Hill Country Community Action

Employee Handbook
and
Personnel Procedures Manual

Effective March 1, 2014
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SECTION 1
ORGANIZATIONAL STRUCTURE

INTRODUCTION
Date Effective: 03/01/2014
Date Revised:

This Employee Handbook and Personnel Procedures Manual, referred to as Employee Handbook, has been developed to provide you, the employee, with fundamental principles and procedures pertaining to your employment with Hill Country Community Action (HCCAA). It is not intended to, and does not, in any way, constitute an employment contract or an assurance of continued employment or create any rights to any employee, member, vendor or any other person or entity.

1. The Employee Handbook applies to and will be made available to all employees.

2. In response to updated regulations, laws, personnel, payroll and human resources best practices, the Employee Handbook is subject to change at any time.

3. The Chief Executive Officer (CEO) is authorized to make amendments to the Employee Handbook.

4. You will be notified immediately when amendments are made to the Handbook.

5. Upon employment with HCCAA, you will have access to the Employee Handbook through the agency automated time keeping system (EWS). You must acknowledge receipt of the Employee Handbook by signing a statement stating such as part of your orientation. A statement will also be signed for amendments. Acknowledgment of receipt will be filed in your personnel folder.

OPEN DOOR
Date Effective: 03/01/2014
Date Revised:

1. You are encouraged to provide input and suggestions concerning the organization’s overall operation and services, following the proper channels of communication.

2. You should initially bring your comments, complaints, ideas, and suggestions to your immediate supervisor. In those cases where that may be inappropriate or impossible, you should consult with your Program Director or the Chief Executive Officer.

3. We are all members of the same team at HCCAA. In order for us to work together, we strongly believe in open communication. The door is always open.
TEAM PROCESS
Date Effective: 03/01/2014
Date Revised:

1. You are expected to be a team player in the workplace. Teams are made up of staff members from all departments.

2. You may be assigned to special teams formed to tackle specific projects or challenges.

BULLETIN BOARDS
Date Effective: 03/01/2014
Date Revised:

1. You are responsible for reading and knowing all posted regulations and announcements either in your physical location or via our web-sites.

2. These rules and regulations and notices are not to be removed, except by the Manager in charge of the location or web-site.

FORMS
Date Effective: 03/01/2014
Date Revised:

1. Employment forms are available on the HCCAA website and through the automated timesheet system, EWS. New employees will be informed by HCCAA that they must submit these forms prior to their first day of work.

2. Form I-9 must be completed the first day of work. It is the supervisor’s responsibility to submit this form to the appropriate next level up to the HR Department. If the form is not received within three days of the employees first day, the supervisor may receive a disciplinary write up.

3. Benefit forms are available through EWS. Forms must be completed by requested dates or benefits will not be activated.

4. After three requests for benefit forms to be submitted, an employee will receive a disciplinary action up to termination.
SECTION 2

EMPLOYMENT PRACTICES

EMPLOYMENT “AT-WILL”
Date Effective: 03/01/2014
Date Revised:

1. No one may modify the “At-Will” policy for any employee or enter any agreement contrary to this policy. No one shall make any representation to any employee or applicant concerning any term or condition of employment with HCCAA that is not consistent with the “At-Will” policy.

2. No statement contained in this Employee Handbook, employment application, recruiting material, HCCAA memorandum, or other material provided to you in connection with your employment, shall be construed as contradicting the “AT Will” policy by creating any express or implied contract of employment.

3. At the time of hiring you will be informed that you are employed at the will of HCCAA and are subject to termination at any time, for any reason, with or without notice and with or without cause.

4. The Chief Executive Officer is employed by and serves at the pleasure of the Board of Directors. The Chief Executive Officer is authorized to hire and terminate all other personnel of HCCAA.

EQUAL EMPLOYMENT OPPORTUNITY
Date Effective: 03/01/2014
Date Revised:

1. The Director of Human Resources is responsible for overseeing the administration of the Equal Employment Opportunity policy and may act as necessary to carry out this policy.

2. HCCAA is responsible for ensuring that it does not illegally discriminate, harass or retaliate in any policy, practice or procedure on the basis of any non-merit factor as outlined in the federal and state laws and regulations.

3. HCCAA is committed to take action if it learns of discrimination, harassment or retaliation in violation of HCCAA’s Equal Employment Opportunity policy, whether or not the aggrieved employee files a complaint.

4. You shall be given the option to file a grievance in accordance with the Personnel Grievances and Appeals policy.

5. All complaints and grievances must be presented in writing to the Director of Human Resources.
POLITICAL / SECTARIAN AFFILIATIONS

Date Effective: 03/01/2014
Date Revised:

1. You shall be required to comply with the provisions of the Hatch Act (political activity).

2. You may engage in partisan political activities during off-duty hours, but you are prohibited from becoming a candidate for a partisan office while employed by the agency.

3. The use of agency funds, the provision of services, or the employment or assignment of personnel is prohibited regarding the following:
   a. Partisan or nonpartisan political activity or any other political activity associated with a candidate, or contending faction or group, in an election for public or party office
   b. Voter registration activity
   c. Activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election
   d. Religious or anti-religious activity in HCCAA facilities

HARASSMENT

Date Effective: 03/01/2014
Date Revised:

1. Complaint procedure
   a. Any incident of work-related harassment must be promptly reported to your supervisor.
   b. If the complaint is against your supervisor, you should report to the next level of supervision up to the Chief Executive Officer.
   c. If your complaint is against the Chief Executive Officer, you should report to the President of the Board.
   d. A thorough, objective, and discreet investigation will be conducted, which will be confidential to the extent possible.

2. Reporting Procedures:
   a. Any individual, regardless of position, who has a complaint of, or who witnesses, harassment at work by anyone, has a responsibility to report the incident.
   b. HCCAA will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties.
c. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

d. Complainants will be asked to provide a written description of their complaint.

e. Once a complaint has been accepted for review, an investigation will begin. The investigation may include, but is not limited to, review of written statements from both parties, witness interviews, obtaining witness declarations, review of documentation, and on-site investigation.

f. Any person conducting an investigation will maintain a written record of all witness interviews, evidence gathered, the outcome of the investigation, and any other appropriate documents.

g. Records of such an investigation will not be maintained in personnel files.

h. In the event of a formal corrective action, the only documentation in the personnel file will be the action taken.

i. Results of the investigation will be shared with the appropriate people. When there is sufficient evidence to support the complaint, written notification of investigative findings will be sent to the complainant and the respondent.

j. If it is concluded that discrimination, harassment or retaliation has occurred, a determination will be made as to the appropriate sanctions or corrective action.

SEXUAL HARASSMENT
Date Effective: 03/01/2014

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other physical or verbal conduct of a sexual nature when it meets any of the following:

   a. Submission to such conduct is either explicitly or implicitly made a term or condition of an individual’s employment.

   b. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.

   c. Such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile, or offensive environment for working.

2. Examples of sexual harassment include, but are not limited to:

   a. Some incidents of physical assault

   b. Direct or implied threats that submission to sexual advances will be a condition of employment, work status, or promotion
c. Direct propositions of a sexual nature and/or subtle pressure for sexual activity that is unwanted and unreasonably interferes with a person's work

d. Sexual comments or inappropriate references to gender or physical characteristics

e. Sexually explicit statements, questions, jokes, or anecdotes regardless of the means of communication (oral, written, electronic, etc.)

f. Unwanted touching, patting, hugging, brushing against a person’s body, or staring

g. Inquiries and comments about sexual activity, experience, or orientation

h. The display of inappropriate sexually oriented materials in a location where others can view them

3. Complaint procedure

a. Any incident of sexual harassment must be promptly reported to your supervisor.

b. If the complaint is against your supervisor, you should report to the next level of supervision up to the Chief Executive Officer.

c. If your complaint is against the Chief Executive Officer, you should report to the President of the Board.

d. A thorough, objective, and discreet investigation will be conducted, which will be confidential to the extent possible.

4. Reporting Procedures

a. Any individual, regardless of position, who has a complaint of, or who witnesses, harassment at work by anyone, has a responsibility to report the incident.

b. HCCAA will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties.

c. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.

d. Complainants will be asked to provide a written description of their complaint.

e. Once a complaint has been accepted for review, an investigation will begin. The investigation may include, but is not limited to, review of written statements from both parties, witness interviews, obtaining witness declarations, review of documentation, and on-site investigation.

f. Any person conducting an investigation will maintain a written record of all witness interviews, evidence gathered, the outcome of the investigation, and any other appropriate documents.
g. Records of such an investigation will not be maintained in personnel files.

h. In the event of a formal corrective action, the only documentation in the personnel file will be the action taken.

i. Results of the investigation will be shared with the appropriate people. When there is sufficient evidence to support the complaint, written notification of investigative findings will be sent to the complainant and the respondent.

j. If it is concluded that sexual harassment has occurred, a determination will be made as to the appropriate sanctions or corrective action.

**AFFIRMATIVE ACTION**

*Date Effective: 03/01/2014*

1. When recruiting for open positions, HCCAA will advertise and recruit in media and markets that offer equal opportunities.

2. All advertisements will state “Equal Opportunity Employer.”

3. HCCAA’s policy regarding equal opportunity will be communicated to all employees.

4. Hiring, promotion, and salary administration practices will be fair and consistent with HCCAA’s *Affirmative Action Plan*.

**CERTIFICATION AND LICENSE REQUIREMENTS**

*Date Effective: 03/01/2014*

1. Prior to beginning work, if your position requires a license and/or certification, you must present the original for verification. A copy of the license and/or certification will be kept in your personnel file.

2. It is your responsibility to ensure your license and/or certification is kept current and copies are submitted to the Human Resource Department as required.

3. If you are required to drive as a condition of your job responsibilities, you must have a valid driver’s license and automobile liability insurance coverage.

4. If you do not keep required licenses and/or certifications and automobile insurance coverage current, you will be subject to disciplinary action, up to and including termination.
PERSONS WITH DISABILITIES
Date Effective: 03/01/2014
Date Revised:

1. If you have a disability, HCCAA will provide you with reasonable accommodations if they do not result in undue hardship on the agency.

2. If you have a qualifying disability that requires an accommodation, you should contact your immediate supervisor.

3. If you supervise a person who contacts you regarding the need for accommodation, you should contact your Program Director who will determine along with the Human Resource Director and the Chief Executive Officer what, if any, accommodation can be made.

EMPLOYEE CATEGORIES AND DEFINITIONS
Date Effective: 03/01/2014
Date Revised:

1. Your job descriptions will indicate whether your position is classified as exempt or non-exempt based on criteria in the Fair Labor Standards Act (FLSA).

2. Your employee status is defined in one of the following categories:

   a. **Regular Full Time**: If you work 30 to 40 hours per 5-day work-week, normally 6 to 8 hours per day, you are considered a regular full-time employee. Any variation from this schedule must be approved by your supervisor.

   b. **Regular Part Time**: If you work 29 hours or less, you are considered a regular part-time employee. If you are a part-time employee, your work schedule may vary depending on your job requirements.

   c. **Temporary**: If you are hired on a temporary basis, you may work either full time or part time, but are not considered a regular employee and do not qualify for benefits, accrued vacation or sick leave, or pay for Holiday leave.

OUTSIDE EMPLOYMENT
Date Effective: 03/01/2014
Date Revised:

1. If you are considering employment, or are already employed outside the agency, you must notify your Program Director in writing who will obtain consent from the Chief Executive Officer.

2. You may not ask other agency employees to assist you with work that is not related to agency business during regularly scheduled work hours.
3. If it is determined that your outside employment interferes with your performance, the ability to meet the requirements of your position, or has an adverse impact on the agency, you will be required to terminate the outside employment.

4. If you are caught working outside the agency while off on sick leave or worker's compensation benefits, it will be grounds for disciplinary action up to and including termination.

CONFLICT OF INTEREST

Date Effective: 03/01/2014
Date Revised:

1. You must not engage in any activity, practice or act which conflicts with the best interest of the agency.

2. You must not accept money, gratuities, gifts, free trips, personal property or other items of value over $50 from any outside person or organization that does business with the agency.

3. You must report conflicts of interest to the Chief Executive Officer immediately upon discovery or suspicion of the conflict.

HIRING PROCESS

Date Effective: 03/01/2014
Date Revised:

1. HCCAA may choose to advertise internally for vacant positions prior to outside advertisement.

2. Preference may be given to employees of the agency for promotion to a higher level position without outside advertisement for the vacant position. Preference will be given to current and former Head Start parents for employment vacancies for which they are qualified. All Head Start classroom teachers hired must meet the staff qualification requirements as listed in the Head Start Act.

3. Qualified applicants whose references (personal and employment) have been verified will be chosen to participate in the interview process.

4. When applicable, applicants who are interviewed will be asked to complete a criminal history background check form. A background check will be completed prior to the individual being hired.

5. The Chief Executive Officer may override the formal hiring process if it is in the best interest of the agency or to prevent disruption of services.
PERFORMANCE EVALUATION
Date Effective: 03/01/2014
Date Revised:

1. Performance reviews are required annually during the first quarter of each calendar year. Performance reviews will be conducted using the standardized performance review system, which is designed to ensure reviews are conducted objectively.

2. Head Start employee’s performance will be evaluated upon completion of the first ninety (90) days of employment and/or at least once annually thereafter.

3. The annual evaluation should not replace ongoing communication concerning your day-to-day job performance, nor is it intended to be the only means by which your supervisor communicates his/her expectations and performance standards.

4. Your supervisor will complete the written performance appraisal and then schedule a time to review it with you.

5. You and your supervisor may discuss the following topics:
   a. Previous performance plans and achievement of goals
   b. Current performance appraisal, including demonstrating appreciation for employee contributions
   c. Providing constructive feedback on employee’s performance
   d. Setting future expectations and goals
   e. Identifying employee training needs and professional development opportunities

6. You may submit comments or statements on the performance review form.

7. Your supervisor will sign the completed form. You should sign the completed evaluation, acknowledging that you have reviewed it, although you may not necessarily agree. A refusal to sign should be documented by your supervisor.

8. Your supervisor will submit your performance review to the Program Director for final approval.

9. Your performance reviews will be placed in your personnel file and may be used for such actions as promotions, pay adjustments, corrective actions, and salary considerations as approved as Chief Executive Officer.

10. Leaves of absence and breaks in service may affect the timing of your performance appraisal.

11. The Executive Committee of the Board of Directors shall conduct a Performance Evaluation of the Chief Executive Officer on an annual basis.
a. Evaluation forms are made available to board members who complete the form and return it to the administrative office prior to the meeting of the Board in December.

b. A designated employee will record and total the results in a report to be presented to the Board.

COMPENSATION
Date Effective: 03/01/2014
Date Revised:

1. HCCAA has a “Salary Compensation Schedule” which lists all positions and entry level salary for each position.

2. Upon hiring, you will receive the compensation indicated on the Salary Position for which you were employed.

3. If/when you transfer to another position within the agency your compensation will be adjusted up or down based on the difference in the entry levels of the previous and current positions.

4. A Cost Comparability Study is used to compare HCCAA salaries and wages against other entities that provide the same or similar services.

5. No employee paid directly or on a pro-rated basis with Federal funds will receive compensation exceeding the limitations as set forth in Section 653.(b)(1) of the Head Start Act which is based on the rate payable for Level II of the Executive Schedule.

EMPLOYMENT OF RELATIVES / NEPOTISM
Date Effective: 03/01/2014
Date Revised:

1. You may not occupy a position where you will be working directly for or supervising a relative or someone with whom you are having a relationship as defined below.

   - spouse / significant other / fiancé
   - child / grandchild / great grandchild
   - parent / grandparent / great grandparent
   - uncle / great uncle / brother / nephew / great nephew
   - aunt / great aunt / sister / niece / great niece
   - 1st or 2nd cousin
   - a relative by marriage of comparable degree

2. Administrators and managers should exercise caution in hiring or transferring employees to ensure that a new or transferred employee is not placed in a direct reporting relationship as defined by agency policy.
3. In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.

4. Employees in a relationship should refrain from public workplace displays of affection or excessive personal conversation.

**EMPLOYMENT OF FORMER EMPLOYEES**

*Date Effective: 03/01/2014*

Date Revised:

1. If you previously worked for HCCAA and are re-hired, you will be subject to the 90 day Benefit Eligibility Period, except regarding the 401(k) benefits which will be based on Federal Guidelines.

2. If you leave the agency in good standing or are terminated due to budget cuts or program termination and are re-hired within 90 calendar days you will not lose your tenure in regards to accruing annual leave and will be credited for unused, unpaid sick leave as of separation of employment. No leave is earned during your absence from employment.

**RECRUITMENT AND SELECTION**

*Date Effective: 03/01/2014*

Date Revised:

1. The Director of Human Resources coordinates the recruitment process for staff in consultation with the Chief Executive Officer.

2. The Chief Executive Officer approves the filling of an open position or the creation of a new position.

3. Before internal posting or external advertising, positions are reviewed by the Chief Executive Officer for appropriate title, pay range, educational requirements and exemption status.

4. Job openings will be advertised locally and posted on the Agency web-site. Each job posting notice can include, but is not limited to, job title, component / program, location, job summary, essential duties, skills and abilities necessary to perform the job, and education or certification required for the job.

5. If you are interested in applying for an opening, you should submit an Agency application to the Human Resource Department. You must possess the necessary knowledge, skills and abilities to perform the work of the open position to be considered for an interview. Past work history, including attendance will be considered in making the final determination.

6. To be considered a job applicant, you must specify on the employment application, resume or letter of application the posted job announcement for which you are applying. Applications remain active until the posted position is filled. No person shall be denied the right to submit an application or a resume when a position is advertised.
7. Applicants for open positions will be screened for qualifications of employment. Educational qualifications, unless required by federal, state or local laws or regulations, shall not be made an absolute condition of employment or advancement of a candidate who is otherwise, by work experience and/or training, qualified to perform the duties of the position.

8. The Program Director and/or HR Department will develop a list of candidates to be interviewed and may create an interview committee.

9. The Program Director and/or HR Department will conduct pre-employment reference checks on the final candidates for the position.

10. The Program Director and/or HR Department will recommend the individual for hire. The hiring of administrative staff will be approved by the Chief Executive Officer. All other positions will be approved by Program Directors or HR. HCCAA requires a completed employment application on all new hires and may request additional documentation from the applicant to support a hiring decision.

11. The HR Department will extend the offer to the candidate via telephone call followed up by a letter of instruction for completion of new hire process.

12. The HR Department shall maintain records of the selection process, such as applications, evaluation criteria, notes from interviews, and reference checks for five (5) years.

13. The Chief Executive Officer (or similar management position) is appointed by the Board of Directors. The Chief Executive Officer serves at the pleasure of the Board.

14. No person serving as a voting member of the Board of Directors or as a member of any policy advisory council shall be simultaneously employed by HCCAA.

15. In accordance with 8 U.S.C. § 1324a, HCCAA will not knowingly hire an undocumented worker.

16. All decisions concerning hiring, promotions, transfers, demotions, etc., will be made without regard to race, color, religion, sex, national origin, age, disability (physical and mental), veteran status, pregnancy, marital status, medical condition, sexual orientation, political affiliation or any other status protected under federal and state law.

**EMPLOYMENT INVESTIGATION**

*Date Effective: 03/01/2014*

1. Applicants who are chosen for interview are required to sign a release form authorizing the pre-employment investigation and the release of information by former employers, educational institutions, or other organizations as part of the reference and background checking process. A refusal to sign such a release form may disqualify the applicant from further consideration for employment.

2. Employment investigation applies to all new hires as a condition of employment. Employment will be contingent upon the results of the pre-employment investigation.
a. The HR Department is responsible for the pre-employment investigation. The HR Department will evaluate the relevance of any offense in accordance with federal and state laws.

b. An applicant who provides substantial misleading, erroneous, or deceptive information on the application form, resume, or in an interview shall be eliminated from further consideration for employment.

3. Professional reference checks should be conducted by the HR Department before the job offer is made.

4. Employees whose position requires licensure or certification are to provide a copy of their licensure or certification prior to beginning work.

5. The criminal background check and FBI fingerprint process will occur prior to first day of employment as required by program regulations.

6. In the case of professional and management positions, conviction of a serious crime within the past two (2) years shall be considered as a lack of fitness for such positions. But in all instances, the applicant with a criminal record shall be considered for employment on the basis of individual merit.

7. HCCAA will require full disclosure of criminal record. If/when HCCAA shall employ a felon, there shall be prepared a written statement setting out the rationale for such decision. This statement shall be entered in the employee's personnel record, and a copy of the statement shall be provided to the appropriate funding source(s), if applicable.

8. In the case of fiscal positions, felony convictions for perjury, embezzlement, robbery, larceny, theft, burglary, misfeasance and malfeasance shall disqualify an applicant from employment with HCCAA.

**EMPLOYEE ORIENTATION**

*Date Effective: 03/01/2014*

1. Supervisor responsibilities:
   a. Provide each new employee with orientation specific to his/her workplace
   b. Provide on-the-job training needed for new employees to assume their responsibilities

2. New employee responsibilities:
   c. Participate in appropriate orientation processes
   d. Seek information to enhance his/her orientation process
   e. Complete and return appropriate personnel forms
3. HR Department responsibilities:
   a. Provide new employees with timely and relevant benefit information
   b. Provide information and resources concerning organization-wide policies and procedures
   c. Provide program / components with strategies, resources and tools for development of the workplace orientation process

4. All staff members are to be provided with information and training about the underlying philosophy and goals of HCCAA and the program(s) in which they work.

IMMIGRATION
Date Effective: 03/01/2014
Date Revised:

1. HCCAA requires, as a condition of employment, that all new hires must complete the employment eligibility verification INS Form I-9 and present the required documentation establishing identity and employment eligibility within three (3) days of offer to hire. Failure to do so may result in the offer of employment being withdrawn or withheld.

2. All former employees who are rehired are also required to complete a new Form I-9 if:
   a) They did not complete a Form I-9 for HCCAA within the previous three (3) years
   b) Their previous Form I-9 is no longer valid
   c) Their previous Form I-9 was not retained

FIDELITY BONDING
Date Effective: 03/01/2014
Date Revised:

1. The amount of fidelity bond coverage shall be sufficient to fulfill the federal and/or state requirements. This amount shall be reviewed upon renewal each year and with each new federal / state contract delineating specific requirements.

2. The fidelity bond coverage must include all persons authorized to sign or counter-sign checks or to disburse sizable amounts of cash. Persons who handle petty cash (amounts less than $250) need not be bonded, nor is it necessary to bond officials who are authorized to sign payment vouchers, but are not authorized to sign or counter-sign checks or to disburse cash.

3. Written assurance that the fidelity bond policy has been established will be forwarded to any funding source that requires such upon renewal each year. The assurance letter must be received from the bonding company or agency stating the type of bond, the amount and period of coverage, the positions covered, and the annual cost of the bond. HCCAA will retain a copy of this written assurance.

4. HCCAA will file a claim against such fidelity bond when a covered loss is discovered.
HUMAN RESOURCES RECORDS

Date Effective: 03/01/2014

1. Human Resources records shall be secured in locked file cabinets and access shall be controlled by the HR Department.

2. At no time should employee files leave the premises.

3. The HR Department is responsible for creating and maintaining employee personnel files. The personnel files should have a separate file for each employee, and include information such as the following:
   a. Employment application
   b. Job title
   c. Job description
   d. Employee classification (exempt from overtime or non-exempt)
   e. Hire date
   f. Salary history
   g. W-4 form
   h. Employment contracts, if applicable
   i. Employee authorization for release of information
   j. Employee signature acknowledging review of company policies and receipt of this Employee Handbook
   k. Employee résumé
   l. Performance appraisal
   m. Discipline
   n. Grievances

4. Documents containing sensitive medical information will be kept in a separate file.

5. W-2 forms will be maintained in a separate file.

6. Employees are responsible for notifying the HR Department immediately if there is a change in any of the following information:
   a. Legal name
   b. Home mailing address
   c. Telephone number
   d. Marital status
   e. Number and names of dependents
   f. Number of tax exemptions
   g. Payroll deductions
   h. Emergency contacts
   i. Beneficiary changes
   j. Status of driver's license
   k. Military or draft status
   l. Relevant training certificates
   m. Relevant professional licenses
7. Failure to inform the HR Department of personal data changes may have a significant impact on benefits and the ability to contact the employee or a family member in the event of an emergency.

8. Anyone needing access to an employee’s file should contact the HR Department.

9. Employees should not provide references or any comments, written or verbal, to individuals requesting information on current or former employees. All requests for information should be referred to the HR Department.

10. The name, verification of salary and job description of any and every employee of HCCAA is prescribed by law(s) as public information. The HR Department, upon written request, shall report the same without restraint. Any other information within an employee's personnel record folder may be reported or released only to the employee, to the Board of Directors, in response to a subpoena issued by a Court of Law, or to others upon the employee's written request.

11. At the discretion of the HR Department, employees may review the contents of their personnel file. With reasonable advance notice, employees may review their own personnel files at the HCCAA headquarters, on the employee’s own time, and in the presence of an individual appointed by HCCAA. Employees who wish to review their own file should make a written request to the HR Department.

Exceptions to this include:

a. Letters of reference
b. Materials relating to employer staff planning and business development
c. Information of a personal nature about another person, the disclosure of which could constitute an unwarranted invasion of privacy
d. Investigatory or security records maintained by the employer to investigate employee misconduct or other conduct which could be harmful to HCCAA

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

Date Effective: 03/01/2014
Date Revised:

1. Protected health information is confidential and may not be discussed with anyone except on a “need to know” basis in order to perform job duties.

2. Protected health information is a record that contains individually identifiable information, such as information relating to individuals including names, addresses, birth dates, telephone numbers, fax numbers, electronic mail addresses, social security numbers, health plan beneficiary numbers, or any other unique identifying number, characteristic, or code.

3. The regulations are applicable to all health information held or created by HCCAA.
4. HCCAA is prohibited from using or disclosing health information except as authorized by the employee or specifically permitted by the regulation. This includes all personally identifiable health information.

5. The HR Department will be responsible for implementing these privacy procedures, as well as ensuring general compliance.

6. Any complaint of a violation will be reported to the HR Department. The HR Department will investigate and take appropriate action to ensure that privacy practices are being followed.

7. Records should be secured in locked file cabinets and access shall be controlled by the HR Department.

**ATTENDANCE**
*Date Effective: 03/01/2014*
*Date Revised:

1. Authorized Absence – Any absence taken in accordance with HCCAA’s leave policy.

2. Unauthorized Absence – an employee not showing up for work, not calling in, and not having a valid reason for an absence, as determined by the supervisor.

3. Tardiness – an employee late for work by 30 minutes or more.

4. Unauthorized absences and tardiness must be charged to the employee’s accrued leave or, at the discretion of the supervisor, may be made up within the same work week.

5. Excessive Absenteeism or Tardiness - absenteeism or tardiness that affects job, program, and/or HCCAA performance.

6. If it is determined that absenteeism or tardiness has become unreasonable, the supervisor should address the issue with a verbal warning.

7. If the misuse continues the supervisor will report to the HR Department. A written/final warning will be issued to the employee.

8. An employee who is chronically or excessively absent or tardy may be subject to disciplinary action, up to and including termination.

**CONFIDENTIALITY OF EMPLOYEE AND ORGANIZATIONAL INFORMATION**
*Date Effective: 03/01/2014*
*Date Revised:

1. All information pertaining to HCCAA clients is confidential, and you must not discuss with or divulge to anyone, unless the performance of your official duties requires access to the information.
2. When you leave the agency, you must surrender all information-bearing items in your possession, whether or not containing confidential information, including but not limited to: electronic and other storage media, notebooks, reports, and other information from any third party.

3. Confidential information is to be used only in connection with the legitimate functions of your job duties. The release of confidential information shall occur only with proper authorization.

4. If contacted personally about confidential information, you should direct the inquiring party to your Program Director.

5. Any release, duplication, distribution, transmittal, disclosure, or discussion of such information that is not required by law or by your duties is strictly prohibited.

6. Client files should not be removed from the HCCAA premises other than for lawful destruction.

**PROMOTIONS**  
*Date Effective: 03/01/2014*  
*Date Revised:*

1. Two (2) types of advancement opportunities are outlined below:

   a. A promotion is the movement from one position to another position which may involve a salary increase and/or job title change.

   b. A reassignment is an approved change of an existing position as a result of significant changes in the duties and responsibilities of that position. A reassignment may result in a compensation and/or title change.

2. Every effort is made to fill vacancies by promoting qualified employees. Employees must possess the necessary skills, abilities and knowledge to satisfactorily perform the work of the advanced position. Past work history including attendance will also be reviewed in order to make this determination.

3. You are encouraged to maintain an awareness of vacancies and to seek job opportunities for which you qualify. An expression of interest in a promotion, either by submitting an application to the HR Department as a result of a job posting, or through discussions with your supervisor, will not have any adverse effect on the status of your current position.

**PAY INCREASES**  
*Date Effective: 03/01/2014*  
*Date Revised:*

1. Cost of living increases are approved by the Board of Directors and are contingent on availability of funds. Since the agency’s sources of income are never guaranteed, neither is the agency’s ability to grant increases in salaries.

2. A change in position which puts you in a higher paid position according to the Salary Schedule will result in an increase in pay equal to the difference of the former and new position entry levels.
JOB DESCRIPTIONS
Date Effective: 03/01/2014
Date Revised:

1. The Program Director is responsible for developing Job Descriptions for each program’s position. Job Descriptions need to be reviewed annually and updated as needed.

2. Upon a vacancy of a position the Program Director will provide a Job Description to be posted on the Agency Website.

3. Your supervisor will be responsible for ensuring that you are performing the tasks included in your Job Description. Each description will include, but is not limited to:
   
   a. Job’s purpose and essential functions  
   b. Principal duties and responsibilities  
   c. Education and experience qualifications  
   d. Physical and mental demands  
   e. Bona fide occupational qualification (if applicable)  
   f. Fair Labor Standards Act (FLSA) status  

4. Newly created positions or substantial changes in position duties and qualifications require review and approval of the Chief Executive Officer. After review, the Chief Executive Officer will determine the salary and FLSA exemption status for the position.

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TRAVEL AND SUBSISTENCE

Date Effective: 03/01/2014  
Date Revised

1. You will be reimbursed for allowable expenses when engaged in authorized travel necessary to conduct Agency business including mileage reimbursement or other transportation costs, hotel accommodations, and other services which are reasonable and meet adequate quality standards for convenience, safety, and comfort. You should, whenever possible, use the most economical accommodations which meet reasonable requirements.

2. When you use your private vehicle for Agency related travel, you will receive reimbursement at a rate authorized by the Board of Directors, which shall not exceed the Federal allowable rate.

3. You are expected to report the shortest distance between points of departure and destination for all travel.

4. Travel between your home and your designated HCCAA office is not eligible for reimbursement.

5. Travel from your home to any other business location is eligible for reimbursement if it is a shorter distance than from your designated office. If your destination is further from your home than from your designated office, your designated office should be the location from which you calculate round-trip mileage for reimbursement.

6. Whenever possible, you should make every effort to carpool with other employees traveling to the same destination in order to cut travel costs.

7. You will not be reimbursed for costs incurred due to mechanical and/or other automobile malfunction.

8. Personal vehicles used for Agency business must be covered by the amount of liability insurance required by the State.

9. Cash advances will not be paid for mileage reimbursement.

10. You must complete a “Mileage Sheet” which documents the date of the trip, beginning and ending odometer reading (or miles traveled based on an on-line mapping service such as MapQuest), your destination, purpose of the trip, and total miles traveled. You must submit your Mileage Sheets by the end of each month. If you do not submit your Mileage Sheets within sixty (60) days of travel, you may not be paid unless there are extenuating circumstances.

11. You will receive travel allowance expenses including all charges for meals, hotel accommodations, taxes on hotel rooms, telephone calls pertaining to business, transportation between airports and places of lodging and business, parking, tolls, taxi, car rental, airline tickets, and documented miscellaneous expenses.
12. You will be reimbursed for lodging on an actual basis not to exceed the maximum Federal lodging allowance applicable to the area traveled. Exception to this rule will be made when the hotel rate where a conference is held exceeds the allowable Federal rate or a hotel is not available with Federal rates.

13. In an effort to reduce travel costs, two or more individuals may be assigned to room together. In this case the cost of the room will be split equally between employees for the purpose of reimbursement unless an Agency credit card is used in which case you will not require reimbursement. A hotel receipt with zero balance must be attached to the travel voucher.

14. If someone other than an employee stays in the same room with you causing the room rate to increase, the non-employee is responsible for the difference in room rate and tax for the amount over the rate for a single room.

15. You will be reimbursed for Meals and Incidental Expenses (M&IE) based on the allowable Federal M&IE rate applicable to the area traveled (or highest M&IE rate applicable when multiple locations are involved). Reimbursement for meals is based on a per diem allowance of 75% of allowable M&IE for the days of departure and return and 100% for all days in between. The total percentage for the trip will be multiplied by the allowable M&IE for the area traveled to calculate the allowed reimbursement. Receipts are not required for meal reimbursement.

16. Miscellaneous expenses include hotel taxes, parking, taxi/shuttle/rental car or other ground transportation, business phone calls, and any other miscellaneous expense incurred while conducting Agency business. Miscellaneous expenses must be documented on the travel voucher. Receipts or a statement of expense explaining why a receipt was not available, must be attached to the form.

17. You may request a cash advance for overnight travel and for meal allowance.

18. Regardless of whether a cash advance has been made or a request submitted for reimbursement of expenses after the trip, all travel expenses are subject to requirements of documentation and reasonableness, and will be reimbursed in conformity with adopted procedures.

19. If you receive a cash advance prior to a trip, upon return from that trip, you must document actual expenses on a travel voucher and submit it for payment within ten (10) working days. Allowable expenses claimed will be used to offset the cash advance. If your trip expenses exceed the cash advance, you will be reimbursed for the difference. If your cash advance exceeds the allowable trip expenses, you must reimburse the difference to HCCAA by attaching a check to the final travel voucher.

20. You will not receive future travel advances until the proper documentation on the travel voucher has been completed and returned to the Accounting Department and Agency funds (if any) have been returned. If you do not refund the Agency any outstanding advances within thirty (30) days, you will be billed for the amount due.
21. If you did not receive a cash advance, you must submit a travel voucher documenting expenses incurred with back-up documentation in order to be reimbursed. Attach receipts for all miscellaneous expenses and hotel. Receipts are not required for meal reimbursement.

22. Travel vouchers must be submitted for payment at least monthly. If attending a conference or other organized meeting, you should attach a copy of the Agenda.

23. Costs of personal entertainment, non-employee (such as a spouse) expenses, room upgrades, amusements, social activities, alcoholic beverages, traffic citations, personal phone calls, or illegal activities are not allowable for reimbursement.

24. Direct billing from hotels for room charges will not be allowed except on a case by case basis or when special arrangements are made for large groups.

25. If you are out of the office on routine business for more than twelve (12) hours, you may get reimbursed for meals based on 75% of the allowable Federal M&IE rate. No advance is allowed because a detailed travel log will be required on the “Request for Daily Travel” form prior to reimbursement.

26. If you must travel by air, it must be coach class, unless there are extenuating circumstances, or lowest commercial discount fare at the time the ticket was purchased. If circumstances require that you book first class, you must get approval from the Chief Executive Officer.

27. Tickets for airline travel will normally be purchased with the Agency credit card directly from the airline, a travel agent or on-line booking web-site. If for some reason you must purchase the ticket out-of-pocket, you will be reimbursed prior to the trip by submitting supporting documentation of the purchase.

28. You will not be reimbursed for flight insurance or upgrades. When airfare is over $750 or more per person, two quotes from a travel agent or airline should be obtained and attached to the travel voucher.

29. When returning on a Sunday or departing on a Saturday in order to obtain a cost savings in airfare, travelers should provide a total cost comparison justifying that additional lodging and per diem is less costly than airfare without the Saturday night stay over.
SECTION 3
EMPLOYEE BENEFITS

BENEFIT ELIGIBILITY PERIOD
Date Effective: 03/01/2014
Date Revised:

1. If you are a regular employee, you will be eligible for agency sponsored benefits as outlined in this section upon completion of the 90 day Benefits Eligibility Period.

2. You must be on the job for 90 consecutive days in order to satisfy the 90 day Benefits Eligibility Period.

HOLIDAYS
Date Effective: 03/01/2014
Date Revised:

1. HCCAA observes thirteen (13) paid holidays per year which are typically:
   a. New Year's Day
   b. Martin Luther King, Jr. Day
   c. Presidents' Day
   d. Good Friday
   e. Memorial Day
   f. Independence Day
   g. Labor Day
   h. Veteran’s Day
   i. Thanksgiving Day
   j. Day after Thanksgiving
   k. Christmas Eve
   l. Christmas Day
   m. New Year’s Eve

2. A recognized holiday that falls on Saturday will be observed on the preceding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday.

3. All regular employees will receive Holiday pay upon completion of the 90 day Benefit Eligibility Period.

4. Temporary employees do not receive Holiday pay.

5. Holiday pay will be calculated based on your hourly rate of pay. You will be paid twenty percent (20%) of your normal scheduled work-week. For example, if you work 20 hours per week, your Holiday pay will be calculated by multiplying 20 hours X 20% = 4 hours of holiday pay.
6. Holidays occurring during authorized Sick or Vacation leave will not be charged against leave.

7. If you work on a Holiday, you will receive regular pay; however, you may take the Holiday on another day during the pay period. This must be approved by your supervisor.

8. If you are on designated FMLA and/or Worker’s Compensation you will receive Holiday pay.

9. Holidays will not be counted as hours worked for the purposes of determining overtime.

**VACATION LEAVE**

*Date Effective: 03/01/2014*

1. HCCAA provides time off for vacation for all regular employees. Vacation leave begins to accrue at the time of employment; however, you may not take vacation days until after you have completed your 90 day Benefit Eligibility Period.

2. You will accrue and use vacation leave in accordance with the guidelines outlined below.

3. Regular full-time employees working thirty (30) to forty (40) hours per week will accrue vacation time according to their years of service.

<table>
<thead>
<tr>
<th>YEARS OF SERVICE</th>
<th>ACCRUAL PER MONTH</th>
<th>ANNUAL MAXIMUM ACCRUAL</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st thru 5th year</td>
<td>8 hours</td>
<td>96 hours (12 days)</td>
</tr>
<tr>
<td>6th thru 15th year</td>
<td>10 hours</td>
<td>120 hours (15 days)</td>
</tr>
<tr>
<td>16th thru 25th year</td>
<td>12 hours</td>
<td>144 hours (18 days)</td>
</tr>
<tr>
<td>26th thru 35th year</td>
<td>14 hours</td>
<td>168 hours (21 days)</td>
</tr>
<tr>
<td>36 years or more</td>
<td>16 hours</td>
<td>192 hours (24 days)</td>
</tr>
</tbody>
</table>

4. If you work twenty-nine hours or less per week, your vacation leave will accrue at one-half the accrual rate in the above chart.

5. Temporary employees will not accrue vacation leave.

6. Upon termination of employment, except during the 90 day Benefits Eligibility Period, you will be paid for unused annual leave.

7. Unused leave in excess of maximum accrual allowed at the end of each calendar year will be lost.

8. If your work hours are reduced for any reason from thirty and over to twenty-nine or less, you will be paid the difference in the number of hours you have accrued and the maximum allowed based on the reduced accrual schedule.

9. Vacation leave may not be taken in less than thirty (30) minute increments.

10. Vacation leave may not be taken in advance of accrual.
11. Vacation leave may not be taken during a disciplinary period or the 90 day Benefits Eligibility Period.

12. Vacation leave may not be used to extend your termination date.

13. If you are on unpaid leave for one-half or more of a pay period, you will not accrue Vacation leave. Upon return to work from an unpaid period, you will resume accrual of Vacation leave according to your original date of hire.


**SICK LEAVE**

*Date Effective: 03/01/2014*

*Date Revised:*

1. HCCAA provides sick time off for all regular employees. Sick leave begins to accrue at the time of employment; however, you may not take sick days until after you have completed your 90 day Benefit Eligibility Period.

2. Regular full-time employees working thirty (30) to forty (40) hours per week will accrue four (4) hours of sick time per bi-monthly pay period.

3. If you work twenty-nine hours or less per week, your sick leave will accrue at two (2) hours per bi-monthly pay period.

4. Sick leave may be carried from one year to the next, but the accrual total will never exceed 360 hours for regular full-time employees and 180 for regular part-time employees.

5. Temporary employees are not eligible for sick leave.

6. If you are on unpaid leave for one-half or more of a pay period, you will not accrue sick leave. Upon return to work from an unpaid period, you will resume accrual of sick leave.

7. Holidays occurring during sick leave will not be charged against sick leave.

8. Employee’s receiving Workers’ Compensation wage benefits are not entitled to sick leave pay.

9. Unused sick leave will not be paid out upon separation from employment.

10. Employees may request use of paid sick leave in no less than thirty (30) minute increments.

11. Excessive use of sick leave will be brought to the attention of HR staff. In cases of suspected sick leave abuse, the HR Director has the prerogative to request verification of illness.

12. Sick leave may not be used as additional annual leave, but is granted when you are unable to perform your assigned duties because of illness or injury or if you pose an
immediate health risk to co-workers. This could include appointments with physicians, dentists, or other recognized practitioners.

13. You are responsible for notifying the supervisor as early as possible, but not later than 9:00 a.m. that you intend to utilize sick leave for that day. With the exception of a scheduled sick leave outage, you must notify your supervisor of the continuing absence by 9:00 a.m. of each day.

14. Absence from work due to illness in your immediate family shall be charged against your accumulated sick leave.
   a. Immediate family is defined as spouse or significant other, children, sibling, parents, grandparents, grandchildren, or a relative by marriage of a comparable degree.
   b. The illness or injury must require your personal attention for sick leave to be applied.

15. If you are absent due to illness for three (3) days or more you may be requested to provide a physician’s note prior to returning to work.

16. If you are absent beyond three (3) days you must contact the HR Director to discuss the possible need for FMLA.

17. Sick leave may not be taken in advance of accrual. Such leave that is taken beyond earned sick leave will be charged against vacation leave if available. If vacation leave is not available, you must record Leave With-Out Pay on your timesheet.

**FAMILY MEDICAL LEAVE**
*Date Effective: 03/01/2014*

1. If you are eligible, you may receive up to twelve weeks of job-protected leave during a twelve month period for the following reasons:
   a. For incapacity due to pregnancy, prenatal care of child birth;
   b. To care for your child after birth, or placement for adoption or foster care;
   c. To care for your spouse, son or daughter, or parent, who has a serious health condition;
   d. For a serious health condition that makes you unable to perform your job; or
   e. For military leave entitlements.

2. You must submit a written request to the HR Department at least thirty (30) days before leave is to commence or as soon as possible if 30 days notice is not possible.

3. You will be contacted by the HR Department and provided a Notice of Eligibility and Rights and Responsibilities.

4. You will be required to submit a medical certification within 15 calendar days from receipt of the Notice of Eligibility and Rights and Responsibilities.

5. A designation of FML will be determined upon receipt of the Medical Certification Form.

6. It is up to you to stay in contact with your Supervisor during the time off due to FMLA.
7. Leave may be taken intermittently or on a reduced hours’ basis only if such leave is medically necessary.
   
a. HCCAA has the option, in its sole discretion, to require you to transfer to a temporary alternative job which will better accommodates the intermittent leave or reduced hours leave than your regular job.

b. The temporary position will have equivalent pay and benefits as your regular job.

8. You are required to use your available sick and annual leave during the twelve (12) week FMLA leave period. Paid leave will run concurrently with FMLA leave.

9. During FMLA leave, HCCAA will continue to pay its portion of your health insurance premiums, but you must continue to pay your premium for dependent coverage. Failure to pay your dependent health insurance premium may result in loss of coverage.

10. If you do not return to work after the expiration of the leave, you will be required to reimburse HCCAA for payment of health insurance premiums during the FMLA leave, unless you do not return because of a serious health condition which prevents you from performing your job or circumstances beyond your control.

11. During leave without pay, you will not accrue annual or sick leave. Employment benefits accrued up to the day on which the FMLA leave of absence begins will not be lost.

12. If you are on FMLA leave due to your serious health condition, you must obtain certification that you are able to resume work prior to returning from any FMLA leave.

13. If you return to work from FMLA leave of absence prior to the expiration of your leave or on the business day following the expiration of your FMLA leave, you are entitled to return to your job or an equivalent position without loss of benefits or pay.

14. You will be required to submit a time sheet showing leave taken or leave without pay during any FMLA time off event. FMLA must be checked on the time sheet in addition to sick or vacation time reported, if any.

**LEAVE WITHOUT PAY**

*Date Effective:* 03/01/2014

*Date Revised:*

1. You will not be paid for time off for unexcused absences or when absent from work without accrued vacation or sick leave.

2. If you need to take leave without pay you must submit a written request prior to the leave being taken.

3. Leave without pay in excess of ten calendar days per year will be considered excessive and subject to disciplinary action up to and including termination.

4. Leave without pay **must** be reported on your time sheet.
EXTENDED LEAVE WITHOUT PAY

Date Effective: 03/01/2014

Date Revised:

1. Only the Chief Executive Officer may authorize Extended Leave without Pay.

2. If you are not eligible for Family Medical Leave, you may be eligible to take leave without pay for no more than six weeks depending upon the duties and the situation which will be evaluated on a case by case basis.

3. If you wish to continue insurance coverage during your leave of absence you must bear the full cost of that coverage. A monthly premium payment must be received by HCCAA in advance of the month of coverage.

4. You will not be guaranteed your position or a similar position when you return from absence. If a comparable position is not available at the time you return to work, you may be offered a lesser position. If no acceptable position is available at the time the leave expires, your employment with HCCAA may be terminated.

5. When possible, you should notify your supervisor at least thirty (30) days before the date of the anticipated leave. In an emergency situation, notice must be given as soon as possible, but no later than seventy-two (72) hours after the occurrence of the reason for leave. Failure to make timely notification of the need for leave may result in the delaying of leave until proper notification is received.

6. Such leave is without pay. However, paid sick and/or annual leave may be used until exhausted.

7. You will not be paid for Holidays falling within a period of Extended Leave without Pay.

8. Upon return to work, you will resume accrual of annual and sick leave according to your original date of hire.

MILITARY SERVICE

Date Effective: 03/01/2014

Date Revised:

1. It is your responsibility to inform your supervisor as soon as orders for military duty have been received.

2. When requesting a military leave of absence, you should present a copy of the orders, which will be maintained with your personnel records.

3. Military leave is a leave of absence without pay.

4. Military leave terminates either 90 days after your discharge date from the service or one year after you are released from hospitalization continuing after discharge.
5. You will be re-instated to your former position or to a position of similar seniority status and pay if HCCAA is informed of discharged no fewer than 20 days prior to you planned return.

6. Continuation of health insurance coverage is available as required by the Uniformed Services Employment and Re-employment Rights Act (USERRA).

7. Benefit accruals, such as annual and sick leave, and holiday benefits will be suspended during the military leave and will resume upon your return to active employment, and in accordance with USERRA.

8. When you return from military leave, re-employment will be in accordance with USERRA.

**JURY DUTY OR LEGAL SUBPOENA**

*Date Effective: 03/01/2014*

1. You are eligible for jury duty leave with pay for up to five (5) days. Additional required days off will be granted without pay. In lieu of leave without pay, an employee may opt to use accrued annual leave until exhausted.

2. When you receive a summons for jury duty, you must immediately present a copy of the summons to your supervisor.

3. If such duty extends past 12:00 noon, it will be considered a full day. If such duty does not extend past 12:00 noon, the employee should return to work.

4. Jury duty leave is calculated based on employee rate of pay at the time of the absence and the number of hours the employee would have been scheduled to work. If an employee was not scheduled to work, they will not be paid.

5. Jury duty leave is not used in the calculation of overtime.

**BEREAVEMENT LEAVE**

*Date Effective: 03/01/2014*

1. You should notify your supervisor as soon as possible if you have a death of an immediate family member as defined on this Handbook in order to request bereavement leave.

2. You must have completed the 90 day Benefits Eligibility Period to receive this benefit.

3. You will receive up to 3 days of leave for the death of an immediate family member as defined in this Handbook.

4. Bereavement leave must be taken within ten calendar days of the occurrence.

5. Documentation to support Bereavement Leave may be requested.
6. Your supervisor may allow you to use any available paid leave for additional time as necessary.

7. You will continue to accrue annual and sick leave time during the bereavement leave period.

8. Bereavement pay is calculated based on your rate of pay at the time of the absence and the number of hours you would have been scheduled to work. Bereavement leave will not be paid for any non-scheduled work day.

9. Bereavement leave is not used in the calculation of overtime.

10. Bereavement leave will be provided to regular employees.

11. Temporary employees will not be paid for bereavement leave.

12. Bereavement leave should be reported on your time sheet.

**EMERGENCY LEAVE**
*Date Effective: 03/01/2014*
*Date Revised:*

1. When it is judged that hazardous weather and/or road conditions are unsafe for travel between home and work, you may request such leave.

2. When it is judged that area conditions are hazardous and/or unsafe for normal business operations such leave may be granted.

3. Any Emergency Leave granted by the Chief Executive Officer shall not be charged to your accrued sick or annual leave.

4. This leave should be reported on your time sheet as Excused Leave.

**BENEFIT PLANS**
*Date Effective: 03/01/2014*
*Date Revised:*

1. If you are a regular full-time employee (working 30 hours or more) you will be eligible for agency sponsored benefits upon completion of the 90 day Benefits Eligibility Period.

2. Information and cost of insurance coverage will be provided to you during your orientation.

3. Medical Insurance
   a. Health care insurance will be provided if you work at least 30 hours per week, and once you have completed the Benefits Eligibility Period. A portion of the premium is paid by you as allowed by the Affordable Care Act.
b. Supplemental dependent coverage is also available to your dependants at the full expense of you, the employee. Dependents include your lawful spouse, children, and stepchildren up to twenty-six (26) years of age.

c. Dependents may be added or taken off the plan due to qualifying events as defined by the plan sponsor.

d. Procedures are subject to change without notice in accordance with the Affordable Care Act.

4. Life Insurance

HCCAA will provide you with a $20,000 of life insurance. You may opt for $50,000 life insurance in lieu of medical insurance.

5. Dental Insurance

HCCAA has dental insurance available to eligible employees (30 plus hours after 90 day Eligibility Period) as a payroll deduction.

IF INSURANCE COVERAGE IS NOT ACCEPTED UPON EMPLOYMENT, YOU MUST WAIT UNTIL THE NEXT OPEN ENROLLMENT PERIOD EXCEPT IN THE CASE OF A QUALIFYING EVENT AS DEFINED BY THE PLAN SPONSER.

6. Retirement Plan

e. HCCAA provides a 401(k) Retirement Plan to eligible employees. You must work 12 months before becoming eligible for the 401(k) Retirement Plan. After you have worked at least 1,000 hours in the preceding twelve months you will be enrolled in the plan. Enrollment in the 401(k) plan will be effective the first enrollment period, January or July, following the employee's completion of eligibility.

f. As determined annually by the Board of Directors, HCCAA will contribute a percentage of your compensation each pay period to your 401K retirement account. You will be given the opportunity to voluntarily contribute an additional amount. The amount of the contribution of any individual is limited by Internal Revenue Service regulations.

g. Contributions will be invested in funds selected by you at the time of enrollment. You may change these investment funds at any time by accessing the Retirement Fund Company website.

h. If you leave employment and are reinstated within five years and you have not taken a distribution of your retirement account, you will be eligible for re-enrollment in the 401(k) Retirement Plan.

i. When your employment ends you will receive a termination packet from the third party administrator for the distribution of your account funds. Distribution options include cash out or roll over to another qualifying plan.
8. Cafeteria Plan
   
   a. The Cafeteria Plan allows you to have a set amount determined by you to be withheld from your check each pay period. The funds withheld are exempt from Federal Withholding and FICA tax and may be withdrawn throughout the year to pay for dependent day care and unreimbursed health related expenses in accordance with Internal Revenue Service guidelines.

   b. If you work 30 hours per week or more, you will have the opportunity to enroll in the Cafeteria Plan. Open enrollment is during December of each year.

   c. Employees who have benefits included in the cafeteria plan cannot cancel any of the benefits they are purchasing through the plan unless they incur a federally approved qualifying event.

   d. If you choose to participate in the Flex Spending Account Option under the Cafeteria Plan, you will need to submit claims for health care expenses to the Third Party Administrator for reimbursement.

   e. If you fail to use the funds in your Flex Spending Account of the Cafeteria Plan by the end of the calendar year, up to $500.00 will be rolled over into the next year.

   f. Under the patient protection affordable care act, you can set aside a maximum of $2500.00 per year. The $500.00 carryover will not reduce the $2500.00 maximum you can contribute each year.

   g. Premiums for Medical and Dental Insurance that are payroll deductions are also eligible to be sheltered through the Cafeteria Plan. This means premiums will be deducted from your check prior to your pay being taxed.

**COBRA**

*Date Effective: 03/01/2014*

Date Revised:

1. Upon termination of employment, all provided health care coverage shall cease. Continuation of health and dental coverage will be made available at **102%** of the full group rate to all eligible employees upon termination in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA).

2. You have the right to choose this continuation coverage for a period of up to eighteen (18) months if group coverage is lost because of reduction in hours or the termination of employment for reasons other than gross misconduct.

3. Your covered spouse has the right to choose continuation coverage for a period of up to thirty-six (36) months (note exception) if group coverage under the plan is lost for any of the following reasons:
a. The death of the employee  
b. The termination of the staff member's employment or reduction in the spouse's hours of employment (limited to eighteen months)  
c. Divorce or legal separation from the employee  
d. The staff member has become eligible for Medicare.

4. Your eligible dependent child participating in the plan has the right to continuation coverage for a period of up to thirty-six (36) months (note exception) if group coverage under the plan is lost for any of the following reasons:

a. The death of a parent  
b. The termination of a parent's employment or reduction in a parent's hours of employment with HCCAA (limited to eighteen months)  
c. Parents' divorce or legal separation  
d. The parent becomes eligible for Medicare  
e. The dependent ceases to be a "dependent child" under the plan.

WORKERS' COMPENSATION (HEALTH AND SAFETY)  
Date Effective: 03/01/2014  
Date Revised:

1. The site supervisor is responsible for establishing and communicating all safety policies and procedures including but not limited to:

a. Inspecting work areas  
b. Maintaining safe practices in work areas  
c. Reporting any possible hazards present  
d. Investigating all accidents immediately  

2. Creating or contributing to unsafe and/or unsanitary conditions is prohibited.

3. As a condition of employment, you are required to work safely and to perform your job in a manner to avoid accidents and injury to yourself and to others.

4. You must inform your supervisor of the injury, illness or accident as soon as possible, but no later than three (3) calendar days following the event of injury or illness. Information must be provided on the Agency Accident Report Form.

5. The supervisor will promptly conduct a thorough investigation to determine if the injury, illness or accident was caused by a work-related situation.

6. The supervisor will notify the HR Department of the accident, illness or injury and work with them to resolve or correct the cause of such accident, illness or injury.
7. The HR Department will be responsible for completing and submitting the Employer’s First Report of Injury or Illness with HCCAA’s Workers’ Compensation insurance carrier if you miss work and/or seek medical attention.

8. You must request that the doctor promptly provide information to HCCAA HR Department regarding your work status.

9. You should keep records of all bills, dates of treatment, compensation payment, dates worked and not worked, to whom the injury, illness or accident was reported and any other information relating to your injury, illness or accident.

10. Absences related to injury, illness or accident on the job shall be taken in accordance with the leave policy and these procedures.

11. If you are injured and unable to work, you have the option to use leave time or leave without pay until the Worker’s Compensation Temporary Income Benefits Qualification Period is met (7 days). You must submit your decision in writing to the HR Director.

12. **YOU MUST PAY YOUR FULL INSURANCE PREMIUMS** for health and dental insurance during extended leave for longer than seven (7) days due to a work related accident. You must contact the HR Director to discuss payment arrangements within the first seven (7) days of absence. You will receive a letter and/or e-mail informing you when the payment is due and the amount due.

13. Your insurance will be cancelled in thirty (30) days if insurance premiums are not paid when due. If you want continuation of health and dental coverage, it will be made available at **102%** of the full group rate in accordance with the Consolidated Omnibus Budget Reconciliation Act (COBRA).

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PROFESSIONAL DEVELOPMENT

Date Effective: 03/01/2014
Date Revised:

General Provisions and Restrictions

Each fiscal year, a limited amount of funds may be made available to pay for tuition for staff to attend college classes.

1. If funds are available, provisions will be implemented to the extent of the funds available for that fiscal year.
2. If funds are not available, the agency is not otherwise obligated to implement tuition payment provisions of this policy.
3. Although an educational degree may enhance promotional opportunities, completion of a course or attainment of a degree in no way obligates HCCAA to promote the employee to a different position.
4. Tuition and books for a class that will enhance and is specifically related to an employee’s job function may be paid for with program funds if available. If requesting such assistance, the employee should include all associated costs. The request should be specific and include the name(s) of the course(s), beginning and ending dates, as well as specific days and times of classes. Upon request, books purchased with agency funds must be returned within 30 days after the end of the course.
5. Although implementation of the program indicates that employees may be allowed vacation time off to attend classes, the program in no way obligates HCCAA to allow employees time off to attend classes during work hours. First consideration will be given to the needs of the work site. However, if HCCAA approves a request for time off, then and only then may an employee attend classes during working hours and only for the semester approved.
6. Employees will not be reimbursed mileage for attending classes.
7. If an employee is working in an area where he/she is taking classes and it is more practical for the employee to attend class in an agency vehicle rather than returning to home or office to use his/her personal vehicle, he/she may use the agency vehicle to attend class. However, agency vehicles may not be used for the specific purpose of attending classes.
8. Employees are encouraged to take courses that are available on-line. Agency computers may be used for this purpose during non-business hours.
9. Employees will use vacation time to register and purchase books for classes.
10. Employees will not be allowed study time during regular working hours.
11. Employees must turn in grades at the end of each semester to the Human Resources Department.
12. Employees must maintain a passing grade in order for HCCAA to continue to pay for tuition and books. The employee must wait six months before requesting financial assistance or time off for continuing education if a failing grade is received.
13. If repayment is in effect, HCCAA will not pay for other courses until employee debt is completely satisfied.
Participation Eligibility

An employee must meet the following conditions to be eligible to participate in the program:

1. be a regular full-time employee;
2. be employed for at least 90 consecutive days with HCCAA;
3. have a current satisfactory performance evaluation on file; and
4. have no written disciplinary actions within the last 12 months.

An employee is ineligible to participate in the program if he/she is receiving any type of financial assistance that does not require repayment.

An employee must meet the following conditions to **remain eligible** to participate in the program:

1. maintain a satisfactory performance evaluation throughout the duration of the program;
2. have no written disciplinary actions during the duration of the program;
3. satisfactorily completed the course(s) with a passing grade;
4. be a regular full-time employee.

Application Requirements

Application requests shall be limited to job-related courses and will be considered on a semester-by-semester basis.

Deadlines

At least 15 calendar days prior to the semester, an employee must submit the application to the Program Director who will determine if the employee meets eligibility requirements for the program. Incomplete applications are subject to rejection.

An application consists of the following documents:

1. a copy of the applicant’s transcript, if applicable;
2. a copy of the applicant’s degree plan. An employee who submits a degree plan for the first time must provide a written explanation on how the degree being sought will benefit the agency; and
3. a copy of the job-related course description from the school catalog or equivalent documentation, if requested.

If the employee meets eligibility requirements for the program and vacation time off is requested, the Program Director will confer with the Chief Executive Officer and the employee’s immediate supervisor for time-off approval. Final approval of time off for eligible employees shall be at the discretion of the Chief Executive Officer.
The Chief Executive Officer will determine if sufficient funds are available.

1. If funds are available, all approved applications will be granted payment of tuition.
2. If sufficient funds are not available, a determination will be made based on the following criteria as to which applications will be granted payment of tuition:
   a. the agency’s need for the degree being sought by the employee;
   b. the semester hours the employee needs in order to complete his/her degree (employees who need fewer hours will receive priority over those who need more); and
   c. the employee’s total tenure with HCCAA (employees who have longer tenure will receive priority over those who have shorter tenure).

The Program Director will notify the employee whether the request has been approved or disapproved.

**Repayment**

All employees shall sign an Obligatory Agreement for Continuing Education form giving HCCAA permission to deduct costs incurred for a dropped course or completed course with a failing grade. Funds will be deducted from the employee’s pay check(s) until the balance due is paid in full.

In the event an employee does not remain employed by HCAA for at least thirty-six (36) months after graduation with a degree program subsidized by HCCAA, the employee shall repay HCCAA for all costs incurred based on a pro-rata basis if funds are not available through payroll deduction.

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Failure to comply with this policy may result in legal action taken by HCCAA against the employee.
SECTION 4
TIMEKEEPING AND PAYROLL

HOURS OF WORK
Date Effective: 03/01/2014
Date Revised:

1. Standard business hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Any permanent variation of your set schedule must be approved by your supervisor with consent of the Chief Executive Officer. Request for and approval of variance must be in writing.

2. If you are a regular or a temporary part-time employee, you shall work an established schedule generally governed by the same stipulations for full-time employees.

3. You will receive an unpaid meal period of sixty (60) minutes in length. Lunches should be taken between the hours of 12:00 p.m. and 1:00 p.m. and will be adjusted to accommodate staffing needs and operating requirements.

4. During the meal break, you are relieved from duty and free from interruptions except when an emergency arises. You may not work through meal periods without prior approval from your supervisor.

5. If you leave the premises during working hours, you should notify and obtain permission from your supervisor.

6. The normal work period for non-exempt employees is forty (40) hours worked in seven (7) specified consecutive days, which shall constitute a work week. The work week shall begin midnight Sunday through midnight the following Saturday.

7. HCCAA actively discourages the working of overtime. It shall be the responsibility of the supervisor to ensure that employees are not required or permitted to work overtime unless absolutely necessary and fully justified.

8. Overtime compensation shall be paid only to non-exempt employees in accordance with federal and state wage and hour restrictions.

9. Overtime must be authorized by the Chief Executive Officer.

10. Disciplinary action may be taken if prior approval for overtime was not obtained or for failure to record overtime worked.

11. Overtime shall be considered to have been worked by an employee in any work week in which an excess of forty (40) hours is worked.

12. Payment of overtime will be based on actual documented time worked over forty (40) hours regardless of the amount of overtime approved.
13. Time off, such as holiday, sick, vacation, or any leave of absence will not be considered hours worked in determining overtime calculations.

14. Non-exempt employees scheduled to attend a meeting, training class, workshop, or seminar at the request of HCCAA will be paid for the hours of the meeting or seminar and the travel time to and from the work site.

15. HCCAA retains the option to determine the mode of transportation for which it will pay travel time for any given trip. An employee will not be paid for travel time exceeding the time required for the selected mode of transportation.

16. Travel time to and from home is not considered work time.

**TIMEKEEPING**

*Date Effective: 03/01/2014*

*Date Revised:*

1. You will receive training during orientation on procedures for the electronic time keeping system.

2. You are responsible for recording and verifying your own time worked. Tampering, altering or falsifying time records is not allowed and may result in disciplinary action, up to and including termination.

3. You may record time worked in half hour (.50) hour increments. Any hours worked less than eight (8) per day should be recorded to an applicable leave code.

4. Time Sheets/Personal Activity Reports should be completed by the third business day following a pay day. It is your responsibility to complete the time sheet on schedule.

5. Supervisors will review and approve the Time Sheets/Personal Activity Reports in the electronic time-keeping system.

6. Electronic log-in and saving is recognized as a signature in the electronic time keeping system.

7. In order to prevent the payroll process from being delayed for all employees, any late or incorrect time sheets will not be processed until the next payday.

8. Excessive errors on time sheets will result in a written warning for both the employee and supervisor. Written warnings are placed in personnel files.
PAYROLL
Date Effective: 03/01/2014
Date Revised:

1. You will be paid on a bi-monthly basis for the 1st through the 15th day of the month and the 16th through the last day of the month.

2. You are responsible for notifying the HR Department of any change in banks or bank accounts to ensure the proper direct deposit of payroll to your account. The notice should be submitted in writing a minimum of two weeks prior to the end of the given pay period. The first pay period after electing or changing direct deposit institution will be a test pay period and you will receive a paper check.

3. If you desire to change the amount withheld for taxes, you must submit a revised IRS Form W-4 to the HR Department at least ten (10) business days prior to the affected payroll.

4. You must complete and sign applicable forms for elected benefits and voluntary contributions.

5. Mandatory deductions and wage garnishments that are required by law will automatically be made from your paycheck. These deductions may change as they are affected by changes in the amount earned, by legislation, and by the number of dependents declared.

6. Additional deductions HCCAA is authorized to make, or which is required by law (e.g., garnishments, child support) are automatically deducted and will not be stopped until proper documentation has been received from the issuer who authorized the deduction or garnishment or benefit enrollment entity.

7. Court orders, wage deduction summonses, tax levies and other similar orders should be forwarded to the HR Department immediately. The HR Department will:
   a. Notify the employee of the legal action being taken against him or her
   b. Provide the employee with a copy of the official court order or tax levy
   c. Inform the employee of the dates the garnishment will be deducted from the his/her paycheck

8. You will not be terminated for having a garnishment served against you or for filing a petition for bankruptcy.
SECTION 5

EMPLOYEE CONDUCT

COMMUNICATIONS WITH THE PUBLIC
Date Effective: 03/01/2014
Date Revised:

1. All contacts and communications with governmental entities or outside funding sources, which raise questions concerning or deal with the propriety or adequacy of internal operations or performance of contracts and other legal obligations of HCCAA, are to be approved by the Chief Executive Officer.

2. No employee may communicate to the press as an official spokesperson of HCCAA without prior consent of the Chief Executive Officer or designee.

3. All inquiries from the press should be referred to the Chief Executive Officer or designee. Any deviation from this policy shall be grounds for disciplinary action, up to and including termination.

WORKPLACE INSPECTION
Date Effective: 03/01/2014
Date Revised:

1. Security concerns may warrant inspection of a facility, including your personal property on the premises and content on HCCAA owned computers.

2. Your supervisor may, at his/her discretion, direct you to move or remove personal items deemed inappropriate for the business setting.

WORKPLACE AGGRESSION / VIOLENCE
Date Effective: 03/01/2014
Date Revised:

1. Employees and volunteers should be treated with courtesy and respect at all times.

2. You are expected to refrain from fighting, horseplay, or other conduct that may alarm or be dangerous to others.

3. All harassment, threats of violence, or violent acts, whether direct or indirect, should be reported immediately to your supervisor. This includes threats by employees, vendors, solicitors, or other members of the public. The supervisor should attempt to obtain the most specific and detailed information as possible from the affected individual(s).
4. All suspicious individuals or activities should also be reported as soon as possible to the supervisor and/or the Chief Executive Officer.

5. Conduct that threatens, intimidates, or coerces another employee, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment.

6. HCCAA will promptly investigate all reports of aggressive behavior, threats of violence, actual violence, or suspicious individuals and activities. Employees may be put on suspension during the investigation.

7. It is at the discretion of HCCAA management to determine whether behavior is aggressive, inappropriate or threatening.

8. Anyone determined to be responsible for threats of or actual violence or aggressive conduct will be subject to prompt disciplinary actions up to and including termination and/or legal action as appropriate.

9. Anyone in possession of a weapon will be subject to prompt disciplinary actions up to and including termination, and/or legal action as appropriate. An exception will be made for knives being used by staff in the preparation of food or in line with duties.

10. Dangerous or hazardous devices or substances are prohibited on the premises.

9. In the event of an emergency, call 9-1-1.

**SMOKING**

*Date Effective: 03/01/2014*

Date Revised:

1. You are not allowed to smoke in Agency buildings or vehicles.

2. If you are working at a Head Start Center, you are not allowed to smoke on the premises.

3. Complaints for this violation should be reported to your supervisor.

**FIRE SAFETY / PREVENTION**

*Date Effective: 03/01/2014*

*Date Revised: 4/5/2011*

**Fire Prevention**

1. Know the location of the nearest fire extinguisher(s).

2. Notify the Program Director or designee if an extinguisher is used or if the seal is broken. Extinguishers rated A, B, or C can be used for paper, wood, or electrical fires.
In Case of Fire

1. **If the fire is small and contained**, locate the nearest fire extinguisher. This should only be attempted by employees who are knowledgeable in the correct use of fire extinguishers.

2. Evacuate all people from the area until the smoke has been cleared from the workspace.

3. If possible, immediately contact the supervisor and/or Program Director.

4. **If the fire is out of control**, leave the area immediately. No attempt should be made to collect personal belongings or fight the fire.

5. Close the door and/or isolate the fire, if possible.

6. From a safe location, dial 9-1-1 and be prepared to state what is burning and specifically where the fire is located.

7. When the fire department arrives, direct the crew to the fire. Do not re-enter the building unless / until directed to do so by a representative of the fire department.

Emergency Evacuation

1. Stop all work immediately.

2. Walk to the nearest exit, including emergency exit doors.

3. Exit quickly, but do not run. Do not stop for personal belongings.

4. Contact outside emergency response agencies from a cell phone, if needed.

5. Do not re-enter the building unless / until instructed to do so by the appropriate official.

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DRUG AND ALCOHOL USE

Date Effective: 03/01/2014
Date Revised:

Covered Workers

Any individual who conducts business for the organization, is applying for a position or is conducting business on the organization's property is covered by our drug-free workplace policy. Our policy includes, but is not limited to CEO, executive management, managers, supervisors, full-time employees, part-time employees and applicants.

Applicability

Our drug-free workplace policy is intended to apply whenever anyone is representing or conducting business for the organization. Therefore, this policy applies during all working hours, whenever conducting business or representing the organization.

Prohibited Behavior

It is a violation of our drug-free workplace policy to use, possess, sell, trade, and/or offer for sale illegal drugs or intoxicants, or to be under the influence of alcohol at work. No funds appropriated under the State Appropriations Act shall be used for the payment of salaries to any employee who uses alcoholic beverages while on active duty. No funds appropriated for travel expenses may be expended for alcoholic beverages.

Notification of Convictions

Any employee who is convicted of a criminal drug violation must notify the organization in writing within five calendar days of the conviction. The organization will take appropriate action within 30 days of notification. Federal contracting agencies will be notified when appropriate.

Searches

Entering the organization's property constitutes consent to searches and inspections. If an individual is suspected of violating the drug-free workplace policy, he or she may be asked to submit to a search or inspection at any time. Searches can be conducted of pockets and clothing, lockers, wallets, purses, briefcases and lunchboxes, desks and work stations and vehicles and equipment.

Drug Testing

To ensure the accuracy and fairness of our testing program, all testing will be conducted according to Substance Abuse and Mental Health Services Administration (SAMHSA) guidelines where applicable and will include a screening test; a confirmation test; the opportunity for a split sample; review by a Medical Review Officer, including the opportunity for employees who test positive to provide a legitimate medical explanation, such as a physician's prescription, for the positive result; and a documented chain of custody.

All drug-testing information will be maintained in separate confidential records.
Each employee, as a condition of employment, will be required to participate in pre-employment, random, post-accident, reasonable suspicion and return-to-duty testing upon selection or request of management.

The substances that will be tested for are: Amphetamines, Cannabinoids (THC), Cocaine, Opiates, Phencyclidine (PCP) and Alcohol.

Testing for the presence of alcohol may be conducted by analysis of breath, saliva and/or blood.

Testing for the presence of the metabolites of drugs may be conducted by the analysis of urine, blood and/or hair.

**Consequences**

Any employee who tests positive will be required to pass a Return-to-Duty test within twenty-four hours of the return of a positive result. This will be at the employee’s expense. The employee must sign a Return-to-Work Agreement and will be subject to ongoing, unannounced, follow-up testing for a period of one year. If the employee refuses testing, it will be grounds for immediate termination.

An employee will be subject to termination if he/she refuses the screening or the test, adulterates or dilutes the specimen, substitutes the specimen with that from another person or sends an imposter, will not sign the required forms or refuses to cooperate in the testing process in such a way that prevents completion of the test.

The legal use of controlled substances prescribed by a licensed medical physician is permitted and will not be considered a violation of this policy so long as it does not impair the employee’s ability to perform the essential functions of the job effectively and in a safe manner that does not endanger self or others. HCCAA encourages employees to volunteer this information to the supervisor to ensure that all health and safety precautions are taken for all persons involved. Abuse of prescription drugs will not be tolerated.

**Assistance**

Hill Country Community Action Association, Inc. recognizes that alcohol and drug abuse and addiction are treatable illnesses. We also realize that early intervention and support improve the success of rehabilitation. To support our employees, our drug-free workplace policy:

- Encourages employees to seek help if they are concerned that they or their family members may have a drug and/or alcohol problem.
- Encourages employees to utilize the services of qualified professionals in the community to assess the seriousness of suspected drug or alcohol problems and identify appropriate sources of help.
- Allows the use of accrued paid leave while seeking treatment for alcohol and other drug problems.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.
Confidentiality

All information received by the organization through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and management policies.

Shared Responsibility

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required to not report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs.

It is each supervisor’s responsibility to confront any subordinate whenever changes in performance suggest a drug or alcohol abuse problem. The supervisor may suggest that the employee voluntarily seek help.

An employee reporting for work visibly impaired or unable to properly perform required duties will not be allowed to work. If possible, the employee’s supervisor should seek another supervisor’s or Program Director’s opinion of the employee’s status. The supervisor should then confront the employee with the observation to rule out any problems that may have been caused by prescription drugs. If it is determined that the employee is impaired, the employee should be sent home or to a medical facility by taxi or other safe transportation alternative, accompanied by the supervisor or another employee if necessary. An impaired employee should not be allowed to drive.

In addition, employees are encouraged to:

- Be concerned about working in a safe environment.
- Support fellow workers in seeking help.
- Report dangerous behavior to their supervisor.

It is the supervisor's responsibility to:

- Inform employees of the drug-free workplace policy.
- Observe employee performance.
- Investigate reports of dangerous practices.
- Document negative changes and problems in performance.
- Clearly state consequences of policy violations.

Communication

Communicating our drug-free workplace policy to both supervisors and employees is critical to our success. To ensure all employees are aware of their role in supporting our drug-free workplace program the policy and this procedure will be reviewed in orientation sessions with new employees.
ELECTRONIC MEDIA USE AND TELECOMMUTING

Date Effective: 03/01/2014

Date Revised:

1. While computer equipment and network, peripherals, e-mail and the Internet are intended for job-related activities, incidental and occasional personal use is permitted within reasonable limits. Abuse of this privilege may result in revocation of such privilege or possible disciplinary action. However use for personal commercial ventures, or religious or political causes is prohibited.

2. HCCAA prohibits the use of computers, e-mail and the Internet, in ways that are disruptive, offensive to others, or harmful to morale. At no time should any subject matter of a sexual or violent nature be intentionally viewed.

3. There is no personal privacy in any matter created, received or sent from the Internet or e-mail system. HCCAA, in its discretion, reserves the right to monitor and access any matter created in, received through, or sent from the Internet or e-mail system.

4. Messages sent or forwarded during business hours should be sent only with good business reason for doing so. All e-mail, Internet information, and other data and documents that are composed, transmitted, or received via HCCAA’s electronic communications systems are considered to be part of the official records of HCCAA and, as such, subject to disclosure to HCCAA, law enforcement or other parties.

5. Each employee is responsible for the messages that are sent from his or her computer and e-mail accounts. Employees should maintain security of their passwords.

6. All e-mail messages must follow HCCAA policy banning solicitation and distribution. Chain letters, pyramid schemes, and other solicitations are prohibited.

7. Data composed, transmitted, or accessed via e-mail and/or the Internet must not contain content that could be considered discriminatory, offensive, obscene, threatening, harassing, intimidating, or disruptive to any employee or other person. No e-mail that constitutes intimidating, hostile or offensive material on the basis of race, color, religion, sex, national origin, age, disability (physical or mental), veteran status, pregnancy, marital status, medical condition, sexual orientation, political affiliation or any other status protected by federal, state or local law or regulation may be created or sent at any time. HCCAA’s policy against harassment applies fully to the Internet and e-mail system.

8. The unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet is expressly prohibited. Employees are also responsible for ensuring that the person sending any material over the Internet has the appropriate distribution rights.

9. To prevent the infection of viruses and other potentially damaging programs, no employee may download files and/or software from e-mail or the Internet without prior authorization. For authorization, employees should contact the IT Department. Any and all software that is downloaded from the Internet must be registered to HCCAA. Additionally, extreme caution must be observed at all times when opening e-mail messages and attachments.
10. HCCAA purchases and licenses the use of computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, neither HCCAA nor any of its employees may reproduce such software for use on more than one computer. Copyrighted and trademarked material that does not belong to HCCAA may not be transmitted by employees on the company’s e-mail or Internet system without permission from the holder of the copyright or trademark. Every employee who obtains access to other companies’ or individuals’ materials must respect all copyrights and trademarks and may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy for reference only.

12. Employees should not attempt to defeat security restrictions on HCCAA systems and/or applications.

13. Telecommuting is the practice of accessing HCCAA’s computer network from an alternate location instead of physically traveling to the HCCAA office. This work alternative is not a universal employee benefit and must be approved by the CEO. As such, HCCAA has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

14. Employees who are entrusted with computers and/or other electronic equipment taken off site are personally responsible for the safety and security of such. Employees that utilize lap top computers for telecommuting should carefully safeguard HCCAA network access information as well as any business related information stored on the computer.

15. Employees who become aware of misuse of any electronic media as outlined in this procedure should promptly contact the supervisor.

16. Employees who violate these procedures may be subject to disciplinary action, up to and including termination.

17. Questions concerning these procedures should be directed to the supervisor.

**DRESS, APPEARANCE AND HYGIENE**

_Date Effective: 03/01/2014_

_Date Revised:

1. The supervisor is responsible for monitoring this policy.

2. You are expected to wear appropriate attire for your job function. Dress which is _not_ acceptable includes:

   a. Overly revealing clothing

   b. Shorts more than two inches above the knee

   c. Shoes with heels over three inches

   d. Torn, worn, or frayed clothing
3. You may dress casually, such as wearing denim attire, unless attending a business function.

4. If your duties require you to work outside your normal work area and job function, you should dress appropriately for the location and/or the work to be done.

5. Clothes should be clean, neat and in good repair. Clothing that contains offensive graphics or messages are not permitted in the workplace or outside the workplace while conducting business.

6. Visible body piercings, other than pierced ears, are not acceptable in the workplace.

7. Offensive tattoos and/or those measuring over an inch in diameter must be covered in the workplace.

8. Scented substances should be used conservatively and you should take necessary steps to prevent offensive odors.

9. Should personal hygiene or dress prevent or impair the satisfactory and efficient performance of your job duties or if it is determined that you are inappropriately dressed or groomed, you may be instructed to go home, make necessary changes, and to return to work in a reasonable amount of time. This time will not be considered as time worked.

10. For questions regarding what is or is not appropriate attire at HCCAA, consult your supervisor.

SOLICITATION

Date Effective: 03/01/2014

Date Revised:

1. Solicitation includes, but is not limited to: asking employees for funds or contributions, offering goods for sale, asking employees to sign a petition, requesting employees to join a group, or otherwise requesting employees’ support or commitment with respect to causes, groups, or interests.

2. During regular work hours, you are prohibited from soliciting or distributing literature for any purpose. Regular working hours refers to any portion of the workday in which you are expected to be performing job duties. Regular work hours do not include such times as lunch, or before and/or after work.

3. An employee who is not working may not solicit, or distribute literature to, an employee who is working.
1. Because rapid changes in the industry and regulatory environment constantly pose new ethical and legal considerations, no set of guidelines should be considered absolute under all circumstances.

2. Under HCCAA’s ethical standards, managers, supervisors, and employees share certain responsibilities. It is the responsibility of each employee to (i) become familiar with, and conduct HCCAA business in compliance with, applicable laws, rules and regulations, and this Employee Handbook; (ii) treat everyone in an honest and fair manner; and (iii) avoid situations where personal interests are, or appear to be, in conflict with HCCAA interests.

3. HCCAA expects all staff, including managers and supervisors, to give a full day’s work for a full day’s pay. All staff must learn their duties and perform them in a responsible manner. It is required that all staff members conduct themselves at all times in a manner that promotes public confidence in their integrity and impartiality.

4. Each and every staff must not only follow laws and ethical standards but also avoid actions that create the appearance of violating laws or ethical standards. Fraudulent activities including: fraudulent financial reporting, misuse or misappropriation of HCCAA assets, theft, unauthorized or improper receipts and expenditures, and improper use of paid leave benefits, will not be tolerated.

5. When an employee learns of a potential or suspected violation of the policy, the employee has an obligation to promptly report the violation to the supervisor and/or Chief Executive Officer. The employee may do so orally or in writing and, if preferred, anonymously.

6. HCCAA prohibits any employee from retaliating or taking adverse action against anyone for raising suspected conduct violations or helping to resolve a conduct concern. Any individual who has been found to have engaged in retaliation against an employee for raising, in good faith, a conduct concern or for participating in the investigation of such a concern may be subject to discipline, up to and including termination. If any individual believes that he or she has been subjected to such retaliation, that person is encouraged to report the situation according to the Personnel Grievance and Appeals section of this Employee Handbook.

7. As a public-funded organization, HCCAA is required to record and report all financial matters in compliance with Generally Accepted Accounting Principles (GAAP). Therefore, HCCAA employees are responsible for ensuring the accuracy of all books and records within their control and for complying with all HCCAA policies, procedures and internal controls. All HCCAA information must be reported accurately, whether kept internally, released to the public or filed with government agencies.

8. In addition to activities contained within other sections of this Employee Handbook, some additional unacceptable activities are noted below; however, this list is not all-inclusive and other inappropriate conduct may result in disciplinary action.
a. Violation of any HCCAA rule or policy; any action that HCCAA deems detrimental to its efforts to operate
b. Any action or public pronouncement which reflects adversely upon HCCAA
c. Insubordination or refusing to obey instructions issued by the supervisor pertaining to job responsibilities and performance
d. Engaging in an act of sabotage; negligently causing the destruction or damage of HCCAA property, or the property of all persons involved in HCCAA in any manner
e. Theft or unauthorized possession of HCCAA property or the property of fellow employees
f. Removal of any HCCAA property, including documents, from the premises without prior permission from the supervisor
g. Unauthorized use of HCCAA equipment or property for personal reasons
h. Using HCCAA equipment for profit
i. Dishonesty, falsification, misrepresentation, or material omission on the application for employment or other work records
j. Falsifying reason for a leave of absence or other data requested by HCCAA
k. Alteration of HCCAA records or other HCCAA documents
l. Unsatisfactory or careless work
m. Sleeping or loitering during working hours
n. Personal habits that are offensive, distracting and/or contributory to health conditions of any other employee(s), e.g. loud radios, profane or offensive language.
o. Excessive personal calls, texting, or e-mail during regular business hours, etc.
p. Head Start staff is not allowed to have cell phones in their possession while supervising children. (Minimum Standards)

9. Contact the supervisor with any questions concerning any standard of conduct or the unacceptable activities listed.

10. HCCAA is committed to compliance with all laws, rules, and regulations. All employees must abide by these Standards of Conduct. Violation may result in disciplinary action, up to and including termination.

11. Employees will be required to sign an Employee Code of Ethics Form upon employment and upon revision of the Policy and/or Procedure regarding Standards of Conduct / Code of Ethics.

EMPLOYEE DISCIPLINE
Date Effective: 03/01/2014
Date Revised:

1. At the discretion of the Chief Executive Officer or the Board President, progressive discipline may not be followed in all cases.

2. Depending on the circumstances involved, discipline issued may be:
   a. Verbal warning conducted by supervisor
   b. Written warning (Performance Improvement Plan (PIP)) written or approved by HR Director
   c. Suspension without pay due to a pending investigation
• Length will be determined by the supervisor and approved by Chief Executive Officer
• Leave will not accrue
• Accrued leave can not be used in lieu of suspension without pay

d. Termination

3. Depending on the nature of the violation and other circumstances including, but not limited to, the employee’s past conduct, one or more “steps” may be repeated or skipped.

4. In some circumstances, immediate termination may be warranted and must be approved by the Chief Executive Officer.

ABANDONMENT OF JOB
Date Effective: 03/01/2014
Date Revised:

1. Failing to provide notification and obtain approval for absences from work is considered job abandonment.

2. Failure to provide notification and obtain approval for absences of three (3) consecutive days is considered voluntary termination.

3. Permission to be absent must be obtained from your immediate Supervisor in advance. Such permission is necessary whether you will be gone the whole day or simply absent from work for a period of time such as for a doctor’s appointment.

4. You must personally notify the office or your Supervisor prior to normal starting time (if possible). A call from someone else is not acceptable unless you are physically unable to call.

5. You will not be paid for unauthorized time missed from work.

LAY OFFS
Date Effective: 03/01/2014
Date Revised

1. From time to time, cutbacks, reductions, and/or reorganization in staffing may be necessary if a program loses funding or is eliminated entirely.

2. HCCAA will provide as much advance notice as possible to the effected employees, including the date of the impending layoff.

RESIGNATIONS AND RETIREMENT
Date Effective: 03/01/2014
Date Revised:

1. Employees may voluntarily resign or retire at any time. Staff in administrative positions is asked to give as much notice as possible, but not less than two (2) weeks.
2. Employees may, through mutual agreement with their supervisor, agree to voluntarily resign if it is in the best interest of the employee and program.

3. The CEO is expected to give at least four (4) weeks written notice to the Board of Directors.

4. In the case of retirement, employees are asked to notify their supervisor as far in advance as possible.

5. All resignation and retirement notices must be in writing to the employee’s supervisor.

TERMINATION

Date Effective: 03/01/2014
Date Revised:

1. Voluntary terminations are those initiated by the employee and include:
   - Resignation
   - Retirement
   - Death
   - Failing to return from an approved extended leave of absence
   - Failing to provide notification and obtain approval for absences of three (3) consecutive days

2. Voluntary terminations shall be effective prior to, not the day following, a Holiday. Employees are expected to work a full day on their final day of employment.

3. Involuntary terminations are those initiated by HCCAA and may include:
   - Inability or failure to perform duties or to meet prescribed standards on the job
   - Conduct not in the best interest of HCCAA
   - Layoff

4. Certain situations pose a threat to the nature of the organization and require immediate termination. In these situations, the standard progressive disciplinary procedures should be bypassed, and the employee should be informed as to why they are being terminated effective immediately. Individuals who receive immediate termination are no longer eligible to work at HCCAA. Grounds for immediate termination include, but are not limited to:
   - Theft including, misappropriation of funds, the removal of company property from the premises without authorization, etc
   - Falsifying or altering company records, including, but not limited to, timesheets, employee expense reports, etc.
   - Gross negligence resulting in serious injury to property, person, or public relations
   - Use of HCCAA equipment for personal financial gain
• Improper disclosure or use of confidential information. Breach of confidentiality.
• Physical violence, obscene language, or other threats when dealing with the public or other staff members.
• Fighting, or provoking a fight, on company premises, or while acting in the capacity of an HCCAA employee.
• Possession, use, sale, purchase, or distribution of alcohol or any illegal drugs.
• Reporting to work under the influence of alcohol or illegal drugs or the possession or use of drugs or consumption of alcohol in agency vehicles
• Immoral conduct or indecency, including sexual harassment
• Unauthorized possession of firearms or explosives
• Intentional misuse of Grievance Procedures
• Sabotaging or willfully damaging agency property or the belongings of others.
• Walking off the job without supervisory permission or failure to report to work without prior notification to supervisor.
• Insubordination involving, but not limited to, knowingly and willfully refusing to carry out the directions of a supervisor and/or defaming, threatening or assaulting a supervisor.

**FINAL PAYCHECK**

*Date Effective: 03/01/2014*

*Date Revised:*

1. Staff leaving voluntarily will receive his/her final paycheck on the next scheduled payday of the following pay period.

2. Staff terminated from employment will be paid in full within six days of termination.

3. Separation date for all employees is the last day of actual work. Date of final pay received by an employee will not be construed to extend his or her employment beyond the separation date.

4. Failure to return issued equipment, keys, materials, or other items, in good condition may result in the value of these items being deducted from the employee’s final check.
SECTION 6

PERSONNEL GRIEVANCE AND WHISTLE-BLOWER

PERSONNEL GRIEVANCE

Date Effective: 03/01/2014
Date Revised:

1. The problem or complaint must be submitted in written form within thirty (30) days of an occurrence or within thirty (30) days of the staff member having reasonable knowledge of the occurrence. The employee must attach a copy of all documents or evidence regarding the action complained of, related to the complaint, and which the employee feels supports his/her position.

2. The problem or complaint must be submitted to the Director of Human Resources unless the complaint is against a Program Director or the Director of Human Resources in which case it should be directed to the Chief Executive Officer.

3. If the employee is not satisfied after receiving the written reply from the Director of Human Resources, the problem or complaint must be submitted in written form to the Chief Executive Officer including all pertinent documents and the action the employee feels should be taken. The Chief Executive Officer will provide a written reply and take appropriate action and such decision shall be final and binding.

4. If the problem or complaint relates to an initial action by the Chief Executive Officer, the problem or complaint must be submitted in written form to the Chief Executive Officer and a copy submitted to the President of the Board of Directors. The Board of Directors will provide a written reply and take appropriate action and such decision shall be final and binding.

5. All formal grievances will be made a permanent part of the employee's personnel record. No employee will be discriminated against, harassed, intimidated, or suffer any reprisal as a result of filing a grievance or participating in the investigation of a grievance. If an employee feels that he or she is being subjected to any of the above, that employee has the right to appeal directly to the Chief Executive Officer.

6. All complaints will be handled in a timely and confidential manner. As a goal, HCCAA attempts to resolve a complaint within twenty (20) working days from the time of initiation. All parties will be notified if an extension of this time limit becomes necessary.

7. At no time is it appropriate for an employee to contact a member of the Board of Directors or Head Start Policy Council with a formal or informal grievance without going through the grievance process as outlined above. Doing so is grounds for termination.
WHISTLE-BLOWER
Date Effective: 03/01/2014
Date Revised:

1. Whistle-blowing is defined as the deliberate, voluntary disclosure of any suspected or anticipated misconduct within the Organization that is within its ability to control. A whistle-blower is any staff member who makes such a disclosure.

2. This procedure applies to all staff members working for the agency, regardless of their position, type of employment, or location. Any staff member who has observed reportable misconduct and/or action has an obligation to report it.

3. What and when to report

   a. Alleged wrongdoing becomes reportable when it occurs, or is likely to occur, and may either be an act, or a failure to act. Employees are encouraged to report concerns or complaints regarding conduct by managers, staff members or HCCAA Board members which they feel:
      • Is a breach of, or failure to implement, or comply with HCCAA’s governing rules, procedures, policies, or established standards of practice, e.g. accounting, procurement; human resources;
      • Is illegal or unlawful conduct (e.g. fraud);
      • Is unethical or inconsistent with the standards HCCAA subscribes to;
      • Is, or will result in, a waste of HCCAA’s resources or pose a risk to the Organization’s reputation and integrity;
      • Are dangerous practices likely to cause physical harm or damage to a person or to property;
      • Is abuse of power or authority for any unauthorized or ulterior purpose;
      • Is unfair discrimination in the course of employment, or in the provision of services;
      • Represents a conflict of interest; or
      • Is an attempt to cover up any of the above types of actions.

4. Where the matters being reported relate to: (a) employee grievances over decisions regarding the employee’s salary and benefits, employment status or other human resource issues affecting them; (b) discrimination, harassment and other offensive or disruptive behavior in the workplace; and (c) inter-personal difficulties between staff and their supervisors, or between staff members; these will be reviewed in accordance with the specific procedures established by HCCAA.

5. Reporting Channels - The following channels are available to employees for reporting their concerns:
   • Their immediate supervisor
   • Their Program Director/Unit Head
   • The Director of Human Resources
   • The Chief Executive Officer
   • The President of the Board of Directors
6. Internal channels

a. Employees are encouraged to convey their concerns in writing to their immediate supervisor in the first instance. If they are not comfortable doing so or if the concern relates to their supervisor, or if the supervisor has not acted on similar earlier complaints, employees may convey their concerns to their Program Director/Unit Head.

b. In those instances where they are not comfortable doing so or if the concern relates to their Program Director/Unit head, employees may make written reports to the Director of Human Resources or the Chief Executive Officer, who may, in consultation with the whistle-blower, decide to appoint an appropriate staff member to investigate the matter reported.

c. The recipient will act immediately on any disclosure made. Once the disclosure is received, an initial assessment will be made to determine what action should be taken. If the concern is considered to fall more properly within a different type of complaints procedure, such as a grievance or appeal, the staff member will be informed accordingly and provided with advice on how to proceed under this alternate procedure. Otherwise, an initial enquiry will be undertaken to decide whether a formal investigation is appropriate and, if so, what form it should take. If urgent action is required, this will be taken before any investigation is conducted.

d. After completion of the investigation the recipient of the disclosure will prepare a report which determines the existence or otherwise of misconduct, and which provides a recommendation for decision by the Chief Executive Officer on what action is appropriate, for example imposition of disciplinary action ranging from written reprimand up to termination. The Chief Executive Officer will report all cases of whistle blowing to the President of the Board of Directors.

7. External channels

a. The employee may make a written submission to the President of the Board of Directors if he/she:
   • (has grounds to believe that he/she will be subjected to retaliation by the persons he/she should report to under the established internal mechanism; or
   • considers it likely that evidence relating to the misconduct will be concealed or destroyed if it is reported under the internal mechanism; or
   • has previously reported the same information through the established internal mechanism and believes the Agency failed to take appropriate action within a reasonable period of time.

b. The President of the Board will decide whether an investigation should be carried out and what form this should take. The President may also recommend to the whistle-blower that the case instead be reported using the established internal mechanism if, in his/her opinion, it does not meet the criteria required to utilize the established external mechanism. The President of the Board shall report to the full Board regarding any whistle-blower report submitted to him/her.

c. On the basis of the outcome of the investigation conducted, the President of the Board will request the Chief Executive Officer to decide on what action is appropriate, for example disciplinary action against the wrongdoers involved, and ensure that the
necessary steps to implement his/her decision are taken. If the case involves wrong doing by the Chief Executive Officer, the President of the Board will decide what action to take.

d. It is recommended that employees identify themselves when reporting under the above confidential options because this facilitates the investigation of the matter being raised; however, they may also choose to remain anonymous.

8. Feedback to the whistle-blower

a. HCCAA acknowledges the right of the whistle-blower to receive confirmation that the matter has been properly addressed.

b. Therefore, he/she will be given as much feedback as is appropriate under the circumstances, and subject to legal constraints, will be informed of the final outcome of the process.

9. Protection against retaliation

a. In making their reports in good faith, employees are discharging their duty to protect and serve the Agency. HCCAA will therefore respect and protect the confidentiality of the identity of employees who make such reports, and must ensure that there is no retaliation against them. Breaches in this regard will be treated as serious violations and will be subject to disciplinary provisions.

b. If a situation arises where the matter cannot be resolved without revealing the whistle-blower’s identity, the Agency will first discuss with him/her whether, and how best, to proceed.

10. Actions not protected under the policy

a. Where a whistle-blower makes a report under this policy in good faith, reasonably believed to be true, there will be no action taken against him/her should the disclosure turn out to be misguided or false. Good faith shall be deemed lacking when the whistle-blower does not have personal knowledge of a factual basis for the report or where he/she knew or reasonably should have known that the report is malicious, false, or frivolous. The Organization will regard the making of any deliberately false or malicious allegations as misconduct, which may result in disciplinary action.

b. If a whistle-blower has any personal interest in the matter he/she must make this clear at the time the alleged misconduct is reported. The act of whistle-blowing will not shield whistle-blowers from the reasonable consequences flowing from any involvement in misconduct. A staff member’s liability for his/her own conduct is not affected by his/her disclosure of that conduct. However, in some circumstances, an admission may be a mitigating factor when considering disciplinary or other action.

11. Implementation

a. The Chief Executive Officer will put in place and communicate other appropriate procedures, which will ensure the proper implementation of the Whistle-Blower policy.
My signature below certifies and acknowledges that I have read and agree to abide by the Employee Handbook/Personnel Procedures Manual provided by Hill Country Community Action Association, Inc. (HCCAA).

I understand that:

1. Nothing in this document is intended to imply or mean that I have a contract with HCCAA or that I have any contractual rights to any benefits provided herein;

2. The rules and procedures noted in this document or otherwise set forth may be waived or changed by HCCAA without notice;

3. The benefits provided by HCCAA may be changed without notice;

4. HCCAA may terminate my employment at any time, with or without notice or cause, just as I have the right to terminate my employment at any time; and

5. As a condition of employment, I will abide by the conduct described within the section “Standard of Conduct/Code of Ethics”.

I further agree that the value of any HCCAA property or advance for travel not returned by me upon request and any other amount owed by me to HCCAA may be deducted from one or more of my paychecks.

_____________________________
Employee (print name)

_____________________________  ___________________
Signature       Date