



Human Resources Policies and Procedures Manual

October 2015

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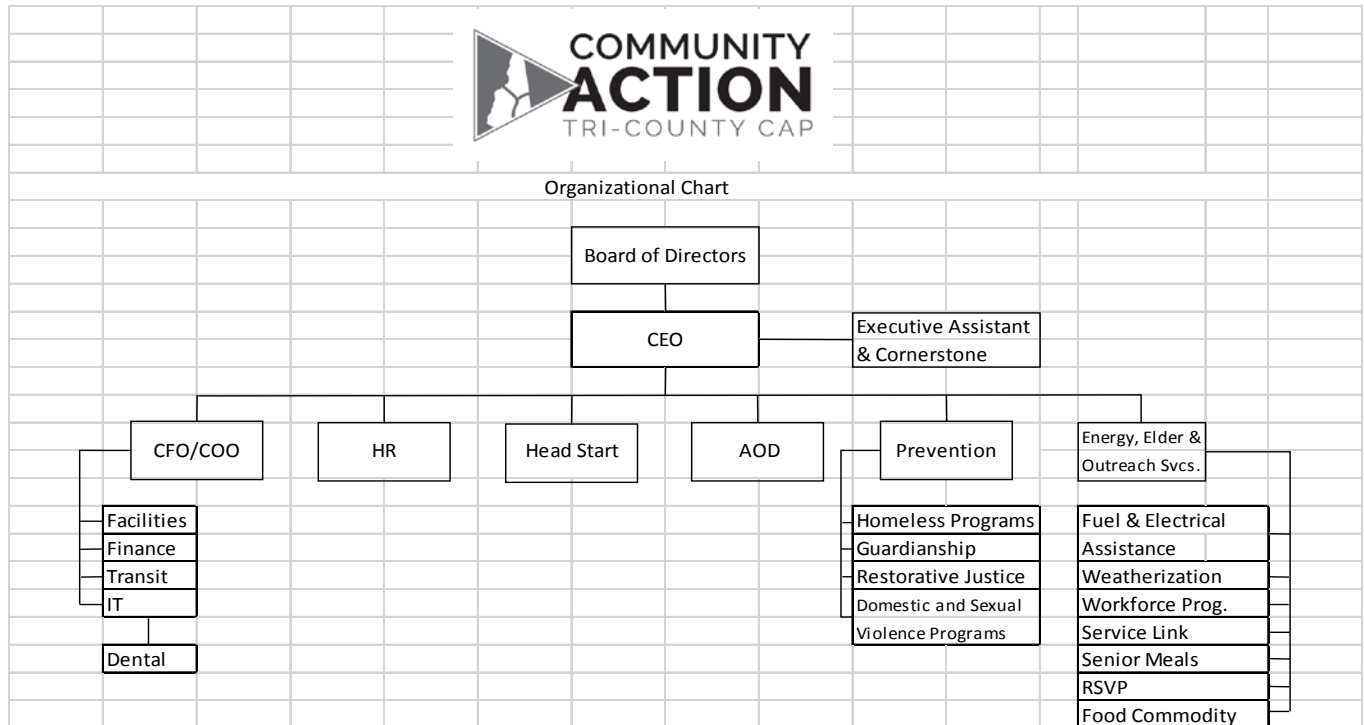
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SECTION 1

INTRODUCTORY

Tri-County Community Action Programs Inc. Organizational Chart

This organization chart defines the reporting relationships within Tri-County Community Action Program, Inc.



POLICY AND PROCEDURE MANUAL

*Latest Update: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program (the "Organization") Human Resources Policy and Procedure Manual ("Manual") provides management with an approach to administering personnel, payroll and human resource department policies and procedures.

PROCEDURE

1. The Manual will be distributed to Board of Directors, Policy Council, Administrators and Division Directors and new employees. The Manual applies to employees and volunteers.
2. In response to updated regulations, laws, personnel, payroll and human resources best practices, the Manual is subject to change at any time with Board of Directors and Policy Council approval. Updates will be brought to the immediate attention of the appropriate groups of employees and/or volunteers.
3. This Manual is available to employees and an up to date copy will be kept at each program's administrative location. An electronic copy will also be available on the company website at <http://tccap.org/hr-manual.pdf>.

SECTION 2

EMPLOYMENT POLICIES AND PRACTICES

EMPLOYMENT-AT-WILL

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Employment-at-will impacts employment relationships at Tri-County Community Action Program, Inc. Employees who do not have a written employment agreement for a definite period of time are employed at the will of the Organization for an indefinite period. Employees may resign from the Organization at any time. Employees may be terminated by the Organization at any time, for any reason, and with or without notice.

PROCEDURE

1. No one may modify this policy for any employee or enter any agreement contrary to this policy. No one will make any representation to any employee or applicant concerning any term or condition of employment with the Organization that is not consistent with this policy.
2. No statement contained in this policies and procedures manual, employee handbook, employment application, recruiting material, Organization memorandum, or other material provided to any employee in connection with his or her employment, will be construed as contradicting this policy by creating any express or implied contract of employment.
3. At the time of hiring, each employee will be informed that he or she is employed at the will of the Organization and is subject to termination at any time, for any reason, with or without notice and with or without cause.
4. Completion of an introductory period will not change an employee's status as an employee-at-will or in any way restrict the Organization's right to terminate such an employee.
5. Head Start employees: Involuntary termination of an Head Start employee who is charging 51% or more of time to the /Head Start grant, will require Head Start Policy Council/Committee involvement as provided in the Termination Policy.

EQUAL EMPLOYMENT OPPORTUNITY

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. will provide its employees and applicants Equal Employment Opportunities (EEO) without regard to race, color, religion, sex, national origin, age, disability (physical or mental), veteran status, pregnancy, marital status, medical condition, sexual orientation or any other status protected under Federal and state law as outlined in the Equal Employment Opportunity Commission (EEOC) regulations.

This policy applies to recruiting, hiring, appointment and promotion into all position classifications. The Organization will ensure all personnel will be administered without discrimination.

PROCEDURE

1. The HR Director is responsible for overseeing the administration of the EEO Policy and may act through designee as necessary to carry out this policy. The HR Director will function as the agency's EEO Compliance Officer.
2. The Organization 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. The HR Director will administer the Organization's applicant tracking system and compiling data for required EEOC reports, ensuring the Organization meets all EEOC-related requirements, including confirming appropriate notices are posted on the bulletin boards of the various programs and sites. This information may also be used to ensure that employment related decisions are made in compliance with Federal and state non-discrimination laws and this policy.
4. Tri-County Community Action Program, Inc. is committed, and required by law, to take action if it learns of discrimination, harassment or retaliation in violation of the Organization's EEO Policy, whether or not the aggrieved employee files a complaint.
5. An employee, applicant, or volunteer will be given the option to file a discrimination, harassment or retaliation complaint with the EEO/Compliance Officer. Both parties will be promptly informed at the conclusion of the investigation whether allegations have been found to be founded, unsubstantiated or unfounded.
6. EEO/Compliance Officer is responsible for promptly responding to, reporting, and/or investigating any suspected acts of unlawful discrimination, harassment, and retaliation in violation of Tri-County Community Action Program, Inc. EEO Policy. The EEO/Compliance Officer must immediately report suspected unlawful discrimination, harassment and retaliation to the CEO. If the claim involves the CEO, the EEO/Compliance Officer will report information to the Board Chair.

POLITICAL AFFILIATIONS

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc., its management and administration will assure, so far as reasonably possible, that all program activities are conducted in a manner which provides assistance effectively, efficiently and free of any partisan political bias.

A Tri-County Community Action Program, Inc. employee may not:

1. Use his or her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office; or
2. Directly or indirectly coerce, attempt to coerce, command, or advise another employee to pay, lend, or contribute anything of value to a political party, committee, organization, agency, or person for a political purpose; or

PROCEDURE

1. Programs will not be carried on in a manner involving the use of program funds, the provision of services, or the employment or assignment of personnel in a manner supporting or resulting in the identification of such programs with:
 - a. Any 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; or
 - b. Any voter registration activity.

HARASSMENT

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. is committed to maintaining a work environment that is free from harassment where employees at all levels of the Organization are able to devote their full attention and best efforts to the job. Harassment, of any kind, either intentional or unintentional, will not be allowed in the workplace. Tri-County Community Action Program, Inc. prohibits, and will not tolerate any form of, harassment of or by any employee or individual within the Organization (whether managerial or non-managerial) based on race, color, religion, sex, national origin, age, disability (physical or mental), veteran status, pregnancy, marital status, medical condition, sexual orientation, or any status protected by Federal and state law and regulation.

PROCEDURE

Harassment

1. All persons involved in the Organization are entitled to work in an atmosphere free of harassment of any kind. Individuals may occasionally make statements or use words, objects, or pictures that others could interpret as being insulting, hostile or derogatory towards persons based on their race, color, religion, sex, national origin, age, disability (physical or mental), veteran status, pregnancy, marital status, medical condition, sexual orientation or any other status protected by Federal and state law or regulation.
2. Such conduct may make a reasonable person uncomfortable in the work environment or could interfere with an individual's ability to perform his or her job. Comments or actions of this type, even if intended as a joking matter among friends, are always inappropriate in the workplace and will not be tolerated.

Resolution

1. Employees' first action should be to request the offender to stop the action. If the action does not stop, or speaking with the offender is not reasonable, then the Employee should follow the reporting procedure(s) below:

Reporting Procedures

1. Any individual, regardless of position, who has a complaint of, or who witnesses, harassment at work by anyone has a responsibility to immediately bring the matter to their Division Director's attention. The Division Director will report any incidents to the HR Director who is responsible for immediately investigating the alleged incident. The CEO will be notified of the complaint, and kept apprised of investigation's progress.
2. If the complaint is with the Division Director, the CFO or the HR Director the complaint will go to the CEO. If the complaint is with the CEO the complaint will go to the Board Chair.
3. Tri-County Community Action Program, Inc. will make every reasonable effort to conduct all proceedings in a manner that will protect the confidentiality of all parties. Parties to the complaint should treat the matter under investigation with discretion and respect for the reputation of all parties involved.
4. 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. 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. Records of such an investigation will not be maintained in personnel files unless they are part of a formal corrective action.
5. 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.
6. If it is concluded that discrimination, harassment or retaliation has occurred, a determination will be made as to the appropriate sanctions or corrective action.

AFFIRMATIVE ACTION

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. recruits and hires a diverse workforce and provides equal opportunities to all candidates to better reflect our job market and better service our clients.

PROCEDURE

1. When recruiting for open positions, it is the responsibility of Division Directors or their designee to advertise and recruit in media and markets that offer equal opportunities.
2. The HR Department reviews hiring records to ensure a diverse workforce is being maintained.
3. The HR Director will be responsible for monitoring and maintaining the affirmative action records.
4. All advertisements will state equal opportunity employer.
5. Advertisements must be approved by the EEO/ Officer

CERTIFICATION AND LICENSE REQUIREMENTS

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. requires employees to obtain and maintain all job related licenses and certifications.

PROCEDURE

1. Prior to beginning work, employees whose position requires licenses and/or certifications must show the original for verification to their Division Director. A copy of the license and/or certification will be kept in the personnel file.
2. Where licenses or certifications are required, renewal must be made according to Federal and/or state law. It is the employee's responsibility to ensure the licenses and/or certifications are kept current and copies are submitted to Division Directors.
3. Failure to keep required licenses and/or certifications current may result in suspension/termination.

CHILD ABUSE AND SEXUAL ABUSE POLICY

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. must respond to suspected or known child abuse or sexual abuse whether it occurs inside or outside of the program. Each person within the Organization must report child abuse and neglect in accordance with the provisions of applicable state or local law. Tri-County Community Action Program, Inc. encourages staff and volunteers to take a helpful rather than a punitive attitude toward abusing or neglecting parents and other caretakers, even in the identification and reporting of child abuse and neglect.

PROCEDURES

1. Individuals in the Organization will preserve the confidentiality of all records pertaining to child abuse or neglect in accordance with applicable state law.
2. No one within the Organization will independently undertake, on their own, to treat or respond to cases of child abuse and neglect unless this is part of their job description and normal duties.
3. Each person in the Organization will cooperate fully with child protective service agencies.
4. Tri-County Community Action Program, Inc. will make every effort to retain in the program children allegedly abused or neglected.
5. Division Director is designated with responsibility for:
 - a. Establishing and maintaining cooperative relationships with the agencies providing child protective services in the community, and with any other Organization to which child abuse and neglect must be reported under state law, including regular formal and informal communication with staff at all levels of the agencies;

- b. Informing parents and staff of what state laws require in cases of child abuse and neglect;
- c. Knowing what community medical and social services are available for families with an abuse or neglect problem;
- d. Discussing the report with the family if it appears desirable or necessary to do so;
- e. Informing other staff regarding the process for identifying and reporting child abuse and neglect.

6. Training:

Tri-County Community Action Program, Inc. divisions that deal with young children and families will offer training to their staff, volunteers and parents, as appropriate, and will arrange for training for employees who request it. Head Start will provide this training annually.

PROBLEM RESOLUTION / GRIEVANCE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. provides means for all persons involved in the Organization to bring problems and complaints concerning their employment, other than harassment, to management.

Employees will be given an opportunity to present their complaints and to appeal decisions by management through a formal complaint and grievance procedure. All complaints or incidents will be documented. This policy in no way alters the policy of employment-at-will.

Non-employee volunteers will also be given an opportunity to present their complaints and to appeal decisions by management through a formal complaint and grievance procedure as outlined in the Volunteer Handbook. All complaints or incidents will be documented and placed in a file.

PROCEDURE

1. **Immediate Supervisor:** All grievances should be presented to the immediate Supervisor. The individual and Supervisor should attempt to address the problem through discussion or after consulting with appropriate management, when necessary. The Supervisor will document the discussion. If the problem involves an employee's immediate Supervisor or if the immediate Supervisor cannot resolve the issue, the employee should proceed to the Division Director.
2. **Division Director:** If previous efforts fail to bring a satisfactory resolution, the individual may petition the Division Director. The Division Director counsels and advises the employee, assists in putting the problem in writing, and visits with the employee's Supervisor(s), if necessary. If the problem is not resolved, the employee should proceed to the HR Director.
3. **HR Director:** If previous efforts fail to bring a satisfactory resolution, the individual may petition the HR Director. The HR Director will make every effort to assist in a satisfactory resolution of the grievance. If the problem cannot be resolved at this level, the employee and HR Director should proceed to the CEO for final resolution.
4. **CEO:** The problem must be presented to the CEO in writing. The CEO will review and consider the problem. The CEO will inform the individual of the decision and forward a copy of the written

response to the HR Director for filing. The CEO has full authority to make any adjustment deemed appropriate to resolve the problem.

PERSONS WITH DISABILITIES

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. will not discriminate in employment opportunities or practices, including recruitment, hiring, promotion, training, layoff, termination, compensation, benefits, or other employment related activities. The Organization complies with the Americans with Disabilities Act of 1990 (ADA) and ensures equal employment opportunity for qualified persons with disabilities.

PROCEDURE

1. Employment opportunities will be afforded to persons with disabilities who are qualified to perform the essential functions of the job with or without reasonable accommodation. Tri-County Community Action Program, Inc. will seek reasonable accommodations that do not result in undue hardship on business operations for qualified individuals with disabilities.
2. The HR Director will be responsible for implementation of guidelines and operational procedures related to ensuring Organization compliance with the ADA.
3. Employees who experience a disability may be entitled to leave under the Family Medical Leave Act (FMLA) or an extension of their medical leave as a reasonable accommodation under the ADA. Questions regarding leave rights should be directed to the HR Director.
4. Tri-County Community Action Program, Inc. will comply with Federal law and state law and regulation that provide persons with disabilities greater protection than the ADA.
5. Employees who believe they have a qualifying disability that requires an accommodation should contact the HR Director.

EMPLOYEE CATEGORIES AND DEFINITION

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. classifies employees and defines categories and responsibilities of employment according to the Fair Labor Standards Act (FLSA).

PROCEDURE

1. Job descriptions will indicate whether the position is exempt or non-exempt, per Fair Labor Standards Act regulations.
2. Classification must be determined based solely on the FLSA criteria.

The following are the descriptions of each category.

DEFINITIONS:

Employees are classified as exempt or nonexempt from the overtime provisions of the FLSA (29 CFR Part 541) and state Wage and Hour laws. Guidance is available on the US Department of Labor website at <http://www.dol.gov/elaws/esa/flsa/screen75.asp>.

Exempt Employee

Employees in exempt positions are:

- Paid to do the job and must meet the DOL requirements for exemption
- Excluded from specific provisions of Federal and state wage and hour laws
- Not eligible for overtime pay

Non-Exempt Employee

Employees in non-exempt positions are:

- Paid on an hourly or salary basis
- Entitled to overtime pay for hours worked in excess of 40 in a work week

Nothing contained in this policy will impact the policy of employment-at-will.

CATEGORIES:

Regular Full-Time Non-Academic Employee

A regular full-time employee is an employee regularly scheduled to work at least Thirty (30) hours per week, may be exempt or non-exempt, and is not in a temporary status or introductory period. Regular full-time employees are eligible for all standard benefits, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time Employee

A regular part-time employee is an employee regularly scheduled to work less than Thirty (30) hours per week, and is not in a temporary status or introductory period. Regular part-time employees are not eligible for all Tri-County Community Action Program, Inc. benefits.

Head Start Employee (Academic Year Employee)

Employees working primarily within the Head Start program (51%) or more of the time are classified as Head Start employees. These employees may work less than 12 months and are subject to additional Head Start and state regulations and requirements. Academic employees are considered full-time when working at least Thirty (30) hours per week.

Introductory Employee

All exempt and non-exempt regular full-time and regular part-time employees are on an introductory period for Ninety (90) days of employment.

Temporary Employee

A temporary employee is hired as an interim replacement to supplement the work force or to assist in a specific project. Temporary staff should only be hired in an emergency. Employment should be limited to 30 days, but may extend to a maximum of 120 (if necessary).

Temporary employees retain that status until notified of a status change. Temporary workers receive all legally required benefits (e.g., Workers' Compensation (WC) and Social Security), but are not eligible for any of Tri-County Community Action Program, Inc.'s benefit programs.

Seasonal Employee

A seasonal employee is hired on a seasonal basis to supplement the work force at a time of year when the workload temporarily increases. Individuals hired on a seasonal basis are not eligible for benefits except those legally required (e.g., Workers' Compensation (WC) and Social Security), and TCCAP designated holidays.

Substitutes

A substitute employee is an individual who is hired either full-time or part-time for a limited period (120 days) under the following conditions:

1. Substitute Teachers and Teacher Assistants can be requested by immediate Supervisor. A request for a substitute will be made to the Head Start Director.
2. When requesting the services of a substitute, the following information must be provided:
 - a. Reason substitute is required;
 - b. Person the substitute is replacing; and
 - c. Functions to be performed.

NON-EMPLOYEE CATEGORIES

Consultant/Independent Contractor

The term "Consultant" or "Independent Contractor" means a person who receives compensation for professional or technical services at a fee agreed upon and paid by the Organization for specified services and is not a Tri-County Community Action Program, Inc. employee. Consultants/Contractors must meet the test for being considered a contractor vs. an employee. Assistance for determining this distinction is available on the IRS website at: <http://www.irs.gov/Businesses/Small-Businesses-&Self-Employed/Independent-Contractor-Self-Employed-or-Employee>. Consultants will be informed that their compensation will be reported to the IRS and IRS Form 1099 will be issued to all consultants who earn six hundred dollars (\$600) or more in a given calendar year.

The Consultant will:

1. Provide professional documents and certification giving evidence of the ability to conduct the services outlined in the contract.
2. Carry the appropriate liability insurance including workers compensation when appropriate and provide evidence of the insurance. Consultants will be provided clear descriptions of the services to be provided and must meet qualifications.
3. Maintain proper documentation of time and attendance. In addition, it is the responsibility of Division Directors to assure that all required reports are completed and submitted in a timely manner.

All contracts for consultants will be forwarded to Division Director for review. Final approval on all contracts and work agreements must be approved by Division Director.

Student Teachers / Internships

Program agreements with educational institutions providing for internships will be subject to the prior approval of Division Director.

Volunteer

The term "volunteer" means an unpaid person who is trained to assist in implementing ongoing program activities on a regular basis under the supervision of a staff person in areas such as health, education, transportation, nutrition, and management. Volunteers are required to follow Tri-County Community Action Program, Inc.'s Policies and Procedures. (See Appendix for additional Volunteer policies).

Board of Directors

The group of community volunteers designated with legal and fiscal responsibility for administering the programs within the organization.

Policy Council

The formal group of parents and community representatives required to be established by the agency to assist in decisions about the planning and operation of the Head Start program.

OUTSIDE EMPLOYMENT

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc.'s policy regarding outside employment is to ensure it does not interfere with performance or ability to meet the job requirements at the Organization. An employee may hold outside employment as long as he or she can satisfactorily meet his or her job responsibilities with Tri-County Community Action Program, Inc.

PROCEDURE

1. When an employee provides consultation or training to organizations on his or her own time, and the service is rendered entirely outside of the employee's working hours, the service is considered secondary employment. In this situation, the use of Tri-County Community Action Program, Inc. office equipment and supplies and the utilization of Tri-County Community Action Program, Inc. personnel in the preparation of such services are prohibited.
2. Employees are prohibited from utilizing other Tri-County Community Action Program, Inc. employees for services not related to Organization business during an employee's regularly scheduled work hours.
3. An employee will not be allowed to work for another employer while on a leave of absence, other than annual leave, or while absent from Organization because of illness.

CONFLICT OF INTEREST

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. conducts business ethically and avoids conflicts of interest including the appearance of such conflicts. All persons involved in the Organization operations have an equal obligation to avoid conflicts of interest, and have a duty of loyalty to the agency.

PROCEDURE

1. Employees are expected to report conflicts of interest to Division Director immediately upon discovery or suspicion of the conflict. The Division Director will make a determination as to whether the conflict is significant and needs to be addressed. Examples of conflicts of interest are listed below (but are not limited only to these items):
 - a. An employee who is employed by or has financial interest in an outside business that competes with the activities of the Organization.
 - b. An employee who is employed by or has financial interest in an outside business that is a purchaser or supplier of goods or services to the Organization.
 - c. An employee who is employed by or has financial interest in an outside business involvement or employment that interferes with the ability to devote necessary attention to the responsibilities at the Organization (moonlighting).
 - d. Purchase inducements (gifts, premiums, money, goods, or services) from vendors that benefit the employee personally (directly or indirectly) or are unauthorized or questionable in nature.
2. Personal gifts and favors from people with whom the Organization has a business relationship are prohibited. Minor gifts of more than nominal value (Twenty-five dollars) should be tactfully declined or returned, to avoid any appearance or suggestion of improper influence.
3. Members of the Board of Directors, Governing Board or Administering Board of any public, private or nonprofit organization funded by Tri-County Community Action Program, Inc., or members of any major policy advisory bodies, are not eligible for employment with the Organization. Former members of these Boards and advisory bodies are eligible for employment following their resignation.
4. Tri-County Community Action Program, Inc. expects employees to conduct business in accordance with relevant policies, procedures, and laws and to refrain from any illegal, dishonest, or unethical conduct.
5. Disregarding or failing to comply with this standard of business ethics and conduct could lead to disciplinary action, up to and including possible termination of employment.

EMPLOYMENT OF RELATIVES / NEPOTISM

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. prohibits employment of relatives in a direct reporting relationship to avoid creating or perpetuating circumstances in which the possibility of favoritism, conflict of interest, or impairment of efficient operations may occur.

Employees are prohibited from using their positions for a purpose that is, or gives the appearance of, being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other relationships.

Further, a person with an immediate family member serving on a Board or Committee, which either by rule or practice, regularly nominates, recommends or screens candidates for positions with Tri-County Community Action Program, Inc. may not be employed.

For purposes of this policy, relatives are defined as "immediate family" meaning wife, husband, son, daughter, mother, father, brother, sister, step relative, or a relative by marriage of comparable degree, significant other, and fiancé.

PROCEDURE

1. Relatives of current employees may not occupy a position that will be working directly for or supervising a relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship.
2. Administrators and managers should exercise caution in hiring decisions to ensure that a new employee is not placed in a direct reporting relationship with a relative, defined by this policy.
3. If, due to promotion, a direct reporting relationship is created between relatives, CEO should work with the employees to resolve the situation. Resolution may include transfer of one family member or a change in reporting relationships. Division Director will be contacted to discuss resolution options.
4. If the relative relationship is established after employment, the CEO should work with employees to resolve the situation. Resolution may include transfer of one family member or a change in reporting relationships. Division Director will contact to report the relationship and discuss resolution options.
5. No employees will be transferred into a position that would result in a reporting relationship to a relative.
6. When a recipient organization cannot adequately staff positions without hiring such an individual, the recipient may deviate from this policy. However, employment records must provide evidence that no other individual within the service area is qualified and available for employment. This must be approved by the Organization's Director and Board of Directors.
7. 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.
8. Employees in a relationship should refrain from public workplace displays of affection or excessive personal conversation.

EMPLOYMENT OF FORMER EMPLOYEES

*Effective Date: **October 28, 2015***

PURPOSE

Tri-County Community Action Program, Inc. allows former employees to be rehired provided there are no prior performance problems or policy violations.

PROCEDURE

1. Employees rehired within 30 days will be credited for illness days, using their original date of hire. Retirement plan and insurance benefits will be reinstated in accordance with the provisions of the individual plans.

2. Former employees will not be given preference as job applicants for rehiring.
3. Employees rehired after a year's time will be subject to a complete background check, as if they are a new employee.

RECRUITMENT AND SELECTION

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

To maintain consistent procedures for recruiting and selecting applicants, Tri-County Community Action Program, Inc. recruits and selects the most qualified applicants for available positions, in compliance with all applicable Federal and state laws and regulations and with the Organization's commitment to Equal Employment Opportunity.

PROCEDURE

1. Use a variety of recruitment efforts to attract qualified applicants. Division Director coordinates recruitment and selection processes for staff in consultation with the program components.
2. Division Director approves the filling of an open position. The CEO approves the creation of a new position.
3. Before internal posting or external advertising, positions are reviewed by the HR Director, in collaboration with Division Director, for appropriate title, pay range, educational requirements and exemption status.
4. Staff positions will be posted internally.
5. Newspaper advertising, when necessary, will be placed through the Division Director with prior approval from HR Director. All positions open to the public should be posted on the TCCAP website.
6. To be considered a job applicant, a person must specify on the employment application, résumé or letter of application the posted job vacancy for which he or she is applying. Applications that do not specify a posted job vacancy will not be considered, and should be returned to sender. Valid applications remain active until the posted position is filled. Applicants who submit valid applications should be notified of receipt of their application material as soon as practical.
7. All applicants for positions in the Organization are entitled to a thorough and consistent evaluation of their qualifications for employment. Consistency will be maintained by having the Division Director perform the initial screening of applications and résumés.
8. The Division Director develops a list of candidates to be interviewed and may create an interview committee.
9. The Division Director will be responsible to ensure pre-employment checks are conducted on the final candidates for the position.
10. The Division Director or interview committee selects the individual for hire. Hiring decisions will be monitored by HR Director for consistency with Organization policies. HR Department requires a completed employment application on all regular hires and may request additional documentation from the applicant to support a hiring decision.

11. The HR Director will develop and extend an offer letter to selected candidate and notify other candidates not selected.
12. The HR Department will maintain records of the selection process, such as applications, evaluation criteria, notes from interviews, and reference checks, in the administration office for two years after the selection of a candidate for employment.
13. Appointment to a senior management position requires the prior approval of CEO. The CEO is appointed by the Board of Directors.

PROCEDURE FOR /HEAD START EMPLOYEES

1. In addition to the procedures above, when hiring employees working for the Head Start program 51% or more of the time, procedures below must be followed:
 - a. The Head Start Policy Council will be consulted in the decision-making process. This can be achieved by having a Policy Council member on the interview committee. The Policy Council can be called upon to give advice or information.
 - b. The Policy Council must give final approval for hiring decisions for all Head Start positions except Head Start Program Director. Selected candidates may start working prior to PC approval in cases where the PC does not meet at a time prior to the need to fill the position, but final hiring is contingent upon Policy Council approval and the results of a criminal record check which includes a child abuse & neglect check and fingerprinting.
 - c. The appointments of all other Head Start staff, other than those listed above, are subject to the recommendation of Head Start Director of the applicable component and the Organization Head Start Policy Council.
 - d. Current and former Head Start and Head Start parents must receive preference for employment vacancies for which they are qualified.
 - e. The appointment of the Head Start Program Director is subject to prior approval from the CEO and the ACF Regional Office.

JOB POSTING AND HIRING

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc.'s job posting procedures provide employees with information regarding job opportunities.

PROCEDURE

1. Job openings will be posted via internet, paper, etc. and normally remain for two (2) weeks. Each job posting notice can include, but is not limited to, the date of posting, job title, component/program, location, job summary, essential duties, skills and abilities necessary to perform the job, and degrees or certification required for the job.
2. Employees interested in applying for an opening should submit a résumé, with a cover letter to named contact in posting. Employees 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. For positions requiring a degree or college credits, transcripts will need to accompany the résumé.

3. The Division Director will determine the pool of candidates to be interviewed and conduct interviews in conjunction with the appropriate committee. The Division Director will extend offers of employment and either be responsible to inform candidates who were not selected or have a designee make that contact.
4. All decisions concerning 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, sexual orientation, or any other status protected under Federal and state law.

PRE-EMPLOYMENT INVESTIGATION/BACKGROUND CHECK

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

To ensure pre-employment checks are conducted within legal and professional limits to be employed in the position for which the candidate is applying, the Organization will conduct pre-employment investigation for all employees to determine or verify background information, which may include criminal history and information in compliance with the Fair Credit Reporting Act (FCRA), or other checks as required by the position. Having a criminal history or criminal conviction will not necessarily preclude employment.

PROCEDURE

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. Pre-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. HR Director coordinates obtaining the pre-employment investigation. HR and Division Directors will evaluate the relevance of any offense in accordance with Federal and state laws.
 - b. An applicant who provides misleading, erroneous, or deceptive information on the application form, résumé, or in an interview will be eliminated from further consideration for employment.
3. Personal and professional reference checks should be conducted by the HR Director or designee before the job offer is made. Employment will be contingent upon the results of the pre-employment investigation.
4. Employees whose position requires licensure or certification are to provide a copy of their licensure or certification prior to beginning work. Where licensure or certification is required, renewal must be made according to state law and a copy of the current licensure or certification submitted to the HR Director. Failure to keep required licenses or certifications current may result in termination.
5. Some TCCAP programs require additional background checks. TCCAP complies with all state and federal regulations and procedures regarding necessary background checks and drug tests

where applicable. Any job applicant not willing to comply with required checks and tests will be ineligible for employment.

HEAD START

In addition to the employment checks detailed above, the following must be performed for Head Start candidates.

1. All employees hired to positions within the Head Start program are required, in accord with the Department of Health and Human Services guidelines, to declare all convictions related to child abuse and neglect, and all convictions of violent felonies. Convictions in either of these areas preclude employment at TCCAP.
2. The Head Start Director or their designee will obtain at least two professional references and one personal reference for a Head Start applicant before an offer of employment is made.
3. After employment has been offered, a health exam including TB screening is required for Head Start staff and regular volunteers. Periodic re-examinations may also be required.
4. A state or national criminal record check, including fingerprinting as required by state law or administrative requirement, must be conducted.
5. Tri-County Community Action Program, Inc. requires that all current and prospective Head Start employees sign a declaration prior to employment that lists:
 - a. All pending and prior criminal arrests and charges related to child sexual abuse and their disposition;
 - b. Convictions related to other forms of child abuse and neglect; and
 - c. All convictions of violent felonies.
6. The Head Start Director must review each application for employment individually in order to assess the relevancy of an arrest, a pending criminal charge, or a conviction.

EMPLOYEE ORIENTATION

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

New employees must understand Tri-County Community Action Program, Inc.'s mission, goals and objectives. This includes the scope of services and location, and an employee's contribution in the accomplishment of those goals and objectives. All newly hired employees and volunteers are required to participate in an Employee Orientation Program.

PROCEDURE

1. Divisional Director or Designee Responsibilities:
 - a. Provide each new employee with orientation specific to his or her workplace, as soon as is practical.
 - b. Provide on-the-job training (OJT) needed for new employees to assume their responsibilities, as soon as is practical.
 - c. Provide new employees with the dates and locations of orientation program.
2. New Employee and Volunteers Responsibilities:

- a. Participate in appropriate orientation processes.
- b. Seek information to enhance his or her orientation process.
- c. Complete and return appropriate personnel forms.

3. HR Director Responsibilities:

- a. Offer regularly scheduled sessions for new employee orientation, which includes orientation to TCCAP's mission and Community Action history.
- b. Provide new employees with timely and relevant benefit information.
- c. Provide information and resources concerning Organization-wide policies.
- d. Provide program/components with strategies, resources and tools for development of its workplace orientation process.

- 4. All staff members, volunteers, and consultants are to be provided with information and training about the underlying philosophy and goals of the program in which they work.

IMMIGRATION POLICY

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. complies with the regulations of the Immigration Reform and Control Act of 1986 (IRCA) as enforced by the Department of Homeland Security. This Act requires that all employees provide appropriate documentation to prove that they are eligible to work in the United States.

PROCEDURE

Tri-County Community Action Program, Inc. requires, as a condition of employment, that all new hires and/or rehires must complete the employment eligibility verification INS Form I-9. Completed I-9 will be retained by HR in a secure location

INTRODUCTORY PERIOD

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

All new and rehired regular employees, and all current regular employees who have transferred or been promoted to a new position, will be placed on introductory status.

The introductory period gives employees the opportunity to decide whether the position suits him or her and gives the Organization the opportunity to decide whether the employee meets the expectations of the position.

The introductory period will not be considered an employment contract or that an employee is employed other than at will. This policy will not change the policy of employment-at-will.

This policy does not apply to temporary employees, or to those employees who are provided employment opportunities through special employment and training program agreements.

PROCEDURE

1. The introductory period is defined as ninety (90) days.
2. Upon completion of this introductory period, immediate supervisor will conduct a formal performance appraisal with the employee to review the employee's progress/performance to date. Introductory periods may be extended, if deemed appropriate, by Division Director.
3. Transferred or promoted employees who do not meet job requirements in their new position during introductory period, may be returned to their original job, if a vacancy exists, or be terminated at the discretion of the Organization.
4. Upon completion of the introductory period, an employee enters the "regular" employment classification and may be eligible for organization sponsored benefits.

HUMAN RESOURCES RECORDS

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

To ensure the proper handling of, and limit Organization liability with regard to, confidential information and paper records pertaining to employees and their personnel matters.

PROCEDURE

1. Records should be secured in locked file cabinets and access will be controlled by HR Director.
2. At no time should employee files leave the premises.
3. HR Director is responsible for creating and maintaining employee personnel files. Main employee file should have a separate file for each employee, and include the following information:
 - a. Employment application (or résumé and cover letter)
 - b. Job title
 - c. Job description including exempt from overtime or non-exempt classification
 - d. CORI check for designated High Risk positions
 - e. Hire date
 - f. W-2 form
 - g. W-4 form
 - h. Employment offer letter (signed acceptance by employee); contracts, if applicable
 - i. Employee authorization for release of information, if used
 - j. Employee signature acknowledging review of Tri-County Community Action Program, Inc. policies and receipt of employee handbook
 - k. Forms relating to employee benefits including documentation of annual SPD distribution
 - l. ACH Authorization Form approving direct deposit if applicable
 - m. 403B Application or waiver.
 - n. Forms providing next of kin and emergency contacts
 - o. Performance appraisals
 - p. Salary history
 - q. Substantiated complaints from customers and/or coworkers
 - r. awards or citations for excellent performance
 - s. records of attendance or completion of training programs
 - t. Discipline
 - u. Grievances

- v. Performance goals
 - w. Scheduled training and completed training records
 - x. documents relating to the worker's departure from the company (such as reasons why the worker left or was fired, unemployment documents, insurance continuation forms, and so on
4. Employees are responsible for notifying HR Director 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 if applicable for benefit or tax coverage
 - f. Number of Tax Exemptions on your W-4 form
 - g. Insurance Classification
 - h. Emergency Contacts
 - i. Beneficiary Changes
 - j. Driving record or status of driver's license, if you operate any Organization vehicles
 - k. Military or draft status
 - l. Training certificates if a job requirement
 - m. Professional license

Failure to inform 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.

5. Human Resources is responsible for employee files. Managers and Division Directors requiring access to an employee's file should contact the HR Department.
6. Employee files must be reviewed in Tri-County Community Action Program, Inc. offices.
7. 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 Director.
8. Only basic employment information, (i.e., dates of employment, title of position held, and confirmation of salary) for employment verifications and those requests meeting legal requirements, will be provided by HR.
9. Detailed personnel information will not be released to anyone outside the Organization without prior written consent by the employee. Exceptions will only be made as required by law as in the case of subpoenas or other court orders.
10. Employees have the right to review their file contents. Employees may review their own personnel files in the Administration department, on the employee's own time, and in the presence of an individual appointed by the Organization. Employees who wish to review their own file should make a written request to the HR Director. Tri-County Community Action Program, Inc. will fulfill within 5 business days of the written request.

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; and

- d. Investigatory or security records maintained by the employer to investigate employee misconduct or other conduct which could be harmful to the Organization.
- e. Information in the personnel file of a requesting employee who is the subject of an investigation at the time of his request if disclosure of such information would prejudice law enforcement;
- f. Information relating to a government security investigation.

11. If an employee disagrees with any of the information in their personnel record and cannot reach an agreement with the employer to remove or correct it, the employee may submit an explanatory written statement along with supporting evidence. Statement must be maintained as part of personnel file and shall be included in any transmittal of the file to a third party and shall be included in any disclosure of the contested information made to a third party.

12. Former employees may request copies of information contained in their personnel file. The information will be copied at a reasonable cost and returned within 10 working days.

HEALTH INSURANCE PORTABILITY AND ACCOUNTABILITY ACT

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. complies with the proper handling of all private information and individually identifiable health information and outline steps in appropriate Health Insurance and Portability and Accountability Act (HIPAA) compliance.

PROCEDURE

1. Any Protected Health Information (PHI) is confidential and may not be discussed with anyone except on a "need to know" basis in order to perform job duties.
2. PHI is a record that contains health information that can be traced to an individual through inclusion of individually identifiable characteristics such as 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 Tri-County Community Action Program, Inc.
4. Tri-County Community Action Program, Inc. 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. Tri-County Community Action Program, Inc. HIPAA Compliance Officer (HR Director) will be responsible for developing and implementing privacy policies and procedures, as well as ensuring general compliance.
6. Any complaint of a violation will be reported to the HIPAA Compliance Officer. They 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 will be controlled by the HIPAA Compliance Officer.

ATTENDANCE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. understands occasions arise when an employee must be absent from work. At the same time, it is important for employees to understand that in order for Tri-County Community Action Program, Inc. to operate efficiently, regular attendance of all employees is imperative. Employees need to be present and accountable during their scheduled work time and there are attendance expectations.

PROCEDURE

1. Authorized Absence - the employee notifies immediate supervisor or designee in advance and obtains approval to be away from or late to work. This includes absences such as vacations, holidays, personal days (academic year employees), etc.
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 his or her direct supervisor. Advance notification of an absence is necessary to make arrangements to handle work in the absence of a scheduled employee.
3. Tardiness – an employee late for work, or leaving early from work on any work day without giving prior notification and receiving approval for the tardiness.
4. A non-exempt salaried or hourly employee who does not work or does not work his or her full shift will be paid only for the actual time worked. If an employee has not called in to the immediate supervisor or designee before the start of scheduled work time, the employee will be considered as having an unauthorized absence without pay. Timesheets will be noted accordingly.

Excessive Absenteeism/Tardiness

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

CONFIDENTIALITY OF ORGANIZATION INFORMATION

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. has information which should not be discussed with anyone outside the Organization, except when required in the normal course of business. Information concerning the activities or operations of the Organization, or concerning service recipients must be treated as confidential or on a need-to-know basis.

PROCEDURE

1. All information pertaining to Tri-County Community Action Program, Inc. clients is confidential, and must not be discussed with or divulged to anyone, unless the performance of their official

duties requires access to the information. Even the presence of a particular client should not be acknowledged to others without proper authorization.

2. The two situations under which confidential Information may be released are with informed and written consent of the client, or in response to a subpoena.
3. Confidential information is to be used only in connection with the legitimate functions of an employee's job duties. The release of confidential information other than in the treatment of clients will occur only with proper authorization. If contacted personally about confidential information, the employee should direct the inquiring party to his or her Division Director.
4. Client files should not be removed from the offices of Tri-County Community Action Program, Inc. except in cases where the files are needed to deliver services. In these cases, only necessary portions of family files should be taken, files should be guarded closely and be returned to the offices as soon as practical.
5. Upon termination of employment with TCCAP, an employee must surrender all material containing confidential information.

PROMOTIONS

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Each employee should have equal access to opportunities for growth and development. First consideration will be given to internal candidates who have a history of satisfactory performance and meet the job qualifications for the vacancies. In all its selection and promotion decisions, Tri-County Community Action Program, Inc. complies with equal employment opportunity requirements.

PROCEDURE

1. Two types of advancement opportunities are outlined below:
 - a. A promotion is the movement from one position to another position which is in a higher salary grade and may involve a salary increase. A promotion may be within a program or between programs and may result in a title change.
 - b. A reclassification is an approved change in pay grade of an existing position as a result of significant changes in the duties and responsibilities of that position. A reclassification may result in a pay grade and/or title change.
2. Every effort is made to fill vacancies by promoting qualified employees. Immediate Supervisors are encouraged to identify employees for promotion. 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. Employees are encouraged to maintain an awareness of vacancies and to seek job opportunities for which they qualify. An expression of interest in a promotion, either by submitting an application as a result of a job posting, or through discussions with immediate supervisor, will not have any adverse effect on the status of the employee's current position.
4. The Division Director will select the appropriate candidate for promotion. Refer to the policy on Recruitment and Selection for more information.

5. The newly promoted employee will be subject to an introductory period. Refer to the policy on Introductory Period for more information.

TRANSFERS

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

An employee may transfer, or may be transferred, when the employee meets the job qualifications and when the transfer will benefit both the employee and the Organization.

PROCEDURE

1. An employee who is transferred temporarily to a higher paying position will be compensated at the rate of the new job. Temporary assignment constitutes a formal assumption of another position's duties for an established period of time, not the occasional filling in for a job or "helping out."
2. An employee who is transferred temporarily, at the request of Tri-County Community Action Program, Inc., to a lower paying position will continue to be paid at his or her existing rate for as long as the temporary transfer is in effect.
3. If the employee has not been returned to his or her regular position at the end of thirty (30) days from the date of temporary transfer, Tri-County Community Action Program, Inc. will review the situation and either return the employee to his or her former position, extend the period of temporary transfer, or make the transfer permanent.
4. Employees permanently transferred to lower paying positions will be paid at the lower rate of the new position.

JOB DESCRIPTIONS

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

The agency will create job descriptions, and properly determine exemption status for every job according to the Fair Labor Standards Act (FLSA). Records will be maintained of all authorized positions within the Organization.

PROCEDURE

1. The Division Director will be responsible for ensuring that employees are performing the tasks included in their jobs or assignments. Each description will include, but not be limited to:
 - a. Job's purpose, essential and other functions
 - b. Principal duties and responsibilities
 - c. Reporting relationship
 - d. Education, credentials, and experience qualifications
 - e. Salary scale information
 - f. Date of last review.

2. Job descriptions will indicate whether the position is exempt or non-exempt, with determination of such classification based on the FLSA criteria.
3. Newly created positions or changes in position qualifications which may result in salary adjustment require a budget review and approval of CEO. Based on this review, HR Director will assign the position to a recommended salary grade and appropriate FLSA exemption status.
4. All new or revised job descriptions will be approved by CEO.
5. Changes to existing Head Start job descriptions will be reviewed by Policy Council. Upon approval the Head Start Director and CAP CEO will sign and the Policy Council approval date will be added.

PERFORMANCE MANAGEMENT

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Evaluate strengths and areas of improvement in performance of all employees in a fair and equitable manner. The Performance Appraisal (PA) process is intended to be a positive experience. Regular, ongoing discussions regarding an employee's job performance are recommended year round.

Performance management is completed to modify staff performance agreements as necessary, assist staff in improving skills and professional competencies and to identify training and development needs.

PROCEDURE

1. The HR Department will provide notification of upcoming appraisals to the individual responsible for writing an evaluation. Notification should occur thirty (30) days prior to the performance appraisals due date. Performance appraisals will be conducted on an annual basis using a standardized performance appraisal system, designed to ensure reviews are conducted objectively.
2. The schedule for performance appraisals are:
 - a. Each employee's performance will be evaluated upon completion of the introductory period and at least once annually thereafter. Each Department will determine which month to complete employee evaluations.
 - b. Ten month employees will be evaluated annually.
3. The Immediate Supervisor will schedule a review with the employee.
4. The Immediate supervisor may require a Self-Appraisal.
5. The reviewer and the employee may discuss the following topics:
 - a. Previous performance plans and achievement of past goals.
 - b. Current performance appraisal including demonstrating appreciation for employee contributions.
 - c. Employee Self Appraisal form.
 - d. Providing constructive feedback on employee's performance.
 - e. Setting future expectations and goals.
 - f. Identifying employee training needs and professional development opportunities.

6. The Immediate Supervisor will complete the Performance Appraisal Form summarizing the conversation and Supervisor's and Employee's input. The employee may submit comments or statements of their own with the Performance Appraisal Form.
7. Immediate Supervisor will sign the completed form. The employee will sign the completed review acknowledging that they have read and understand it, although may not necessarily agree with the appraisal. A refusal to sign should be documented by HR Director.
8. Performance appraisals will be placed in the employee's personnel file and may be used for such actions as transfers, promotions, pay adjustments, and salary considerations.
9. Leaves of absence and breaks in services may affect the timing of performance appraisals.

SECTION 3

EMPLOYEE BENEFITS PROCEDURES

HOLIDAYS

Effective Date: October 28, 2015

PURPOSE / POLICY

Holidays are recognized as non-work days for employees. Tri-County Community Action Program, Inc. provides regular full-time and regular part-time employees the benefit of paid holidays.

PROCEDURE

The following will be paid holidays for all regular employees of the Agency, except Head Start Academic employees; HS Director and Administrative Staff follow Agency policy. All other Head Start employees follow academic policy.

REGULAR EMPLOYEES

New Year's Day
Martin Luther King Day
President's Day
Memorial Day
Independence Day
Labor Day
Columbus Day
Veterans' Day
Thanksgiving Day (2)
Christmas Day (2)

ACADEMIC EMPLOYEES

Veterans' Day
Thanksgiving Day and the day after
Two weeks at Christmas
Martin Luther King Day
February School Vacation Week
Memorial Day (if encompassed by Academic Calendar)

1. Holiday on Scheduled Work day. Regular employees who are required to work on their holiday will be granted an alternative day in lieu of the holiday.
2. A recognized holiday that falls on Saturday will be observed on the proceeding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday.
3. Holiday pay will be calculated based on the employee's regular rate of pay multiplied by the number of hours the employee was regularly scheduled to work that day.
4. An employee who has an unauthorized absence the working day prior to and/or following a holiday will not be paid for that holiday. An authorized absence includes only approved sick time, vacation time, bereavement leave, and jury duty.

5. Part-Time and Seasonal/Limited-Term Employees: will be paid for observed holidays which fall on days on which they would otherwise be scheduled to work, according to the number of hours for which they are scheduled to work that day.
6. If a paid holiday falls during an employee's scheduled vacation period, holiday pay will be provided and they will still have a vacation day to use.
7. Employees on a paid approved leave of absence are eligible for holiday pay. If the approved leave of absence is not paid, the employee is not eligible for holiday pay.
8. Holiday pay will not be counted as hours worked for the purposes of determining overtime.

VACATION/ANNUAL LEAVE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

All regular full-time and regular part-time employees will accrue and use vacation time in accordance with the guidelines outlined below.

PROCEDURE

1. Employees begin to accrue annual leave immediately upon hire, but may not use annual leave until after 90 days of employment.
2. Employees who are eligible for annual leave earn vacation time based on the following schedule:

<u>Upon Date of Hire</u>	<u>Paid Vacation Time</u>
Less than 2 years	1.5 pro-rated days per month
Years 2 – 6	1.75 pro-rated days per month
7 or more years of service	2 pro-rated days per month

- a. Employees accrue Annual Leave only as pro-rated against actual hours worked: for example, a 20-hour/week employee accrues at half the rate of a 40 hour employee.
- b. Employee's can accumulate no more than twenty (20) days which is the equivalent of 160 hours of annual leave.
3. Employees should request approval in writing at least two weeks in advance before taking vacation. Scheduled absences are preplanned with immediate supervisor in accordance with department guidelines, negotiating the least impact to the work area.
4. When scheduling conflicts arise, authorization for vacation leave will be established at the discretion of management.
5. Any earned, but unused vacation will be paid at the time of termination. Vacation may not be used to extend the termination date. This payment will be made in a lump sum.
6. Vacation will not accrue during any unpaid period of time.

SICK LEAVE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

All regular full-time and regular part-time employees will accrue and use sick time in accordance with the guidelines outlined below.

PROCEDURE

1. Sick leave time will begin to accrue at the rate of one pro-rated day per month during the introductory period, but may not use sick leave until after 90 days of employment.
2. Employees may request use of paid illness time after successful completion of the introductory period.
3. Illness time may not be used as additional vacation leave, but is granted when a person is unable to perform his/her assigned duties because of illness or injury. This could include appointments with physicians, dentists, or other recognized practitioners, or for a serious illness, disability or injury of an immediate family member such as parent, child or spouse. Employees may not substitute sick leave for annual leave because of illness during an approved period of annual leave.
4. Each employee is responsible for notifying their Immediate Supervisor before the regular starting time that he or she intends to utilize illness time for that day. The employee is also responsible for keeping their Immediate Supervisor informed regularly of his or her condition.
5. Employees who have breaks in employment, including unpaid leaves of absence (e.g., FMLA, military leave) will not accrue illness time during their absence.
6. Employee's receiving Workers' Compensation benefits are not entitled to illness pay.
7. If a serious health condition absence exceeds three (3) consecutive work days, the employee may be asked to provide medical certification to support the absence. Also, a release to return to work from a physician may be required.
8. Illness leave may accumulate up to a total of 360 hours. If the employee's benefit reaches this maximum, further illness leave benefits will not accrue until the employee has reduced the balance below the limit.
9. If all earned leave (i.e., illness time, vacation time, and personal time) has been used and the employee requires more illness time off, they may request an extended Personal Leave of Absence without pay from the CEO. FMLA provisions may also cover such leaves of absence.
10. There may be occasion that an employee may want to donate sick time to another employee who is in need in an emergency basis. TCCAP will allow, on a case by case, basis the donation of sick time not to exceed 50% of the donating employee's balance upon approval from HR.
11. Unused illness time will not be paid out upon termination.

PERSONAL LEAVE OF ABSENCE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Personal leaves of absence are authorized, without pay, to full-time employees with one or more years of continuous service, for up to three months.

PROCEDURE

1. Only CEO may authorize personal leaves of absence.
2. Employees who wish to continue benefits coverage during their leave of absence must bear the full cost of those benefits.
3. Employees on extended personal leave of absence will be informed prior to the leave as to whether or not they are guaranteed that his or her or that a similar position will be available when he/she returns from his/her absence. If a comparable position is not available at the time the employee returns to work, the employee may be offered a lesser position. If no acceptable position is available at the time the leave expires, the employee's employment with Tri-County Community Action Program, Inc. will be terminated.
4. It should be determined whether the personal leave of absence is covered under the Family and Medical Leave Act (FMLA). See the policy on FMLA for more information.

FEDERAL FAMILY AND MEDICAL LEAVE ACT (FMLA)

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

It is the policy of Tri-County Community Action Program, Inc. to provide leaves in compliance with Federal FMLA.

PROCEDURE

1. Employees are eligible for leave under the Federal FMLA if they have been employed by Tri-County Community Action Program, Inc. for at least twelve months and have worked at least 1,250 hours for Tri-County Community Action Program, Inc. during the most recent twelve consecutive month period.
2. Tri-County Community Action Program, Inc. uses a "rolling" 12-month period measured backward from the date the employee's Federal FMLA leave begins to track FMLA leave.
3. Under the Federal Family and Medical Leave Act, up to twelve weeks of leave may be taken during a twelve month period that begins on the employee's first day of leave, for any one or more of the following reasons:
 - a. An employee's own serious health condition;
 - b. To care for a spouse, parent, biological child, adopted child, foster child, step-child, legal ward, or a child of a person standing in loco parentis (who is under 18 years of age, or 18 years or older and incapable of self-care because of a mental or physical disability), with a serious health condition; and
 - c. For the birth of an employee's child, or placement of a child with an employee for adoption or foster care. Leave for birth, adoption or foster care must conclude within twelve months of the birth or placement.
 - d. To care for an eligible employee's spouse, son, daughter, parent, or next of kin who is a covered military service member recovering from a serious illness or injury sustained in the line of duty on active duty (*Note: The eligible employee is entitled to up to 26 weeks of leave in a single 12-month period to care for the service member; this military caregiver leave is*

available during a single 12-month period (which period begins on the first day leave is taken for this qualifying reason), during which an eligible employee is limited to a combined total of 26 weeks of all types of FMLA leave);

- e. Due to any “qualifying exigency” (as defined in regulations issued by the Department of Labor) arising from the fact that an employee’s spouse, child, or parent is on active duty status in the National Guard or Reserves in support of a contingency operation.
4. When possible, employees should notify Division Director and HR Director at least thirty days before the date of the anticipated leave. A written request for time off DOL Form must be completed. In an emergency situation, notice must be given as soon as possible, but no later than 48 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.

MILITARY SERVICE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

It is the policy of the Organization to comply with all applicable statutes that require reservists and National Guard personnel to be given leave of absence for active duty and training exercises under Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994.

PROCEDURE

1. It is the employee's responsibility to inform HR Director as soon as orders for military duty have been received. When requesting a military leave of absence, the employee should present a copy of the training orders.
2. Employees will continue to receive full pay while on leave for those military related absences that are two weeks or less. The portion of any military leave of absence in excess of two weeks will be unpaid. Employees may use any available paid time off for the absence.
3. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which the employee is otherwise eligible.
4. Benefit accruals, such as vacation, illness leave, and holiday benefits will be suspended during the USERRA leave and will resume upon the employee’s return to active employment.
5. When an employee returns from military leave, he or she will be assigned to a position as required by law. Military leave time is immediately credited to the employee's length of service and all benefits would apply as if the employee had never left his or her job. The employee's salary will be equal to or greater than the salary at the time the leave commenced unless salaries have declined.

JURY DUTY

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

The policy of Tri-County Community Action Program, Inc. is to accommodate all employees who are called to serve on jury duty.

PROCEDURE

1. All regular full-time and regular part-time employees are eligible for jury duty pay for up to five days. Additional required days off will be granted without pay.
2. When an employee receives a summons for jury duty, he or she must present a copy of the summons to Division Director or designee.
3. Employees are expected to report for work whenever the court schedule permits.
4. Employees must present a copy of all fees, except travel, received for serving on the jury to Fiscal Director. The employee will receive the difference between the fees received and the wages missed during the regular payroll cycle for all paid jury time.
5. Jury duty pay 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.
6. Jury duty pay is not used in the calculation of overtime.
7. Employees will continue to receive and accrue benefits during jury duty including vacation, illness leave, holiday pay and health insurance coverage.

BEREAVEMENT LEAVE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

To provide compensation for regular full-time and regular part-time employees who must be off work during a period of bereavement as defined in this policy.

Employees will be paid their regular straight-time wages each day up to five work days due to the death of an immediate family member as defined in this policy. The bereavement leave may be taken to make funeral arrangements, attend a funeral and/or to take care of personal affairs normally associated with a death.

The term "immediate family" means spouse, domestic partner, children or step children, and parents.

Up to two days off for the death of a brother, sister, grandparent, grandchild, step relative or a relative by marriage of comparable degree.

Bereavement leave will not be paid for Saturday or Sunday unless employee normally would have worked on one of those days, or any day on which holiday pay or vacation pay is paid.

PROCEDURE

1. Employees who need to take time off due to a death of an immediate family member should notify immediate supervisor as soon as possible and will inform them of the expected date of return.
2. CEO may allow employees to use any available paid leave for additional time as necessary.
3. Employees will continue to accrue vacation and illness leave time during the bereavement leave.
4. Bereavement pay is calculated based on the employees rate of pay at the time of the absence and the number of hours they would have been scheduled to work.
5. Bereavement pay is not used in the calculation of overtime.

BENEFIT PLANS

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

To provide a brief summary of medical insurance, dental insurance, life insurance, short-term disability (STD) insurance, long-term disability (LTD) insurance, and retirement benefits provided by Tri-County Community Action Program, Inc.. Employees should refer to their Summary Plan Description (SPD) for plan details. In the event of any discrepancy between this document and the SPD, the latter will prevail. Tri-County Community Action Program, Inc. provides group insurance for its employees. The following section provides a summary of benefits provided by the Organization's current insurance provider.

PROCEDURE

Medical Insurance

1. On the first of the month following 60 days of employment, regular full-time and regular part-time employees working more than 30 hours per week become eligible for health insurance.
2. A SPD and information on cost of coverage will be provided to eligible employees in advance of enrollment. Contact HR Department for more information about the health insurance benefit and its cost.

Dental Plan

1. On the first of the month following 60 days of employment, regular full-time employees become eligible for the dental plan.
2. A SPD and information on cost of coverage will be provided to eligible employees in advance of enrollment. Contact HR Department for more information about the dental plan benefit and its cost.

Vision Plan

1. On the first of the month following 60 days of employment, regular full-time employees become eligible for the vision plan.
2. A SPD and information on cost of coverage will be provided to eligible employees in advance of enrollment. Contact HR Department for more information about the vision plan and its cost.

Life Insurance

1. After 90 days of employment, regular full-time and regular part-time employees become eligible for voluntary life insurance coverage. Interested employees should contact the Fiscal Department for more information.

Short-Term Disability Insurance

2. After 90 days of employment, regular full-time employees become eligible for voluntary short-term disability insurance. Interested employees should contact the Fiscal Department for more information.

403(b) Savings Plan

1. TCCAP has contracted with Mutual of America to provide retirement plan services through a 403 (b) arrangement.
2. All employees are eligible to participate upon hire. The plan allows both Roth and tax deferred options. For more information refer to the Summary Plan Description or contact HR.

CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT (COBRA)

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

When an eligible employee terminates employment with Tri-County Community Action Program, Inc., the employee or qualified beneficiary is entitled to continue participating in the Organization's group health plan for a prescribed period of time, usually 18 months. In certain circumstances, such as an employee's divorce or death, the length of coverage period may be longer for qualified dependents. A summary of the Consolidated Omnibus Budget Reconciliation Act of 1985, better known as COBRA is discussed below.

PROCEDURE

1. Initial notice – will be sent to employees and spouses covered by the plan within 90 days of individuals coverage date.
2. Written notice of continued health insurance coverage will be provided to the terminated employee and/or dependents by third party administrator.
3. If a former employee chooses to continue group benefits under COBRA, he or she must pay the total applicable premium plus a 2% administrative fee (optional & may vary by state). The first payment must be received 45 days after initial election, and thereafter no later than the fifth working day of each month.
4. Coverage will cease if the former employee fails to make premium payments as scheduled, becomes covered by another group plan, or becomes eligible for Medicare, or when the plan terminates for all employees.
5. For detailed information or questions on COBRA, employees are requested to check with HR Department.

WORKERS' COMPENSATION

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Employees hurt on the job, regardless of fault, may be entitled to benefits under Workers' Compensation.

PROCEDURE

Employee Responsibilities

1. Inform immediate supervisor of the injury or accident as soon as possible. The employee should immediately fill out (DOL) form which will include the following:
 - a. Date, time, and place of injury or accident;
 - b. Brief description of and conditions that caused the injury or accident; and
 - c. Description of injured parts of the body or disease resulting from the injury or accident.
2. Request doctor to promptly provide information requested by the employer about the condition of the employee.
3. Keep records of all bills, dates of treatment, compensation payment dates worked and not worked, to whom the injury or accident was reported and any other information relating to the employee's injury or accident.

Supervisor Responsibilities

1. Promptly conduct a thorough investigation to determine if the injury or accident was caused by a work-related injury or accident.
2. Fill out a First Report of Injury form.
3. Notify HR Department of the accident or injury and work with them to resolve or correct the cause of the accident or injury.
4. Consult HR department to determine whether injury and recovery time will trigger FMLA Leave.

TRAINING AND DEVELOPMENT

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. supports the development of employee and volunteers skills through both in-house and outside training opportunities.

PROCEDURE

1. It is a joint responsibility between Division Director and employees to identify training opportunities and needs.
2. Safety training and employee orientation will be provided to all employees. Please see specific program policies for details.

3. Other training courses are offered on an “as needed” basis
4. It is an employee’s Supervisor’s responsibility to identify, with input from the employee, ongoing training and professional development needs. It is the responsibility of Division Directors to authorize training.
5. An employee desiring other, specialized training must complete a written request for the specific training to Division Director for review and approval.

Education Assistance

Tri-County Community Action Program, Inc. recognizes that the skills and knowledge of its employees are critical to the success of the Organization. TCCAP encourages personal development through formal education so employees can elect to maintain and improve job related skills or enhance their ability to compete for reasonably attainable jobs within Tri-County Community Action Program, Inc. Training and educational opportunities are determined by Division and allowable when funding is available.

EMPLOYEE PARTICIPATION IN PROGRAM SERVICES

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Employees are not prohibited from participation in programs or service operated by the Organization. Employees must meet all economic and all other program eligibility requirements. Employees are not given priority or preferential treatment over other applicants. All employees will pay fees if a program requires a fee for services.

SECTION 4

TIMEKEEPING AND PAYROLL

HOURS OF WORK

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. maintains work hours in accordance with Federal and state regulations and in accordance with workload, program participants' requirements, and the efficient management of personnel resources.

PROCEDURE

1. The workweek of the Organization begins 12:00 a.m. Saturday and ends at 11:59 p.m. Friday.
2. Standard working hours are 8:00 a.m. to 4:30 p.m., Monday through Friday. Certain divisions may have different standard working hours. Employees may be required to work hours different from their regular schedule such as evenings or weekends, depending on the needs of the Organization.
3. Employees will receive an unpaid meal period of thirty minutes in length. Lunches should accommodate staffing needs and operating requirements.
4. During the meal break, employees are relieved from duty and free from interruptions except when an emergency arises. If a nonexempt employee is unable to take an uninterrupted meal break during their shift, the employee should notify his/her immediate supervisor who will assign relief so the meal break can be taken or authorize the additional time. Employees may waive their right to a meal break, and eat during work hours if their Supervisor permits them to do so. In this case, the employee should sign a written waiver.
5. Division Directors must approve any deviations from regularly scheduled work hours in advance. Division Director must approve all overtime hours in advance and initial employee's time card/activity reports. Disciplinary action may be taken if no prior approval for overtime was obtained, refusal to work required overtime, or failure to record overtime worked.
6. Non-exempt (hourly) employees scheduled to attend a meeting, training class, workshop, or seminar at the request of the Organization will be paid for the hours of the meeting or seminar.
7. Training and travel time will be counted as time paid in the calculation of overtime.
8. The Organization 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 selected mode of transportation.
9. Travel time to and from home is not considered work time.
10. Exempt employees that attend a meeting or class will not receive additional compensation; as such training is considered part of their job.

TIMEKEEPING

Effective Date: October 28, 2015

PURPOSE / POLICY

Federal and state law and regulations require Tri-County Community Action Program, Inc. to maintain accurate records of all time worked by employees. Employees must record all time actually spent on the job performing assigned duties or other work-related projects.

PROCEDURE

1. New employees will receive training during orientation on procedures for completing time sheets/activity reports.
2. All employees must accurately record the hours worked each day and include any approved time-off (vacation, holiday, jury, etc.).
3. Employees are responsible for recording and verifying their own time worked. Tampering, altering, or falsifying time records or recording time on another employee's time sheet is not allowed and may result in disciplinary action, up to and including suspension/termination. Under no circumstances is an employee allowed to record time for another employee.
4. Time sheets/activity reports must be submitted every two weeks. The schedule and submission process may vary by division. Employees should follow Division procedures. Failure to do so may result in not receiving a check at the normal payroll distribution time.

PAYCHECK DISTRIBUTION

Effective Date: October 28, 2015

PURPOSE / POLICY

Tri-County Community Action Program, Inc. is committed to maintaining appropriate control regarding the security and distribution of employee paychecks.

PROCEDURE

1. The pay period runs from 12:00 a.m. Saturday and ends 11:59 p.m. on the Friday that occurs 14 days later.
2. Employees will receive paychecks or direct deposit vouchers on a biweekly basis.
3. Payroll checks may be electronically deposited to an account at a financial institution that the employee designates. Employees are responsible for notifying Payroll Specialist of any change in banks or bank accounts to ensure the proper direct deposit of payroll to the employee's account.
4. Employees who do not have direct deposit may pick up paychecks on paydays from their Division headquarters. They may instead request that their checks be mailed to the address on record. Employees are responsible for keeping their mailing addresses current.
5. Notify Payroll Specialist immediately if a paycheck is lost, stolen, or destroyed. If the check has not been negotiated, a duplicate check will be issued to the employee, but the employee may be responsible for any stop payment charges assessed by the banking institution.

WAGE AND SALARY ADMINISTRATION

Effective Date: October 28, 2015

PURPOSE /POLICY

Being responsive to market influences federal and state prevailing wage requirements, Tri-County Community Action Program, Inc. strives to recruit and retain highly qualified individuals. Equitable and compliant wage and salary administration not only recognizes different performance levels among employees, but also provide financial incentive for employees at all levels of the Organization.

PROCEDURE

1. Employees will receive fair and equitable compensation not to exceed salaries for similar positions in the community, and will not receive less than minimum wage. Tri-County Community Action Program, Inc. will establish a pay schedule as part of a comprehensive salary plan.
2. Any increase in salary must be able to be sustained by the funding source on a long term basis.
3. Salary considerations:
 - a. Workload or job responsibilities adjustment
 - Adjustment for substantial, documented reassignments or changes in the duties/responsibilities within the same position may be initiated after consultation with CEO.
 - b. Change in position
 - An employee who moves from one position to another with a higher pay grade must be paid at least the minimum of the new pay range.
 - Employees whose current salary is already within the pay range for the higher level position may be granted a salary increase dependent upon the availability of funds, internal equity, and other pertinent factors.
 - Change to a position in the same pay grade is not eligible for an increase and change to a lower pay grade may be subject to a corresponding salary reduction.
 - c. Merit Increases
 - Increases are based on level of performance identified through documentation, including a positive appraisal.
 - d. Incentive compensation may be available (see regulation referenced below) as part of a plan approved by CEO, given adequate funding.
4. Davis Bacon Act - If Tri-County Community Action engages in any work that is covered under the Davis-Bacon act, the agency will comply with all pertinent regulations.
5. Head Start:
 - a. Cost-of-living allowances, if any, are determined annually by the funding source, and are subject to the approval of the Board of Directors and Policy Council. Cost-of-living allowances, including retroactive COLA's, will only be paid to actively employed staff.

- b. When funding is available all eligible Head Start employees will receive a step raise. Eligible is identified as employees in good standing and not currently on a corrective plan.

PAYROLL DEDUCTIONS

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Paycheck deductions are made from employee paychecks according to various laws and to pay for elected benefits, where necessary. Various Federal and state laws requires Tri-County Community Action Program, Inc. to make deductions for Federal, state, and local income taxes and payments, as well as social security. In addition, eligible employees may voluntarily authorize deductions from their paychecks to cover contributions to the pension plan, health insurance, etc.

PROCEDURE

1. Mandatory deductions and wage attachments that are required by law will automatically be made from all paychecks issued by Tri-County Community Action Program, Inc. These deductions may change as they are affected by changes in the amount earned, by legislation, and by the number of dependents declared.
2. Employees desiring to change the amount withheld for taxes may submit a revised form to HR.
3. Additional deductions the Organization is authorized to make, or which are required by law (e.g., garnishments, child support) are automatically deducted and will not be stopped until proper documentation has been received.
4. Court orders, wage deduction summonses, tax levies and other similar orders against an employee should be immediately forwarded to HR.
5. HR 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 employee's paycheck;
 - d. Advise the employee of his or her rights under the Consumer Credit Protection Act (CCPA);
and
2. In the event that garnishment or similar proceedings are instituted against an employee, the Organization will deduct and remit the required amount from the employee's paycheck in accordance with CCPA guidelines.
3. An employee may not be terminated for having a garnishment served against him or her for filing a petition for bankruptcy.

TRAVEL/EXPENSE REIMBURSEMENT

Effective Date: **October 28, 2015**

PURPOSE / POLICY

Employees will be reimbursed for actual and necessary travel and other expenses incurred while conducting Organization business. This policy outlines the procedures and authority for expenditures and reimbursement.

PROCEDURE

1. Employees required to travel out of area for business must obtain advance approval from Division Director.
2. Employees who receive an advance for travel will sign a form agreeing to provide receipts for expenses. Failure to submit verifying receipts or to repay the advance within 7 business of return will result in money being deducted from their pay.
3. Tri-County Community Action Program, Inc. will reimburse employees for reasonable meal, transportation, lodging, and incidental expenses actually incurred (or per diem rates) while traveling for business purposes. Employees are expected to limit expenses to reasonable amounts and remain within the standard, approved rates as stated on the Government Services Administration website:

http://www.gsa.gov/portal/content/104877?utm_source=OCM&utm_medium=print-radio&utm_term=HP_01_Requested_perdiem&utm_campaign=shortcuts
4. Tri-County Community Action Program, Inc. does not reimburse for personal activities while traveling or other expenses such as entertainment, liquor, dry cleaning, etc.
5. Employees should submit a travel expense report containing receipts within 7 business days of completion of travel. Expenses will be paid to the employees on the next regular pay period following receipt of the request.
6. Mileage will be reimbursed at a rate determined by the CEO not to exceed the prevailing IRS Rate (which encompasses expenses for general maintenance, insurance, gas, oil, etc.) for travel other than to and from the employee's residence and regular work site and includes:
 - a. If an employee travels from his or her residence to a different meeting site (or returns), further than the regular work site, only the additional mileage will be reimbursed. If the mileage is less, no reimbursement will be made.
 - b. Travel from the regular worksite to a different site of official business and subsequent return to the regular work site is reimbursable for the mileage in both directions.
7. Tri-County Community Action Program, Inc. requires employee's to provide proof of a current driver's license each year and proof the employee is insurable and has adequate (as defined by Tri-County Community Action Program, Inc.) liability and comprehensive insurance before driving any vehicle on Tri-County Community Action Program, Inc. business.
8. An employee who is involved in an accident while traveling on business must promptly report the incident to HR Director. Vehicles owned by the Organization, leased, or rented while traveling on business for Tri-County Community Action Program, Inc. may not be used for personal use.

9. Employees driving or riding in any vehicle on Organization time are expected to observe area traffic laws, wear seatbelts, and refrain from using cellular telephones. Tri-County Community Action Program, Inc. does not reimburse employees for tickets, fines, bail bonds, etc., incurred by the employee.
10. Prior approval must be obtained from Division Director before expensing any items not listed here.
11. The Organization may use current General Services Administration (GSA) per diem rates.

SECTION 5

EMPLOYEE CONDUCT

*Effective Date: **October 28, 2015***

SAFETY

PURPOSE / POLICY

To provide employees with a safe place to work, Tri-County Community Action Program, Inc. operates as safely as possible in accordance with the Occupational Safety and Health Administration (OSHA) and other applicable Federal and state laws and regulations. The procedure below applies to all TCCAP employees, additional safety procedures may exist at the specific sites and will be covered in depth by the Division Director.

PROCEDURE

1. Tri-County CAP has a Safety Committee made up of representatives of several TCCAP programs that shall meet at least 4 times each year, keeping minutes of their meetings. The Safety Committee is responsible for establishing and communicating all safety policies and procedures.
2. All safety and/or health related inspections, accidents, or incidents will be reported to Safety Committee immediately.
3. Each employee, as a condition of continuing employment, is required to work safely, to observe all safety rules and regulations, to wear required, Personnel Protective Equipment (PPE) and to perform his or her job in a manner to avoid accidents and injury to others.
4. Each location will post a list of emergency telephone numbers that are readily accessible to employees.
5. The HR Director will complete, submit, and maintain records and reports in accordance with established OSHA and the Department of Labor requirements.
6. Tri-County Community Action Program, Inc. will promote safety awareness among children and parents by incorporating it into child and parent activities as well as in interactions with all clients served.
7. In Head Start the Lead Teacher will maintain readily available, well-supplied first aid kits appropriate for the ages served. The first aid kits will be maintained at each location and available on outings away from the site. Each kit will be accessible to staff members at all times, and will be kept out of the reach of children.
8. Each Division may have specific safety procedures unique to their location(s). Employees are responsible to adhere to site specific safety procedures and policies.

MEDICATION – ADMINISTRATION AND STORAGE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

To establish appropriate guidelines for Tri-County Community Action Program, Inc. regarding the administration, handling, and storage of medication when necessary.

PROCEDURE

All TCCAP programs that store and/or administer medications must have and periodically update written plans for managing these medications that meet the requirements of their programs. Plans will be kept up to date by the Division Director, or designated representative. Plans will be located at the effected site. It is the responsibility of the employee to become familiar with the site plan.

HYGIENE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Personal hygiene and good grooming are expected at all times. All staff and volunteers are required to follow accepted personal hygiene guidelines.

PROCEDURE

1. Nonporous (e.g., latex) gloves must be worn by employees and volunteers when they are in contact with spills of blood or other visibly bloody bodily fluids.
2. Employees, volunteers, and children must wash their hands with soap and running water (at a minimum):
 - a. After toilet use;
 - b. Before food preparation, handling, consumption, or any other food-related activity (e.g., setting the table);
 - c. Whenever hands are contaminated with blood or other bodily fluids;
 - d. After handling pets or other animals;
 - e. Before and after giving medications;
 - f. Before and after treating or bandaging a wound.
3. Spills of bodily fluids (e.g., urine, feces, blood, saliva, nasal discharge, eye discharge or any fluid discharge) must be cleaned and disinfected immediately in keeping with professionally established guidelines (e.g., standards of the Occupational Safety Health Administration, U.S. Department of Labor). Any tools and equipment used to clean spills of bodily fluids must be cleaned and disinfected immediately. Other blood-contaminated materials must be disposed of in a plastic bag with a secure tie.

SECURITY / INSPECTION

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

This policy establishes the use and the right to inspect all Tri-County Community Action Program, Inc. equipment and property.

PROCEDURE

1. Operations often require others to have access to work areas, desks, files, or computers. There is **no** guarantee of privacy. Authorized individuals may have access and business needs to retrieve information on personal voicemail and e-mail.
2. Keep all passwords confidential.

3. All equipment and property are here for business purposes. Management has the right to access and inspect them.
4. Security concerns may warrant inspection of a facility and any personal property on the premises, including vehicles, purses, backpacks, lunch containers, and other items.

WORKPLACE ACTIVITY MONITORING

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. maintains the right to conduct workplace monitoring for the purposes of quality control, employee safety, security, and the satisfaction of those serviced by Tri-County Community Action Program, Inc. Tri-County Community Action Program, Inc. is sensitive to the legitimate privacy rights of staff, volunteers, and those served. Every effort will be made to conduct workplace monitoring in an ethical and respectful manner.

PROCEDURE

1. Employees who regularly communicate with those served by Tri-County Community Action Program, Inc. may have their telephone conversations monitored or recorded. Telephone monitoring is used to identify positive interactions, and to collect and correct performance problems through targeted training.
2. Tri-County Community Action Program, Inc. may conduct video surveillance of non-private workplace areas. Video monitoring is used to identify safety concerns, maintain quality control, detect theft and misconduct, and discourage or prevent acts of harassment and workplace violence.
3. Employees can request access to information gathered through workplace monitoring that may impact employment decisions. Access will be granted unless there is a legitimate business reason to protect confidentiality or an ongoing investigation.

WORKPLACE VIOLENCE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

To prevent workplace violence and to maintain a safe work environment, Tri-County Community Action Program, Inc. does not tolerate acts of workplace violence committed by or against employees and/or all persons involved in the Tri-County Community Action Program, Inc.'s operation. Employees are prohibited from making threats or engaging in violent acts.

PROCEDURE

1. All employees, volunteers and community members should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, horseplay, or other conduct that may alarm or be dangerous to others.
2. All threats of violence, or violent acts, whether direct or indirect, should be reported immediately to HR and Division Director. This includes threats by employees, community members, vendors,

solicitors, or other members of the public. HR Director should attempt to obtain the most specific and detailed information as possible from the affected individual.

3. All suspicious individuals or activities should also be reported as soon as possible to Division Director.
4. Conduct that threatens, intimidates, or coerces another employee, parent, child, or member of the public at any time, including off-duty periods, will not be tolerated. This prohibition includes all acts of harassment.
5. Tri-County Community Action Program, Inc. will thoroughly and promptly investigate all reports of threats of violence, actual violence, or suspicious individuals and activities.
6. Anyone determined to be responsible for threats of or actual violence or other conduct is in violation of these guidelines will be subject to prompt disciplinary actions up to and including suspension/termination and/or legal action as appropriate
7. There will be thorough and prompt investigations of disputes or differences among employees, and brought to the attention of HR Director before the situation escalates into potential violence. Tri-County Community Action Program, Inc. is eager to assist in the resolution of employee disputes, and will neither discipline employees nor tolerate retaliation against employees for raising such concerns.
8. Dangerous or hazardous devices or substances are prohibited on the premises.

WEAPONS

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

To prevent violence and to maintain a safe work environment Tri-County Community Action Program, Inc. prohibits all unauthorized persons who enter its premises from carrying a handgun, firearm, knife, or other weapon of any kind regardless of whether the person is licensed to carry the weapon or not.

This policy does not pertain to authorized security or law enforcement personnel.

PROCEDURE

1. Any employee who wishes to carry a weapon on work premises must first obtain permission from the CEO. Permission will be granted only when there is a clear and compelling reason to do so, and will be for a specified period of time only.
2. Any individuals in violation of this policy will be subject to disciplinary action, up to and including suspension/termination and/or legal action as appropriate.
3. All individuals are required to report incidents of threats or acts of physical violence of which he/she is aware. The report should be made to the agency HR Director.

SMOKING / TOBACCO USAGE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

In order to promote wellness and maintain a safe, healthy, and efficient work environment, all programs and services will be conducted in a tobacco-free environment. This policy applies to all persons in the Tri-County Community Action Program, Inc.'s facilities.

PROCEDURE

1. No one may use tobacco anywhere on Tri-County Community Action Program, Inc.'s premises at any time. Personnel may use their personal vehicle as an authorized tobacco use area.
2. Employees who want to use tobacco during work hours must leave the premises during designated breaks approved by their supervisor.
3. Division Directors are responsible for monitoring compliance with this policy.
4. Complaints for violation of this policy should be submitted to HR Director.

FIRE SAFETY / PREVENTION

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

To prevent fires and to communicate appropriate procedures for all persons to follow in case a fire should occur within Tri-County Community Action Program, Inc. buildings, all persons involved in Tri-County Community Action Program, Inc. should follow outlined fire prevention and evacuation procedures as specified below.

PROCEDURES

Fire Prevention:

1. Know the location of the nearest fire extinguisher(s) and ensure they are kept accessible at all times.
2. Notify Property Manager 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.
3. All flammable liquids must be stored in approved and appropriately labeled safety cans and not exposed to any ignition source.
4. Candles, fragrance burners and any sort of device with a flame are prohibited.

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. Dial 911 or the local fire department if necessary.

3. If possible, immediately contact Property Manager or Division Director. Evacuate all people from the area.
4. If the fire is out of control, leave the area immediately. No attempt should be made to fight the fire.
5. Proceed, in an orderly fashion to a parking lot near the building. Be present and accounted for during roll call.

When the fire department arrives, direct the crew to the fire. Do not re-enter the building until directed to do so by the fire department.

Emergency Evacuation:

1. Stop all work immediately.
2. Contact outside emergency response agencies, if needed.
3. Shut off all electrical equipment and machines, if possible.
4. Walk to the nearest exit, including emergency exit doors.
5. Exit quickly, but do not run. Do not stop for personal belongings.
6. Proceed in an orderly fashion to a parking lot near the building. Be present and accounted for during roll call.
7. Do not re-enter the building until instructed to do so.

DISASTER RECOVERY

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Identify steps to take before, during, and after a disaster by creating a tool and approach for identifying critical processes and insuring their availability. A disaster may be defined as an event that negatively impacts operations, causes interruption for a significant period of time or could threaten the continued effectiveness or even survival of Tri-County Community Action Program, Inc. TCCAP is committed to developing a disaster plan by 9/30/2016 utilizing the following procedures.

PROCEDURES

1. Establishing the DR Planning Team
2. Setting Expectations
3. Methods for Identifying Risks
 - Each department and functional area undertakes the effort to answer:
 - What disasters could affect the services that department or area provides?
 - Reviewing services provided or functions of the department, rank them as **critical**, **important**, or **non-essential**
 - Which People, Places, and / or Systems are essential for each of these services?

- Record this information in a standard form or template used by all areas of the organization
4. Defining Critical Processes and the Order of Recovery
 5. Designing the DR Plan
 - Collect essential data
 - Use common forms
 - Examples of essential data:
 - Master call list – critical staff for each department or area
 - IT System inventories by area
 - Servers, desktops, printers, software
 - System Recovery Passwords (in an encrypted database)
 - IT Services Vendor information
 - ISP contract information and contact numbers
 - Telecommunications contract information and contact numbers
 - Hardware and Software support numbers, replacement orders
 - Off-site storage location and inventory
 6. Organize the written plan
 - Develop procedures for recovery of the critical services or functions
 - Determine and document the following:
 - When to declare a disaster or activate the plan
 - Who can activate the plan?
 - Chain of command and responsibility
 - Order of execution of the recovery efforts
 - Process for revision and testing of the plan

DRUG AND ALCOHOL USE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. ensures the health and safety of others in accordance with the Drug Free Workplace Act of 1988. Accordingly, the unlawful manufacture, distribution, dispensing, possession, use, and being under the influence of a controlled substance, including cannabis and alcohol, are prohibited on Tri-County Community Action Program, Inc. premises.

Any employee who has engaged in drug abuse violations occurring in the workplace will be suspended immediately and may be terminated.

PROCEDURE

1. Employees in safety-sensitive positions, including any employee who drives a vehicle as part of their workday, are required to notify HR Director of any criminal conviction under a drug or alcohol statute for a violation no later than five days after such conviction.
2. Employees who have a problem with the use of controlled substances are encouraged to seek professional advice and assistance. One source of assistance may be a drug rehabilitation program acquired through their health insurance provider. Participation in a rehabilitation program is confidential and is encouraged by Tri-County Community Action Program, Inc.; however, it will

not preclude normal disciplinary action or relieve an employee of responsibility for performing assigned duties.

3. An employee with a drug or alcohol problem that has not resulted in, and is not the immediate subject of disciplinary action, may request approval to take unpaid time off to seek treatment. Leave may be granted if the employee abides by all policies, rules and prohibitions relating to conduct in the workplace; and provided that such leave will not cause Tri-County Community Action Program, Inc. undue hardship.
4. 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 persons involved at Tri-County Community Action Program, Inc.
5. Tri-County Community Action Program, Inc. has the right to require blood and/or urine samples in any of the following situations:
 - a. All candidates for employment may be required to submit blood and/or urine samples as a condition of an employment offer. This testing will be done at the same time and in conjunction with the employment physical examination, if required. In the event that the drug test is positive, the employment offer will immediately be rescinded.
 - b. Each prospective employee will be informed of our drug free workplace policy at the time of the interview and again at the time of the employment offer.
 - c. A current employee involved in any accident involving injury or Organization property damage at the work site or while on duty.
 - d. When a Division Director has reasonable suspicion that an employee's behavior is being influenced by one or more illegal drugs, alcohol, or misuse of a controlled substance the Director should consult with the HR Director before testing is ordered.
6. Employees refusing to submit to a test or testing positive for drugs or alcohol will be subject to disciplinary action up to and including suspension/termination. Tri-County Community Action Program, Inc. will determine, on a case-by-case basis, whether first-time offenders will be allowed to seek counseling/rehabilitation as an alternative to suspension/termination.
7. Any employee testing positive has the right to appeal the results and have the original sample re-tested at his/her own expense. If the test again indicates a positive result, Tri-County Community Action Program, Inc. may take disciplinary action up to and including immediate suspension/termination.

INCLEMENT WEATHER

*Effective Date: **Pending***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. realizes that there will be emergency inclement weather situations. This policy will outline actions to be taken in the event of inclement weather.

PURPOSE / POLICY

1. When a state of emergency is declared by the Governor, or designated representative, for an area that contains a Tri-County Cap operation, or site location, TCCAP will adhere to the emergency order as recommended.

2. Closure or delay in operations decisions for inclement weather will be the responsibility of the Division Director, based on the safety of employees and/or clients served. In the rare event that closure or delay occurs employees may use Accumulated Leave time to compensate for work time lost.
3. Employees who have the capability to work from their home will be expected to complete a normal work day from their remote location.
4. Notification of closure or delay will be the responsibility of the Division Director to call or implement a call tree to contact employees.
5. When feasible local radio stations will be notified by the Division Director of the closure/delay to assist in notifying employees. The radio station selected to be notified will be announced to employees and determined by the area of broadcast for each TCCAP site.
6. Post emergency, employees will report to their normal workstations.

ELECTRONIC MEDIA USE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

All persons with access to internet, intranet and e-mail systems are responsible for seeing that they are used properly and in accordance with the following policy. Questions concerning the policy should be directed to HR Director.

PROCEDURE

1. The internet, intranet and e-mail system is for business purposes. Conducting personal business should be limited to lunch or breaks.
2. At no time should any subject matter of a sexual nature be viewed.
3. There is no personal privacy in any matter created, received or sent from the internet or through the TCCAP e-mail system. Tri-County Community Action Program, Inc., in its discretion, reserves the right to monitor and access any matter created in, received through, or sent from the internet or through the TCCAP e-mail system.
4. Messages sent during working hours should be sent only with good business reason for doing so. Copies should be forwarded only for good business reasons.
5. Each employee is responsible for the messages that are sent from his or her computer. Employees with e-mail passwords should not share their passwords with anyone.
6. All e-mails must follow Organization policy banning solicitation and distribution. Chain letters, pyramid schemes, and other solicitations are prohibited.
7. 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 or any other status protected by Federal, state or local law or regulation may be created, sent or received at any time. Tri-County

Community Action Program, Inc.'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 ensure a virus free environment, no programs may be downloaded from the internet without the permission of the IT Consultant. E-mail messages and attachments should not be opened unless the sender is known to the receiver.
10. Tri-County Community Action Program, Inc. purchases and licenses the use of various 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 Tri-County Community Action Program, Inc. nor any of its employees may reproduce such software for use on more than one computer.
11. Employees who become aware of misuse of the internet, intranet or e-mail system should promptly contact Division Director or HR Director.

SOCIAL MEDIA

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. has determined that Social Media is a tool that can be used to further our mission and goals. Social Media can provide a cost effective method of engaging our communities in discussion, foster positive relationships with our clients, and represent Tri-County Community Action Program, Inc. in these emerging electronic communications.

While all Tri-County Community Action Program, Inc. employees are welcome to participate in Social Media, we expect everyone who participates in online commentary to understand and to follow these simple but important guidelines. The goal is to participate online in a respectful, relevant way that protects our reputation and follows the letter and spirit of the law. Portraying TCCAP in a negative manner could result in disciplinary action.

PROCEDURES

1. If you are writing in the Social Media about Tri-County Community Action Program, Inc., use your real name, identify that you work for Tri-County Community Action Program, Inc., and be clear about your role. If you have a vested interest in what you are discussing, be the first to say so.
2. If you are posting to a page that is owned by a TCCAP program:
 - a. Never represent yourself or Tri-County Community Action Program, Inc. in a false or misleading way. All statements must be true and not misleading; all claims must be substantiated.
 - b. Post meaningful, respectful comments — no spam and no remarks that are off-topic or offensive. Use common sense and common courtesy.

- c. Protect sensitive or personal information. Make sure your efforts to be transparent don't violate Tri-County Community Action Program, Inc.'s privacy, confidentiality, and legal guidelines for external communication. Never discuss clients of Tri-County Community Action Program, Inc.
 - d. Stick to your area of expertise and do feel free to provide unique, individual perspectives on non-confidential activities at Tri-County Community Action Program, Inc.
 - e. When disagreeing with others' opinions, keep it appropriate and polite.
 - f. Never comment on anything related to legal matters, litigation, or any parties Tri-County Community Action Program, Inc. may be in litigation with.
 - g. Never participate in Social Media when the topic being discussed may be considered a crisis situation. Even anonymous comments may be traced back to your or Tri-County Community Action Program, Inc.'s IP address. Refer all Social Media activity around crisis topics to your Manager.
 - h. Always protect yourself, your privacy, and Tri-County Community Action Program, Inc.'s confidential information. What you publish is widely accessible and will be around for a long time, so consider the content carefully. Social Media users should always be aware that these types of communications are considered public records.
3. Personal use of Social Media is the right of every employee using their own equipment and on their own time. They are expected to never post or create anything that would be potentially embarrassing or considered offensive to Tri-County Community Action Program, Inc.

NOTE: Mainstream media inquiries must be referred to the CEO.

DRESS POLICY AND APPEARANCE

*Effective Date: **October 28, 2015***

PURPOSE

All employees are required to present a positive image to the public and clients. Accordingly, each employee is required to wear appropriate attire while conducting business. Appropriate dress is defined below, although job and work location should be taken into account as well.

PROCEDURE

1. At all times appearance will be neat and professional. Individuals with community and client contact will be expected to wear appropriate attire.
2. Division Directors are responsible for monitoring the dress policy, and may have specific dress requirements for their division employees.
3. Dress which is not acceptable may include items such as:
 - a. Form fitting stretch clothing (spandex, lycra, etc.)
 - b. Sweat pants/sweat suits/jogging suits/warm-up suits
 - c. Tank tops/halter tops/low-cut tops/cropped tops/shorts
 - d. T-shirts/sweat shirts
 - e. Hats/caps/sweat bands/bandanas
 - f. Torn, worn, or frayed clothing

4. Clothing that contains offensive graphics or messages are not permitted in the workplace or outside the workplace while conducting business.
5. Employees working with the children and/or going to the playground must wear closed toe and closed heel shoes with heels less than three inches.
6. Long fingernails and loose, flowing garments that can be caught or pulled, are prohibited.

PERSONAL PHONE CALLS, MAIL AND SUPPLIES

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Use of telephone and mail facilities will be available during working hours for effective communication with the Organization's service recipients and business associates. Use of TCCAP's facilities for personal communication should be kept to an absolute minimum.

PROCEDURE

1. Use of the Organization's telephone lines should be confined to business calls. Incoming and outgoing personal telephone calls should be limited to those that are absolutely necessary and should be as brief as possible.
2. Use of personal cell phones during work time, for brief conversations is acceptable and subject to any restrictions the supervisor considers appropriate and necessary. For example use of cellular telephones is not permitted in the classroom during scheduled classroom activities.
3. In order to avoid adding to the increasing volume of email, employees should minimize the receipt of personal email at work.
4. Office supplies are not for personal use. Organization stationery may not be used for personal correspondence as any communication sent out on Organization stationery might be considered official communication.

ORGANIZATION BULLETIN BOARDS

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Concerning bulletin boards and their use for communicating with all persons involved in the Tri-County Community Action Program, Inc., only authorized Organization bulletin boards may be displayed. Bulletin boards are placed in key locations to be used to communicate employment information to employees.

PROCEDURE

1. Information on those boards must be approved in advance by Division Director.
2. Division Director is responsible for authorizing and maintaining or delegating the communication posted on display boards.

3. Division Director or site supervisor must approve and supervise the posting of all materials on authorized boards. Postings will be limited to Organization related matters.
4. Division Director or their designee will place job postings on bulletin boards in order to give current employees the opportunity to apply.

STANDARDS OF CONDUCT

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Tri-County Community Action Program, Inc. expects all persons involved in the Organization act in a professional and responsible way at all times. Some of the more obvious unacceptable activities are noted below; however, this list is not all-inclusive and other inappropriate conduct may result in disciplinary action.

PROCEDURE

1. All persons involved in Tri-County Community Action Program, Inc. must abide by these standards of conduct.
2. Contact HR Director with any questions concerning any standard of conduct or the unacceptable activities listed.

Unacceptable Activities

Unacceptable activities include, but are not limited to the following:

1. Violation of any Organization rule or policy; any action that Tri-County Community Action Program, Inc. deems detrimental to its efforts to operate.
2. Negligence or any careless action which endangers the life or safety of another person.
3. Being under the influence of a controlled substance or alcohol while at work, or reporting to work under the influence; use, possession or sale of a controlled substance in any quantity while on Organization premises, except medications prescribed by a physician which do not impair work performance or endanger clients, agency property or other employees.
4. Unauthorized possession of firearms, weapons or explosives in the workplace or while on duty.
5. Engaging in criminal conduct or acts of violence, intimidating or coercing fellow employees at any time and for any purpose or making threats of violence toward anyone on Tri-County Community Action Program, Inc. premises or when representing the Organization; disorderly conduct, fighting, or provoking a fight on Organization property.
6. Insubordination or refusing to obey a legal work order issued by immediate supervisor pertaining to job responsibilities and performance.
7. Engaging in an act of sabotage; negligently causing the destruction or damage of Organization property, or the property of all persons involved in Tri-County Community Action Program, Inc. in any manner.

8. Theft or unauthorized possession of Organization property or the property of fellow employees; removal of or damage to any Organization property, including removal of documents from the premises without prior permission from management; unauthorized use of Tri-County Community Action Program, Inc. equipment or property for personal reasons; using Organization equipment for profit.
9. Dishonesty, falsification, misrepresentation, or material omission on your application for employment or other work records; lying about medical or personal leave; falsifying reason for a leave of absence or other data requested by the Organization; falsification of Organization records or other Organization documents.
10. Violating confidentiality policy; giving confidential or proprietary information of the Tri-County Community Action Program, Inc. to competitors or other Organizations or individuals or to unauthorized Organization employees; working for a competing business while an Organization employee; breach of confidentiality of personnel information.
11. Unsatisfactory or careless work.
12. Any act of harassment.
13. Leaving work before the end of a work day or not being ready to work at the start of a workday without approval of immediate supervisor stopping work before time specified for such purposes.
14. Sleeping or loitering during working hours except for overnight positions that do not require the employee to be awake.
15. Excessive use of Tri-County Community Action Program, Inc. telephone for personal calls.
16. Creating or contributing to unsanitary conditions.
17. Failure to report an absence or late arrival; excessive absence or lateness.
18. Obscene or abusive language toward any person; any disorderly/antagonistic conduct on Organization premises.
19. Failure to immediately report damage to, or an accident involving, Organization equipment.
20. Leaving the premises during working hours without immediate Supervisor's knowledge or permission.
21. A child may not be left alone or unsupervised while under the program's care.
22. Failure to use positive methods of child guidance and engaging in corporal punishment, emotional or physical abuse, or humiliation. In addition, employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

DISCIPLINE PROCEDURE

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

To be effective, disciplinary action should emphasize performance improvement. Tri-County Community Action Program, Inc.'s policy provides for progressive disciplinary action except in instances of gross misconduct when more severe action, up to and including termination, may be taken.

PROCEDURE

1. Progressive discipline may not be followed in all cases.
2. Depending on the circumstances involved, discipline issued may range from coaching up to 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 of progressive discipline may be repeated or skipped.

SUSPENSION / TERMINATION

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

Either the employer or employee may terminate the employment relationship at any time for any reason or no reason at all.

Voluntary terminations are those initiated by the employee and include:

- Resignation
- Retirement
- Death
- Failing to report to work as scheduled
- Failing to return from an approved extended leave of absence
- Failing to provide notification and obtain approval for absences of three or more consecutive days

Involuntary terminations are those initiated by the Organization and may include:

- Exhaustion of approved leave of absence
- Inability or failure to perform duties or to meet prescribed standards on the job
- Conduct not in the best interest of the Organization
- Layoff resulting from changes in services, resources, or qualification requirements for designated programs or projects

PROCEDURE

1. Any Suspension/Termination must be approved by the CEO. If the CEO is satisfied the employee has been given sufficient guidance and time to improve, or the offense is sufficient to warrant immediate Suspension/Termination, suspension/termination will be approved. Suspensions will normally be "with pay" until the investigation is complete. All investigations will be completed in an accurate and timely manner.

Head Start Specific

1. In cases of severe misconduct requiring an employee's immediate removal from his or her position (suspension), the /Head Start Policy Council/Committee will be notified immediately/at their next regularly scheduled monthly meeting. Layoffs do not count as terminations and do not require the approval of the Head Start Policy Council/Committee. All notifications of termination will be documented in the minutes of the meeting at which the notification was made.
2. Employees recommended for termination will be suspended with/without pay pending the Head Start Policy Council/Committee decision.
3. In the event that unsatisfactory performance continues and leads to termination, the Head Start Policy Council/Committee shall review the termination to ensure that proper procedures were followed. The termination, if upheld, will be effective upon the initial notice. If termination is not upheld, the matter will be treated in accordance with the Problem Resolution procedure.

EXIT INTERVIEWS

*Effective Date: **October 28, 2015***

PURPOSE / POLICY

When practical and useful, exit interviews will be conducted for employees leaving Tri-County Community Action Program, Inc. who are willing to be interviewed.

PROCEDURE

1. HR Director utilizes the standard exit interview form to conduct an exit interview with the terminating employee.
2. HR Director is responsible for tracking and analyzing exit interview data and following up on issues identified in exit interviews to ensure resolution.