:

- 1) Providing employees with a procedure by which their complaints can be considered promptly, fairly, and without reprisal;
- 2) Encouraging employees to express themselves about the conditions of work that affect them as employees;
- 3) Promoting better understanding of policies, practices, and procedures that affect employees;
- 4) Increasing employees' confidence that personnel actions taken are in accordance with established, fair, and uniform policies and procedures;
- 5) Increasing the sense of responsibility exercised by supervisors in dealing with their employees;
- 6) Encouraging conflicts to be resolved between employees and supervisors who must maintain an effective working relationship, and therefore, encouraging conflicts to be resolved at the lowest level possible of the chain of command;
- 7) Creating a work environment free of continuing conflicts and disagreements; and,
- 8) Providing an opportunity for terminated employees to discuss the proper application of rules and evidence resulting in their termination."



# WORKPLACE SAFETY

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**YVEDDI** provides a safe and healthy work environment for its employees.

Workers' compensation insurance is provided to all employees for work-related injuries or illnesses. It is the employee's responsibility to immediately notify their supervisor or Human Resources Officer of any on-the-job injuries or illnesses.

Employees are expected to work safely and prevent accidents or injuries. Employees will report unsafe conditions to their supervisor immediately.

Employees must report to their supervisor the use of prescription medication that might affect their safe job performance. Employees in designated safety-sensitive positions are subject to drug and alcohol testing.

Employees must comply with smoking restrictions implemented for their work site.

Employees who drive vehicles for the Agency must have a valid driver's license, a commercial driver's license (when appropriate) and maintain a safe driving record on and off the job. Employees will submit to a periodic check of their driving record when their job requires extensive driving as requested by the Human Resource Officer.

Anyone entering an Agency location is prohibited from keeping or carrying any weapons on the premises, or on his/her person. This applies to employees and outsiders who come into the location. It is prohibited to keep or carry a weapon in an Agency vehicle.

Employees who fail to comply with this policy will be subject to disciplinary action including suspension or termination. Other individuals who fail to comply with this policy will be subject to legal action including removal from the premises by law enforcement.

# DRUG AND ALCOHOL ABUSE

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**YVEDDI** will promote and maintain a work place free of illegal drugs and alcohol. All employees are subject to random drug and alcohol testing and criminal records checks. Successful candidates for employment must pass a pre-employment drug screening test prior to beginning employment.

The unlawful manufacture, distribution, dispensation, possession or use of any controlled substance is strictly prohibited in the work place.

Employees are prohibited from working under the influence of or using any alcoholic beverage on Agency premises.

Employees must report to their supervisor the use of prescription medicine, which may affect their job performance. Employees in designated safety-sensitive positions as defined by grantors or regulations are subject to mandatory random drug and alcohol testing.

Employees who abuse drugs or alcohol are encouraged to seek treatment on their own behalf. The Agency's health insurance plan includes coverage for the treatment of drug or alcohol abuse.

Employees are required to notify their supervisor immediately, but no later than the start of the next scheduled work day of any criminal drug and/or alcohol charge, conviction, and/or court disposition.

*Employees found to be in violation of this policy will face disciplinary action up to and including termination; however, YVEDDI has a zero tolerance policy regarding the use of illegal drugs or the abuse of prescription medications. Any employee having a positive drug test result will be terminated.*

# ATTENDANCE AND PUNCTUALITY

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**YVEDDI** encourages good attendance habits for the orderly operation of the Agency.

Employees will be at their assigned workstations at the starting hour and after lunch and rest breaks, as determined by their work schedule.

When an employee who works the 8 a.m. - 4:30 p.m. work schedule is going to be late or absent,

the employee must notify their Supervisor no later than 8:30 a.m. In case of an emergency absence, the employee should notify their Supervisor as soon as possible. Bus Drivers and Teachers should notify their Supervisors as much ahead of time as possible, so that substitutes can be notified and scheduled to work in their absence.

An absence of three (3) days without giving proper notice will be considered job abandonment and result in disciplinary action up to and including termination.

Chronic absenteeism is defined as an employee who is late or is absent without prior approval more than three (3) times per month.

# EMPLOYEE BEHAVIOR

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**\*Amended 6-23-16**

Certain rules and regulations regarding employee behavior are necessary for the efficient operation of the Agency and for the benefit of its employees, customers and citizens. Personal problems should not be brought to the workplace.

Employees will treat clients, vendors, business associates and fellow employees in a courteous, respectful and professional manner.

Employees will not discriminate against any individual.

Employees are expected to complete their assigned duties in an accurate and timely manner.

**\*Solicitation is prohibited on Agency premises that do not relate to YVEDDI business or interest. This includes school, church or other organizations or non-sanctioned fundraising, employee crafts, and outside vendors. Time spent at work is more productive and pleasant when not interrupted by solicitations and distribution of materials by employees.**

Employees will dress in business appropriate attire that will permit them to do their jobs effectively. (See Administrative Procedures)

Employees are expected to maintain good personal hygiene (bathed, cleaned and well groomed). Due to allergies and asthma of employees, colognes and perfumes should be used sparingly.

Employees will limit personal telephone calls, cell phone calls, texting, emails and personal visits.

Employees will keep their work areas clean and orderly. A general cleanup of work areas shall

be accomplished at the end of each workday. Offenses, which could result in immediate dismissal include, but not limited to:

- Falsifying Agency documents (activity sheets, applications, reports, mileage sheets, etc.)
- Discrediting the Agency
- Gambling on Agency premises
- Use of alcohol/other drugs on Agency premises or during work hours or on Agency business or in Agency vehicles, etc.
- Positive Drug Test
- Fighting on premises
- Immoral/indecent conduct on Agency premises, vehicles or any functions representing the agency
- Stealing
- Possession of a weapon on Agency premises
- Disregard to safety or child disciplinary procedures which result in harm or potential harm to a child or client
- Sexual harassment
- Discrimination
- Harmful/threatening behavior or gossip to other staff or clients
- Not complying with current law in regards to motor vehicle operations such as not wearing seat belts, texting or using cell phones without a hands free device while driving on Agency business in personal or Agency owned vehicle
- Disregard for Agency policies
- Insubordination

*This listing is not all-inclusive and in no way limits or eliminates the Agency's right to terminate the employment relationship at will.*

# CONFLICTS OF INTEREST

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Employees, committee members, volunteers and board members of **YVEDDI** may not engage in any activity or practice that is in conflict with the interest of the Agency, its vendors or clients.

No regular employee may hold dual, joint or simultaneous employment with a YVEDDI client or vendor without first notifying their supervisor. Upon notification to the supervisor, the Executive Director will determine if a conflict of interest exists.

Employees are required to disclose in writing to their supervisor any proprietary or financial interest they or their immediate family have in an organization from which the Agency receives funds or does business. The Executive Director will determine if a conflict of interest exists.

Employees will not accept gifts from any client. No employee shall accept or seek anything with a value of more than \$25.00. Nothing of value should be sought or accepted where it might reasonably be inferred that the purpose of the gift is to influence the employee's decision regarding Agency business with the donor. All gifts sought or accepted should be disclosed to the Program Director or the Executive Director.

Employees will not directly or indirectly attempt to influence the internal operations and decision making process of the Board of Directors, advisory boards or committees. The Executive Director will make a case-by-case

determination regarding the hiring of an employee's relative, to assure a conflict of interest does not exist. The Agency will not hire a relative of an employee who would supervise the other.

If one employee marries another or develops a close intimate relationship, both may retain their positions if they do not work in the same department and are not under the direct or indirect supervision of each other.

No person may be hired for a position while an immediate member of his or her family, serves on the Board of Directors.

Additionally, to avoid a conflict of interest or an appearance of conflict of interest, no employee may initiate or participate in, directly or indirectly, decisions involving a direct benefit, e.g., initial employment or rehire, promotion, salary, performance appraisals, work assignments or other working conditions to those immediate family members, defined as parents, spouse or persons in the same household with whom you share a common domestic life, children, stepchildren, brothers, sisters and grandparents.

The potential for conflict of interest may also exist in close personal relationships which involve other than family relationships. The agency views such conflicts of interest as seriously as it does those involving family members or blood relatives.

# CONFIDENTIAL NATURE OF AGENCY AFFAIRS

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The business affairs of **YVEDDI** shall not be discussed with anyone outside the organization except when required in the normal course of business.

The internal operations of the Agency will not be discussed with individuals or entities outside the Agency. Employees are prohibited from disclosing inside information to anyone outside the organization until such information has been made available to the public.

Any information to be disseminated to the media shall have prior approval of the Executive

Director. If an employee is contacted by the media relating to Agency business the employee shall refer them to the Executive Director. The Executive Director or his/her designee is the exclusive spokesperson for the Agency.

Nothing contained in this Policy is intended to prohibit the disclosure of general information about the Agency, which is routinely made available to the public by advertisement or other communication.

All Public Records Requests should be referred to the Executive Director.

# WORKPLACE HARASSMENT

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The **YVEDDI** prohibits and will not tolerate workplace harassment on the basis of race, gender, national origin, political affiliation, non-disqualifying disability, age marital status or veteran status.

**Sexual harassment is defined** as any unwelcome sexual advance or conduct that is job related and that creates an intimidating, hostile, or offensive working environment for one or more employees. It may also be defined as any behavior associated with the workplace that is related to a person's gender that a reasonable woman or man would find offensive. Examples of sexual harassment include: (1) making vulgar comments regarding a person's physical attributes; (2) coercing someone into having a sexual relationship; and (3) compelling someone to dress in an abbreviated outfit in public.

**Discriminatory harassment is defined** as verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, gender, religion, sexual orientation, age, national origin, disability, or other protected category (or that of the individual's relatives, friends, or associates) that:

- (1) has the purpose or effect of creating an intimidating, hostile, humiliating, or offensive working environment;
- (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or
- (3) otherwise adversely affects an individual's employment opportunities.

## WORKPLACE/SEXUAL HARASSMENT POLICY

**YVEDDI** prohibits all forms of sexual harassment and other types of discriminatory harassment, whether it is physical or verbal harassment and

regardless of whether committed by supervisory or non-supervisory personnel. Employees are expected to conduct themselves in a professional manner and to show respect for their co-workers, community network and clients.

This includes, but is not limited to, repeated offensive or unwelcome sexual flirtations, advances, or propositions; continual or repeated verbal abuse of a sexual/discriminatory nature; graphic verbal commentaries about an individual's body; sexually degrading words used to describe an individual; and the display in the workplace of sexually suggestive objects or pictures.

The following conduct may constitute discriminatory harassment: (1) epithets, slurs, negative stereotyping, jokes, or threatening, intimidating, or hostile acts that relate to race, color, gender, religion, sexual orientation, age, national origin, or disability; and (2) written or graphic material that denigrates or shows hostility toward an individual or group because of race, color, gender, religion, sexual orientation, age, national origin, or disability and that is circulated in the workplace, or placed anywhere in YVEDDI's premises such as on an employee's desk or workspace or on agency's equipment or bulletin boards. Other conduct may also constitute discriminatory harassment if it falls within the definition of discriminatory harassment set forth above.

All employees are responsible for reporting incidents of possible sexual or other discriminatory harassment.

Each employee has the duty to answer all questions honestly and completely during any harassment investigation. Individual(s) alleged to have committed harassment have the right to be presented with the allegations and have the

responsibility and a right to respond to the allegations.

***Reporting should follow the chain of command, unless the harassment is coming from the immediate supervisor. In this case, you would report above to the next supervisor in line.***

Employees who violate this policy are subject to discipline, up to and including dismissal or legal action. YVEDDI prohibits taking negative action

against any employee for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another employee for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination. The Executive Director is responsible for the investigation and designating the process.



# WHISTLEBLOWER

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A whistleblower as defined by this policy is an employee of **YVEDDI** who reports an activity that he/she considers to be illegal or dishonest. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; appropriate management staff are charged with these responsibilities.

Examples of illegal or dishonest activities are violations of federal, state, or local laws; billing for services not performed or for goods delivered; and other fraudulent financial reporting.

If an employee has knowledge of or a concern of illegal or dishonest fraudulent activity, the employee is to contact the Human Resources Officer. The Human Resources Officer will then immediately report the allegations to the Executive Director and the Board Chairperson for further investigation. The employee must exercise sound judgment to avoid baseless allegations. An employee who intentionally files a

false report of wrongdoing will be subject to discipline up to and including termination.

Whistleblower protections are provided in two important areas; confidentiality and against retaliation. Insofar as possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to conduct a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense. The Agency will not retaliate against a whistleblower. This includes, but is not limited to protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, or poor work assignments and threats of physical harm. Any whistleblower who believes he/she is being retaliated against must contact the Human Resources Officer immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

# CELL PHONE USAGE

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No employee is to use an Agency or personal cell phone without a hands free device or the features (camera, texting, Internet, etc.) while operating a motor vehicle on Agency business. Failure to follow this policy will result in disciplinary action including and up to termination.

Excessive use of Agency telephones, personal cell phones, Internet, and e-mail, while on duty, for family and personal affairs will not be tolerated.

# INTERNET AND ELECTRONIC MAIL

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Internet access and electronic mail are provided by YVEDDI so that employees may effectively and efficiently conduct agency business and shall be used for business purposes only. The improper use of

agency provided internet access, social media, and electronic mail will be grounds for disciplinary action.

# CODE OF CONDUCT

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*Alan K. Simpson said, "If you have integrity, nothing else matters. If you don't have integrity, nothing else matters."* Every employee of YVEDDI shall subscribe to the principles set forth in YVEDDI's Staff Code of Ethics and every employee shall:

1. **Follow the Chain of Command** to resolve concerns. Refer to policies and procedures for Grievances, Whistleblower or Complaint procedures. Be honorable and recognize that one cannot resolve what they are not aware of.
2. **Understand and follow all safety procedures** to promote a healthy work environment.
3. **Support both the Mission and the Vision of YVEDDI** and assist management in attaining short-term objectives and long-term goals.
4. **Avoid conflicts of interest and maintain confidentiality** of YVEDDI records, materials, business, and especially confidential client information.
5. **Complete work duties in an efficient and conscientious manner** with the goal of reaching my full employment potential.
6. **Use the "front page test,"** when faced with an ethical dilemma. If you would not want the community to see an article on the front page of your hometown newspaper describing an action you took or failed to take, let that be your guide.
7. **Promote and encourage a positive work atmosphere** that empowers clients to achieve goals and enables both clients and staff to achieve their highest potential.
8. Exhibit good public relations and do no harm. Demonstrate professionalism at work, in meetings, while out of the area on YVEDDI business, and recognize that you are "representing" YVEDDI even while off duty.
9. **Demonstrate respect** for all citizens associated with YVEDDI to include clients, co-workers, board members, colleagues, and community partners.
10. **Make only positive public and/or private comments regarding YVEDDI.** Comments should always be positive in nature and communicated to promote agency characteristics such as quality, integrity, accountability, transparency, and efficiency of programs and services.
11. Understand that YVEDDI **resources are provided for YVEDDI business use**, to include time, materials, equipment and information. YVEDDI reserves the right to read, view and copy any electronic communications made on agency computers, cell phones, or tablets.
12. Direct all media inquiries to the Executive Director to insure that we speak with accurate information and with one voice.
13. In summary, **do the right thing.** Comply with YVEDDI's guiding principles, code of ethics/conduct, policies, procedures, and support good public relations because the people we serve deserve no less.
14. **Requirement to Report Actual or Suspected Violations of the Code:** Employees must report any actual or suspected violations of this Code to applicable supervisor. Failure to report any actual or suspected violations of the Code is in itself a violation of this Code.

# POLITICAL ACTIVITY

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YVEDDI 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 (“CSBG”) and other federal funds, YVEDDI and its employees must follow certain rules concerning political activity:

## Activities by Individuals

### Allowable Activities (Off- Duty):

- All YVEDDI employees and board members may engage in the following activities as private citizens, if conducted during non-YVEDDI work hours, off YVEDDI premises, and without direct or indirect YVEDDI financial support or identification.
- Hold membership and office in, attend meetings of, vote in, and otherwise participate in, political parties, clubs, organizations, and conventions.
- 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.
- Be a candidate in a nonpartisan election for public office (all employees)
- Be a candidate in any election (except employees who are paid completely (100%) with CSBG and/or Head Start funds).
- 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).

- Participate in voter registration drives.
- Assist in providing transportation to the polls.

### Prohibited Activities (On-Duty):

- While on-duty at YVEDDI, on YVEDDI premises, or using YVEDDI resources, YVEDDI employees and board members may not engage in any of the activities listed above as approved by YVEDDI Board of Directors.

### Prohibited Activities (at all times)

In general, YVEDDI 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 YVEDDI premises:

- Use official authority or influence to interfere with or affect the results of an election or a nomination for office.
- Directly or indirectly coerce, attempt to coerce, command or advise any employee of YVEDDI or other Community Action or Head Start Agencies to make political contributions, or request such contribution from YVEDDI employees whom they supervise.
- However, if the YVEDDI employee is not principally employed by YVEDDI (i.e., spends less than half of his or her working time employed by YVEDDI or receives less than half of his or her working income from YVEDDI) and/or 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. To be exempted, the employee must receive written authorization from the Executive Director.

**Additional Prohibited Activities for some Employees:**

- Employees whose salary is paid completely (100%) from CSBG and/or Head Start funds may not be a candidate for public office in a partisan election (including primaries).

**Activities by YVEDDI**

- YVEDDI may not participate or intervene in a political campaign on behalf or in opposition to any candidate for public office. YVEDDI employees should

scrupulously avoid identification of YVEDDI with, or use of its funds or resources for, such activity.

- YVEDDI funds may not be used to make contributions to political campaigns, political parties, or political action committees.
- YVEDDI 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 YVEDDI programs or employees not funded by the Community Services Block Grant or Head Start or other funding sources containing specific restrictions prohibiting such activity and receive the prior approval of the Executive Director.

# SALARY ADMINISTRATION

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**YVEDDI** strives to pay salaries based upon prevailing salaries paid for similar work subject to budget limitations. Salaries will be determined in accordance with the Board-adopted pay schedule.

The Agency will determine whether existing salary ranges are competitive.

The salary range shall be constructed to clearly denote position and salary ranges. The salary range shall prevail for all personnel, except where grant conditions dictate otherwise.

An employees' salary corresponds to the salary range with consideration given to the employee's experience, education and Agency budget limitations.

Salary adjustments will be subject to budget limitations.

After an employee has reached the maximum of their salary range, the employee's salary will be frozen until the range surpasses their salary or they receive a promotion.

Employees are paid every two weeks. If the

regular payday occurs on an observed holiday, employees will be paid on the last working day immediately preceding the regular payday.

Any salary change will take effect at the beginning of a pay period.

When required by a writ of garnishment or attachment, a levy by the Internal Revenue Service, other taxing authority or similar order requiring payment of an employee's compensation to someone other than the employee, the Agency will deduct the required amount from the employee's paycheck, without the necessity of prior notice to the employee.

Each employee must submit a completed time sheet in order to be paid.

Retroactive pay increases apply only to individuals who are still employed in a specific program at the time of notification of retroactive increases. Employees who terminate before notification of retroactive increases forfeit their right to the increase.

It is mandatory that all employees participate in the Agency's Payroll Direct Deposit.

# PERFORMANCE APPRAISALS

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**YVEDDI** will conduct periodic reviews of each employee's job performance.

The Performance Appraisal will consist of a written evaluation of the employee's job performance and a personal discussion with the employee.

The objectives of the appraisal are to:

- Determine the employee's eligibility for a change in salary, employment status or duties; based on the availability of grant and/or program funds.
- Provide the basis for determining job training needs; and
- Give employees an evaluation of their performance and assist them in improving their performance.

Performance Appraisals shall be completed prior to a change in status and upon each annual review date.

Employee job performance will be evaluated on the basis of job description, attainment of program goals, work habits and other work-

related factors.

The Performance Appraisal will be completed by the employee's immediate supervisor and reviewed by appropriate supervisors in line of authority, prior to discussion with the employee.

Reviewers are required to have six months experience in the supervisory position prior to conducting performance appraisals. The reviewer with less than six months experience will have their next in-line supervisor review the evaluation.

The employee has the right to review and comment upon their Performance Appraisal. In the event the employee does not agree with their appraisal, he/she should confer with the reviewer.

The existence of a mechanism for performance appraisals does not in any way limit or eliminates the Agency's right to terminate the employment relationship at will. Furthermore, the existence of a mechanism for performance appraisals does not in any way limit or eliminate the Agency's right to terminate the employment relationship at will, regardless of the rating reflected on the employee's performance appraisals.



# TRAVEL

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## Carpool, commuter miles

### s, prior approval

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.

### PERSONAL VEHICLES

- 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).
- 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.
- Travel from Employee's Home to Assigned Work Site is not an eligible cost - unless specifically prior authorized for special purposes. **Regular commuter miles are not reimbursed.**

### CARRIERS

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

### 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 as approved by the board.

### DOCUMENTATION

- All costs incurred with the exception of food costs 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.
- 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.
- Justifiable costs exceeding advanced funds must be documented for reimbursement.

### AGENCY VEHICLE USE

- Agency vehicles may be available for job use under certain conditions. See

Administrative

Procedures.

# EMPLOYEE INSURANCE BENEFITS

**YVEDDI** provides various group insurance coverages to eligible employees. Insurance and other employee benefits are reviewed annually and, to the extent permitted or required by law, the Agency reserves the right to increase, decrease, modify and/or terminate employee benefits during the annual review period. For current and detailed information please refer to the applicable plan documents.

YVEDDI may pay or contribute to the following:

- Social Security and Medicare employer contributions
- Workers Compensation
- Unemployment
- Fidelity Bond Insurance
- General Liability Insurance
- Retirement/Pension Plan
- Health and Life Insurance

Eligible Employees may pay or choose to participate in the following:

- Voluntarily contribute to the Pension Plan up to the limit imposed by Law or Regulation
- Employer approved Health and Life Insurance Plan
- Pre-Taxed or Post-Taxed eligible employee benefits
- Optional and voluntary employer approved insurance and benefit

# RETIREMENT PLAN

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**YVEDDI** provides a retirement plan to eligible employees. To the extent permitted by law, the Agency reserves the right to increase, decrease, modify and/or terminate participation in the Agency's Retirement Plan.

For detailed information regarding eligibility and participation, refer to the current plan documents. A complete description of the plan is available from the Benefits Administrator upon request.



# TRAINING

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**YVEDDI** provides in-service training for its employees. Training will allow employees to best utilize their abilities and offer opportunities for growth.

Each Program Director will design and implement an in-service training program for their employees.

Staff attendance at designated in-service training is required.

All employee training provided by the Agency or external sources will be documented by the Program Director or supervisor.

Attendance at conferences or other external training may be approved if it is job-related, cost-effective and funding is available.

The Executive Director will authorize in advance both attendance and costs for all employees training.

# HOLIDAYS

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**YVEDDI** recognizes traditional holidays with paid leave to eligible employees.

The Agency will grant paid holidays to employees each year. Holidays to be observed include:

New Year's Day  
Martin Luther King, Jr. Birthday  
Good Friday  
Memorial Day  
Independence Day  
Labor Day

Veterans Day  
Thanksgiving Day  
Friday after Thanksgiving  
Christmas Eve  
Christmas Day  
Day after Christmas

Holidays will be designated by the Executive Director in accordance with those observed by local employers. The schedule of holidays will be announced annually by the Executive Director.

A holiday that occurs on a Saturday or Sunday will be observed either the preceding Friday or the following Monday as determined by the Executive Director.

Holiday pay will be paid at the regular rate of pay. Employees working less than forty hours per week will receive holiday pay on a proportionate basis.

Supervisors may adjust the work schedule of employees when certain programs cannot be closed for business on some holidays. Provisions will be made to allow eligible

employees to receive the full allotment of holidays.

To receive holiday pay, the employee must be at work on the scheduled work day or on an authorized absence on the workdays immediately preceding and following the day on which the holiday is observed.

Employees observing traditional religious holidays which are not established as paid holidays by the Agency may schedule the day off with pre-approval from their supervisor, if the employee's absence from work will not cause undue hardship on the program. Employees may use Vacation Leave on such occasions or take time off as unpaid if they have no annual leave balance.

# VACATION LEAVE

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Employees will begin accumulating vacation leave upon hire and can utilize earned leave upon successful completion of the probationary period. Vacation leave may be used for any approved absence and must be submitted in writing and in advance to the immediate supervisor.

Eligible employees earn vacation leave on a monthly basis as follows:

Vacation Leave			
Years of Service	Month	Year	Carryover June 30
0 – 4 Years	1 day (8 hrs.)	12 days (96 hrs.)	15 days (120 hrs.)
5 – 9 Years	1 (2) days (10 hrs.)	15 days (120 hrs.)	15 days (120 hrs.)
10 – 19 Years	1 (4) days (12 hrs.)	18 days (144 hrs.)	15 days (120 hrs.)
20 – 29 Years	1 (5) days (13 hrs.)	20 days (156 hrs.)	15 days (120 hrs.)
30+ Years	1 (6) days (14 hrs.)	21 days (168 hrs.)	15 days (120 hrs.)

**Part-time employees** who work varying schedules will have their accruals based on their average hours worked per quarter. 40 hour per week employees receive 8 hours per month, 35 hour per week receive 7 hours per month, 30 hour per week employees receive 6 hours per month, 25 hour per week receive 5 hours per month, 20 hour per week employees receive 4 hours per month, 15 hour per week receive 3 hours per month. Schedules other than above will earn leave on a proportionate basis.

Employees may take a maximum of two consecutive weeks of vacation leave, unless additional time is approved by the Executive Director.

Priority shall be given to the employee requesting

leave first. If multiple requests are received simultaneously, priority shall be established on the basis of seniority.

An employee shall use all accumulated vacation leave before a leave without pay will be approved.

Upon separation, an employee will be paid vacation leave accumulated up to the maximum accrual amount of 120 hours. The employee forfeits the pay-out of their vacation accrual if they fail to provide the required notice of resignation or if they are terminated “for cause”.

Earned Vacation Leave exceeding the carryover amount of 120 hours as of June 30 will be credited to the employee’s Sick Leave Account.

# SICK LEAVE

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Amended 6/22/17

**YVEDDI** will grant sick leave to its employees.

Employees will begin accumulating sick leave in accordance with the following schedule:

Part-time employees who work varying schedules will have their accruals based on their average hours worked per quarter.

Eligible employees earn sick leave as follows:

40 hour per week employees receive 8 hours per month

35 hour per week receive 7 hours per month

30 hour per week employees receive 6 hours per month

25 hour per week receive 5 hours per month

20 hour per week employees receive 4 hours per month

15 hour per week receive 3 hours per month.

All other employees who work scheduled hours other than those listed above will earn sick leave on a proportionate basis.

Sick leave shall have no maximum accumulation.

An employee shall use all accumulated sick leave, before requesting leave without pay.

Leave without pay must be approved by the Executive Director.

Time off for scheduled doctor's appointments must be requested in advance.

An employee is permitted to use sick leave in the event of the injury, illness or death (limit of 3 days) of an immediate family member. Immediate family members are defined as parents, spouse or persons in the same household with whom you share a common domestic life, children, stepchildren, brothers, sisters and grandparents. The Executive Director may allow the use of sick leave in circumstances when an employee has used all accumulated vacation leave for other persons and relationships not defined above.

A medical certificate will be required at the discretion of the supervisor.

If an employee has given their resignation and working their notice, sick leave will not be approved without a doctor's note.

Accumulated sick leave will have no cash redemption value upon termination of employment.

In the event an employee incurs injury or illness on the job which is covered by Workers' Compensation, he or she may use accrued sick leave up to the time Worker's Compensation is initiated. Worker's Compensation lost time salaries begin on day eight (8).



# FAMILY MEDICAL LEAVE

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The Agency will grant a leave of absence to eligible employees under the Family and Medical Leave Act.

Any employee who applies for an extended leave of absence that qualifies for Family and Medical Leave will be put on designated FMLA the first day the leave begins. An employee is required to use their accumulated sick and vacation time to cover some or all of the leave.

Family and Medical Leave provide job-protected leave to eligible employees for certain family and medical reasons and the continuation of insurance benefits with the same terms they had when the leave begins. This means that you must continue to pay your share of your insurance premium(s). Employees are eligible for FMLA if they have been employed at least one year and worked 1,250 hours during the year.

When an employee uses all eligible leave, they are not eligible to reapply for FMLA until one year from the date their initial leave began.

# JURY DUTY

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**YVEDDI** will excuse employees from work if they are summoned for jury duty.

To be excused from work for jury duty, the employee must present the Court Notice to their supervisor in advance. Employees will be excused for the actual time necessary to serve on a jury. Employees will be paid regular salary.

If an employee receives a subpoena for a non-work related trial the Agency will not pay for the employee's time off. Vacation leave will need to be requested.