

HEAD START of LANE COUNTY  
EMPLOYEE HANDBOOK  
2016-2017



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## **Mission Statement**

**“Ensuring That Our Youngest Children Have a  
Solid foundation for Life”**

## Introduction:

The purpose of this Personnel Handbook (2015) is to introduce you to Head Start of Lane County (hereafter defined as the "Agency"), and to acquaint you with the policies, rules, procedures, practices and benefits which control, guide and enhance your employment with the Agency. This handbook applies to all Agency employees and supplements the current joint labor contract between the Agency and OSEA Chapter 600 for employees included in the bargaining unit covered by this joint labor contract.

The Agency has personnel policies, which are recommended by the Policy Council and adopted by the Agency Board of Directors. In this Handbook any reference to a policy, is an Agency policy, which can be found on the Agency portal.

The effective date of this rewritten Personnel Policies Handbook is Aug 1, 2015. At this time it supersedes all prior Personnel Policies handbooks, and any other personnel manual, handbook, policies or past practices, or any oral or written representations, with the exception of the current joint labor contract covering bargaining unit employees.

This handbook was developed to provide you with answers to questions that frequently arise regarding Agency basic employment policies. Your first task, as an employee of the Agency is to thoroughly read this handbook, and direct any questions you have to your immediate supervisor or Human Resources. Keep this handbook for reference. A current copy of the Agency, Personnel Policies and Employee Handbook is also available on-line at the Agencies web site at:

***[www.hsolc.org](http://www.hsolc.org)***

The policies outlined cover all employees of Agency. **It is important you understand that this Handbook is not intended to serve as a contract for employment or benefits.** Our ability to serve customers and provide employment depends upon our ability to remain competitive. We reserve the right to make changes in policies and practices we believe are necessary to ensure an efficient and compliant operation of the business. All changes will be effective immediately upon publication by the Executive Director or designated representative, and subject to ratification by the Policy Council. Changes shall be in writing and distributed to all bargaining unit employees. Notification of any changes will also occur via electronic message through the Head Start Web Portal.

As a condition of employment you are required to sign, date and return to Human Resources the "Personnel Policies & Employee Handbook Verification" form to verify that you have read this Handbook, understand its provisions, and agree to comply with its terms during your employment with the Agency.

## Definitions

1. **Regular Employee** - a full-time or part-time employee who is scheduled and works 20 or more hours per week on a consistent basis.
2. **Immediate Family** - Wife, husband, son, daughter, mother, father, brother, sister, grandparents, grandchildren, partner sharing a home, or a relative by marriage of comparable degree (in-laws). Immediate Family has a different definition under OFLA and FMLA, contact Human Resources about OFLA and FMLA leave rights.
3. **Fiscal Year or Program Year** - August 1 through July 31<sup>st</sup>.

## Section I - Employment Policies/Regulatory & Performance Standards

### ***A. Code of Conduct & Professional Ethics***

**The Agency** has set a high standard of behavior that it has a right to expect from its employees. We urge you to assume full responsibility for our reputation in the community. Be uncompromising in your honesty and integrity, and always make sure your personal conduct is the very best it can be. A moment of carelessness or discourtesy may break down the goodwill we have been building for years. Remember, the community judges the Agency by its employees' conduct, hospitality, enthusiasm and pride.

#### **You are expected to...**

1. Obey all laws, follow all policies and procedures, and keep informed of policy and procedural changes. This will insure prompt and accurate service to the families we serve. You should strive to provide quality service and feel good about a job well done.
2. Be courteous and helpful. Make certain everyone you encounter, over the telephone, on line and in person, receives consideration and superior service.
3. Be a good listener. Whether you are dealing with families, a community member, or an employee, listen to their point of view. Understand occasional frustration or anger.
4. Ask questions. Ask your supervisor any questions you may have about your job and Agency guidelines. Ask those we serve questions that will help you help them.
5. Be responsive. If you make a commitment to someone, keep it. For some community members, efficient service can mean the difference between keeping community support or losing it.
6. Be a team player. Make an effort to understand exactly how your work affects others.
7. Dress neatly and professionally. The way you look reflects not only how you feel about yourself, but also how you feel about the people we serve.

8. By helping us maintain neat, clean and organized business surroundings you can save time, and uphold our professional image.

### **B. *Ethics***

As an employee of the Agency, you are expected to adopt a high ethical standard of conduct in the performance of your duties. The Agency embraces the diversity within our school, community and world. Employees endeavor to create an environment that values all people of any ability, age, family structure, gender, gender identity, race, religion, sexual orientation, or socioeconomic status. We strive to create this environment through our curriculum, interactions, staffing, policies and procedures. We accept the responsibility to help every member of our program feel safe, respected and valued. We will foster a safe environment that promotes inclusion and equitable learning environments with a heart for sensitivity, a head for critical thinking, and a hand in change.

The high ethical standard consists of observing all laws, rules and regulations. Employees must treat others fairly and courteously, and treat those we serve and Agency property with respect. Agency property is only for authorized business purposes. Employees are expected to show consideration toward everyone they serve.

This Agency operates business lawfully and expects you to immediately report any unlawful practices that you witness or learn about. The Agency will investigate all reports of unlawful practices. Retaliation for a good faith report is strictly forbidden. If you feel you are being retaliated against for making such a report, you must notify the Agency Executive Director or Human Resources.

It is always more gratifying to work in an atmosphere of integrity and trust. It is your responsibility to help maintain this atmosphere.

### **C. *Whistle Blower Policy***

Should you suspect fraud, abuse or misuse of Agency resources or assets; encounter dishonest actions or deeds; suspect conflict of interest; experience or are aware of harassment of any kind; or any other behavior that violates Agency codes, or local laws and regulations, you have a responsibility to report the violation or suspected violation to the appropriate entities within our organization.

We expect any report of a violation will be made in good faith, and is a real and legitimate concern that you believe should be addressed. Anyone who reports a violation in good faith will not suffer harassment, retaliation or adverse employment consequences. Anyone who perpetuates harassment, retaliation or in any way affects the employment of a reporter will be subject to disciplinary action, up to and including termination of employment. We encourage employees and others to bring forth serious issues and concerns.

We invite anyone involved in any aspect of our organization to report violations or suspected violations. All violations or suspected violations can be reported to your immediate supervisor, the Human Resources Director or Head Start Executive Director, or the Chair of the Board.

When you contact any one of the above, you can expect that:

1. You will be treated with dignity and respect
2. Your communication will be protected to the greatest extent possible
3. Your concerns will be seriously addressed and, if not resolved at the time you call, you will be informed of the outcome
4. You need not identify yourself

All reports involving a violation are treated seriously and will be fully investigated to determine the facts and resolution appropriate under the circumstances. Please remember that there is never a penalty for bringing your concerns forward. People in a position of authority cannot stop you; if they try, they are subject to disciplinary action up to and including dismissal.

#### ***D. Equal Employment Opportunity***

The Agency is an equal opportunity employer and does not discriminate on the basis of race, color, national origin, gender, religion, age, disability, marital status, family relationship, sexual orientation, political beliefs, expunged juvenile record, filing of an injured worker claim, reporting of any safety problem, reporting a violation of any applicable state or federal law or regulation, or any other classification protected by law.

#### ***E. Americans with Disabilities Act***

It is the intent of the Agency to comply fully with its duty to provide reasonable accommodations to allow people with disabilities to apply for and perform employee jobs. If employees have a disability that affects his/her job performance, they must let the agency know as soon as possible by informing the Human Resources Director. The Agency will then discuss with the employee reasonable accommodations the Agency may be able to provide to enable the employee to perform the essential functions of their job. If the employee is unable to perform the essential functions of his/her job, even with reasonable accommodations, the agency will assist them in identifying and applying for other jobs within the agency for which they are qualified and that may be available at the time.

#### ***F. Non Discrimination and Harassment Policy***

The Agency is committed to a work environment in which all individuals are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits discriminatory practices, including harassment. Therefore, the Agency expects that all relationships among persons in the organization will be business-like and free of bias, prejudice and harassment.

##### ***Definitions of Harassment***

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, sexual harassment is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; (2) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or (3) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not so subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include, but are not limited to; unwanted sexual advances or request for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, sex, sexual orientation, national origin, age, disability, marital status, citizenship or any other characteristic protected by law or that of his/her relatives, friends or associates, and that (1) has the purpose or effect of creating an intimidating, hostile or offensive work environment; (2) has the purpose or effect of unreasonably interfering with an individual's work performance; or (3) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to: epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the employer's premises or circulated in the workplace.

#### Individuals and Conduct Covered

These non-discrimination and harassment policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or an outside vendor, contractor, clients, or volunteers. Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during training, conferences, retreats, home visits etc.

#### Reporting an Incident of Harassment, Discrimination or Retaliation

The Agency encourages prompt reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with their immediate supervisor, any other Agency supervisor, Human Resources Director, Head Start Director or the Executive Director and file a written report of such conduct to same.

Any reported allegations will lead to a prompt investigation of the complaint whether or not the complainant objects to an investigation. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action and provisions of the law.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation is a serious violation of this policy, and will be subject to disciplinary action. Acts of retaliation should be reported immediately in writing to the Human Resources Director.

Misconduct constituting harassment, discrimination or retaliation will be subject to disciplinary action up to and including termination.

False and malicious complaints of harassment, discrimination or retaliation as opposed to complaints which, even if erroneous, are made in good faith, may be the subject of appropriate disciplinary action.

### ***G. Central Background Registry (CBR)***

The Agency requires that all employees and volunteers be registered with the Child Care Division of the State Employment Department (Central Background Registry or CBR). Employment is conditional upon successful enrollment in the CBR. Employees will bear the cost of the process, which requires renewal every two years. Employees may begin employment if they are enrolled or conditionally enrolled as determined by the Child Care Division. If enrollment or conditional enrollment is rescinded the employee will be placed on unpaid leave and if successful enrollment is not obtained the Agency will not continue the employment relationship. (ORS 181.537)

All prospective Agency employees must also complete a "Declaration Form for Prospective Employees" (Perf. Standard 1301.31(b)(2)).

### ***H. Employee Relations with Participating Families***

All employees of the Agency are expected to maintain the highest standards of professional and ethical conduct. This includes the expectation that employees keep their relationships with all members of participating families strictly professional at all times. Employees are to remain clear about the difference between professional and personal involvement with agency families and to clearly communicate this to the families. When you have an already existing relationship prior to employment this standard does not apply to that relationship away from the workplace. However, this standard does apply to all ongoing work relationships.

All employees are required to understand and abide by the Code of Conduct and Professional Ethics as set forth in the Federal Performance Standards - 45 CFR 1304.52 (h) (l) - (3). Employees will be required to sign, date and provide to Human Resources the Code of Conduct form, which will be included in the employee's personnel file.

### ***I. Drug and Alcohol Policy***

The Agency has established a Drug and Alcohol Policy to insure a "Drug Free Work Place". Employees are expected to perform work in a safe, effective and efficient condition, free from the effects of substance abuse. See [Drug and Alcohol Policy Article 21](#) for employees in the chapter 600 bargaining unit.

## ***J. Political Activity***

Employee political activity is governed by Federal law (the Hatch Act), regulations and grant conditions. Employees may not use their official authority to interfere with the result of an election or a nomination for a party or public office.

The use of program funds for any political purpose is prohibited. Neither may an employee permit the use of equipment or premises, which are purchased or leased with program funds, for a political purpose. Employees may not coerce, command or advise another employee to pay, lend or contribute money, personal services or anything of value for political purposes while on the job or during working hours.

While carrying out the mission of the Agency, an employee or volunteer cannot engage in voter registration activity.

Employees of the Agency are not permitted to be candidates for partisan public elective offices. An employee must resign from the agency before filing for a partisan public elective office. Compliance with the Hatch Act is required by the U.S. Department of Health and Human Services for employees whose principal employment activities are funded in whole or in part with Federal funds.

Employees cannot discriminate against or in favor of another employee or beneficiary of the program because of his or her political affiliation. Employment, promotion or benefits under the program cannot be offered as a reward for the support or defeat of any political party or candidate for public or party office. The law prohibits an employee from threatening, creating a disadvantage in employment, or a deprivation of benefits as a penalty for such support or defeat.

## ***K. Conflict of Interest***

A conflict of interest is a conflict between the private financial interests and the official responsibilities of an Agency employee. An actual conflict of interest could include outside employment, direct profit from a firm or organization doing business with the Agency, or any other activity which would afford a financial advantage to an employee or an employee's relative that he/she would not receive were he/she not an employee of the Agency. A potential conflict is one that could affect the financial interests of the employee. Each employee is responsible for informing his/her supervisor that an actual or potential financial conflict of interest may exist. The Executive Director or designee will determine an appropriate course of action.

## ***L. Public Statements/Publicity***

Employees who are approached by members of the news media requesting information regarding the agency operations or participants are to refer all requests to the Executive Director. An employee may not make public statements as an official spokesperson of the Agency without prior clearance from the Executive Director.

## ***M. Nepotism***

The Agency may hire more than one member of a family. However, no employee may be hired or supervised by a member of his or her own family. No employee may serve as a member of the Board of Directors or the Policy Council while also an employee. Further, no person may be an employee of the Agency while a member of that person's immediate family is serving on the Board of Directors or the Policy Council.

\*Immediate Family is defined as - Wife, husband, son, daughter, mother, father, brother, sister, grandparents, grandchildren, partner sharing a home, or a relative by marriage of comparable degree (in-laws).

#### ***N. Health Appraisals***

In accordance with OAR 333-019-0010, OAR 333-019-0014 and OAR 333-019-0015 (Disease-Related School, Child Care, and Worksite Restrictions) and in compliance with Head Start Performance Standard 1304.52(j)(1):

Agency employees will be required to complete a health questionnaire related to all applicable child-care restrictable diseases during the employee's new hire orientation process and every two years thereafter unless the Health Consultant (Agency Nurse) determines additional action. Employees will have access to the Health Questionnaire Form in two formats (electronic and hard copy) and it is strongly recommended that employees use the electronic entry version located on the Portal under the "Human Resources" / "Employment Requirements" links. If the employee is unable to complete the Employee Health Questionnaire in a timely manner, or if upon review of the questionnaire by the Agency Nurse additional action is warranted, the employee will be expected to meet with the Agency Nurse or the Lane County Public Health Nurse/Epidemiologist to develop a plan that meets with any recommendations set forth by Lane County Public Health related to communicable disease prevention.

#### ***O. Computer & Network Policy***

The purpose of the policy is to ensure the proper use of the Agency's computer and telecommunications resources by employees, volunteers, parents and other computer users. All computer resource users have the responsibility to use computer resources in a confidential, efficient, ethical and lawful manner. All potential computer resource users are to read and sign the agency's current Computer Policy at time of hire and subsequent updates to the policy.

#### ***P. Social Media Policy***

At the Agency, we understand that social media can be a fun and rewarding way to share your life and opinions with family, friends and co-workers. However, use of social media also presents certain risks and carries with it certain responsibilities. To assist you in making responsible decisions about your use of social media, we have established the [social media](#) policy. This policy applies to all Agency employees.

#### ***Q. Child Abuse & Neglect Reporting***

Agency staff will comply with state law (ORS 419.B-419B.045) requirement to report any cases of suspected or identified child abuse. All agency employees are mandated reporters at all times, regardless of whether or not the employee is on the clock. These reports are made to the Department of Human Services – Child Protective Services (DHS-CPS). The Agency will cooperate fully with DHS-CPS and will *not* undertake, on its own, to intervene in cases of suspected abuse. Agency staff will preserve confidentiality of all records pertaining to child abuse in accordance with state law. (See [Child/Family Records](#) and [Child Abuse](#) Policy).

Provision of support and resources to the family to address potential abuse/neglect issues is encouraged. All efforts will be made to provide information on effective positive behavior support and opportunities to discuss future prevention will be addressed by the family services staff person

## **Definitions and Reporting Clarifications**

1. Abuse includes: physical injury caused by other than accidental means; neglect which leads to physical harm; emotional maltreatment which has an observable harmful effect on a child; sexual molestation and threat of harm that puts the child at substantial risk of physical or sexual abuse, neglect or mental injury. Witnessing or other involvement in domestic violence is also considered abuse by Oregon state criteria.
2. Children are unmarried persons under the age of eighteen; reporting is required for all children.
3. Public or private officials required to report include employees of county health and mental health programs, childcare agencies, schools, and social workers. Each Head Start staff person is responsible for reporting and documenting cases of suspected or identified child abuse to DHS-CWP within 24 hours of disclosure or incident.
4. Parent and community volunteers and practicum students are not required but encouraged to report their concerns to a Head Start staff member and DHS-CWP. If there is discrepancy on the decision to report, that volunteer or student can exercise the option of reporting directly to DHS - CWP themselves.
5. The Department of Human Resources – Child Welfare Program is designated by state law as an investigating agency. The Lane County phone number is 686-7557 or 686-7555.

## **Section II - Wages & Benefits**

### ***A. Wages***

Refer to Human Resources on the Agency portal for current wage information. The wage information for positions in the chapter 600 bargaining unit is attached in Attachment A. the current collective bargaining agreement. Wage and salary information for management employees and employees not in the chapter 600 bargaining unit is in Attachment D.

The Human Resource Director or designee will determine and designate salary and wage placement and benefits as provided in Agency plans.

### ***B. Insurance Benefits***

Each fiscal year the Joint Benefit Review Committee recommends insurance plans/coverage for all eligible employees. The Executive Director with the Board approval will determine the dollar amount of Agency contribution for insurance costs for non-bargaining unit staff and the labor contract sets the contribution for bargaining unit staff. For details on the insurance benefits go to the Agency portal and bargaining unit employees can also find benefit information in the collective bargaining agreement.

### ***C. Paid Leaves***

The paid leave terms in this section C. apply to regular management employees and regular bargaining unit employees, who are in the chapter 600 bargaining unit. The definition of "regular" is in the handbook introduction. Article 10 of the bargaining unit employee contract contains additional paid leave terms, see Attachment A. Additional paid leave terms for management employees are in Attachment D.

## Holidays

The Agency is not in operation in recognition of the following Holidays: New Year's Day, Martin Luther King JR Day, Presidents Day, Memorial Day, Fourth of July, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, and Christmas Day.

Holidays that fall on Saturday will be observed on the preceding Friday, and those falling on Sunday will be observed on the following Monday.

Any employee desiring a religious holiday not listed above must request their choice of the following options: use available personal day or vacation day or if none available, the use unpaid approved personal leave.

## Vacation - \*

The vacation terms for bargaining unit employees are in Article 10 of the contract in Attachment A. and the vacation terms for management employees are in Attachment D.

## Sick Leave - \*

The sick leave terms for bargaining unit employees are in Article 10 of the contract, Attachment A. and the sick leave terms for management employees are in Attachment D. See "procedures" under "Attendance Standards and Notification Requirements"

## Personal Leave

The personal leave terms for bargaining unit employees are in Article 10 of the contract, Attachment A. and the personal leave terms for management employees are in Attachment D.

## Bereavement Leave

### Eligibility –

All management and bargaining unit employees are eligible for five (5) days of paid bereavement leave per fiscal year. A day is the employee's regularly assigned hours paid at the employee's regular rate. Employees may be eligible for additional bereavement leave as provided by OFLA (Oregon Family Leave Law), contact Human Resources for more information.

### Terms of Use

When on bereavement leave the employee shall use her/his available paid time in this order of priority, first bereavement, personal, vacation and finally sick leave.

All bereavement leave, paid or unpaid, is counted as part of the total amount of eligible leave time provided by OFLA.

Eligible employees can use the Agency paid bereavement leave up to two separate bereavement leaves per program year.

## Jury Duty\*

Employees called to Jury Duty or subpoenaed as a witness by the Agency or for Agency work-related purposes shall inform their supervisor immediately and provide a copy of the summons or subpoena to the Human Resources Department. Any changes to the summons or the subpoena must also be reported immediately to the employee's supervisor and the Human Resources Dept. The employee shall not have any wage or salary reduction for such duty when required to be present by the court.

Employees released from jury duty before the end of their work day are expected to report to work that day. A supervisor may make an exception for an employee working in one city and serving on a jury in another city. An employee on paid leave for jury duty will sign over to the Agency any reimbursement for the jury duty service other than mileage or parking.

Employees called to jury duty will be expected to serve as jurors during the periods for which they are summoned. However, the Agency may require an employee to request the court for a delay or to be excused when the absence of an adequate substitute for a prolonged period of time will have an unusually adverse effect upon the Agency, or when, in the opinion of the Agency, the nature of the employee's assignment is such that it is difficult to provide cover the employee's responsibilities.

## Leave Provided for Eligible Employees by State and Federal law

The Oregon Family Leave Act (OFLA) provides for parental, employee serious health condition, pregnancy disability, sick child and bereavement leave for eligible employees for up to 12 weeks a year. The Federal Family and Medical Leave Act (FMLA) provides for similar employee conditions for eligible employees. Please contact a Human Resources staff member to learn if you are eligible for OFLA or FMLA leaves and the terms, conditions and benefits of the leave.

## Military Leave

An employee who is a member of a United States military reserve unit will be granted leave without pay for field training or equivalent active duty requirements. Such leave is limited to fifteen (15) days per program year. Leave for extended full time military service resulting from a draft, enlistment, or activation of a reserve or National Guard unit will be granted in accordance with federal and state laws in effect at the time the action takes place.

## Military Caregiver Leave

Employees who are the spouse, parent, son, daughter, or next-of-kin of a service member, and are an eligible employee, employee may be entitled to military caregiver leave up to a total of 26 work weeks of unpaid leave during a single 12-month period to take care of your military relative if he/she has a qualified serious injury or illness.

## Qualifying Deployment Leave

Qualifying deployment leave may arise when the employee's spouse, son, daughter or parent who is a member of the Armed Forces (including the National Guard and Reserves) and who is on covered active duty or has been notified of an impending call or order to covered active duty is entitled to 12 weeks unpaid leave.

## Unpaid Leave

When employees are hired, it is expected they will continuously work their assigned schedule as needed, except when eligible for paid leave or OFLA or FMLA leave. However, conditions may arise for which an employee may want to take a temporary unpaid leave from work. During the period of any unpaid leave no wages or benefits are accrued or paid, unless specifically stated in this Handbook or required by law. The employee wanting an unpaid leave must submit a written [unpaid leave application](#) to Human Resources. The application form is on the Agency portal. The application must be made as soon as the need for the leave is known and by the timelines below and in any event no less than one business day before the desired beginning leave date. The closer the application is to the beginning of the requested leave, the less likely the Agency will be able to assess the impact the employee absence has on the Agency mission and availability of proper staff to provide reasonable coverage of duty for the absence.

Employees who take unpaid leave without prior approval of an unpaid leave application will be considered absent without authorization and may be disciplined.

Under no circumstances will an employee be allowed to use leave without pay before they have exhausted their accrued paid leave, if available.

There are two categories of unpaid leave.

### Agency Medical Leave

This leave is made available by the Agency for those employees who do not qualify for FMLA (Federal Medical Leave Act), OFLA (Oregon Family Leave Act) or other leave. If an employee or immediate family member has a medical condition that prevents the employee from working, the Agency may at its sole discretion allow up to a one-month leave based on the following criteria:

- Type and length of the illness and recuperation period (verified by physician)
- Time of program year and amount of notice.
- Effect on services to children, families and other staff
- Financial impact on the agency
- Type of position and status of employee
- Length of service, (employee must have passed the new hire probationary period).

Benefited (eligible for health insurance coverage) employees who are approved for this leave will have one month only of paid health and dental insurance (during the month of the leave if the employee continues to pay the employee portion of the premium) and a similar position (if available) upon return from the leave. This leave may not be used more than once or in addition to any approved OFLA or FMLA qualifying leave within the a 12 month period (as defined under OFLA/FMLA leaves). Any accrued sick and/or vacation leave must be used during the leave. Employees must provide a return to work release from their doctor prior to returning from the leave if it is for their own serious medical condition. Failure to return from the leave on the date stipulated will be considered a resignation by the Agency.

Requests must be made in advance, in writing, with as much notice as possible. Forms for these requests are available from the Human Resources Department.

## Personal Leave of Absence

While the Agency understands that certain personal circumstances may arise where an employee is wishing to take time off (employee has no accrued vacation and/or personal leave) from work, these requests should be extremely limited. It is the expectation of the Agency that part year staff utilize the summer and other layoff periods to accomplish personal activities that might otherwise interfere with school year duties where a limited number of days are available for services to children and families.

The approval of requests for personal unpaid time off will be at the sole discretion of the Agency. The Agency at its sole discretion will set the terms and conditions of such leaves. Employees requesting ANY personal unpaid time off may be required by the Agency to make up the time during the remainder of the program year, including layoff periods where applicable. Criteria for approving unpaid personal leaves may include but is not limited to the following:

- Reason for the request
- Duration of the request
- Time of program year, amount of notice and other requests for time off.
- Effect on services to children, families and other staff
- Financial impact on the agency, including availability of substitutes.
- Type of position and status of employee
- Length of service

Requests for unpaid time off shall be made by submitting the [unpaid leave application](#) to Human Resources.

There are two types of extended unpaid personal leaves:

### **Short Term Personal Leave**

For a personal unpaid leave of thirty days or less, the written application must be submitted to Human Resources at least one month prior to the leave (unless it is an emergency situation) for review and approval by the executive group. Short term personal leave is limited to one per program year.

### **Long Term Personal Leave -**

**Eligibility** - All employees who are not temporary or probationary who have completed three consecutive years of at least half-time (20 hrs per week) employment with the Agency are eligible.

### **Limitations**

- A Long-Term Personal leave of absence will not be granted to the same employee more often than once every thirty-six months.
- A written unpaid leave application for the leave must be submitted to Human Resources a minimum of three months in advance of the leave for review and approval at the sole discretion of the Executive Director.
- Duration of the leave shall not exceed twelve months including scheduled lay off breaks.

## **Insurance Premiums**

- The employee may elect to continue insurance coverage through COBRA (reduction in hours) and is responsible for timely payment of all insurance premiums at the Agency's group rates to the extent and in the manner allowed by the insurance carriers. The employee must make arrangements for monthly payments prior as part of the leave approval process.
- Employees who elect not to continue insurance coverage during the leave may be subject to a "waiting period" upon their return from the leave prior to reinstatement of insurance coverage. The length of the leave and the insurance carrier contract describes such a waiting period.

## **Administration**

- An employee on a personal leave of absence must call her/his supervisor 30 days prior to the initially scheduled day of return to work to state the intention to return to work.
- An employee's failure to return to work on the expected day for such return will result in termination unless prior arrangement has been made with the Human Resource Director.

### ***A. Seniority and Return Placement***

The period of the leave of absence greater than thirty days shall not be considered as time worked or as service with the Agency for purposes of computing seniority or any benefit accruals.

As a condition of such leave being granted, the employee has no guarantee of a return placement to their prior position. The Agency will place the employee into a similar position if one exists or in the first vacancy for the position in which they had been employed.

### ***B. Employee Assistance Program (EAP)***

The EAP is provided by the Agency to assist employees and their immediate family members in dealing with problems that may have an adverse effect on employee health and wellness and also have the potential to negatively impact job performance. Benefited/regular employees and their immediate families may utilize the service on a voluntary basis to help them deal with personal difficulties. EAP offers a broad range of professional assistance such as marital issues, family problems, financial difficulties, emotional and/or behavioral problems and alcohol and/or drug abuse problems. Services are confidential and the Agency will not be advised of such use unless the employee voluntarily makes such information available to the agency or signs a release of information with the EAP. However, participation in EAP does not relieve employees from responsible, acceptable job performance.

### ***C. IRS Section 125 Plan/Flex Spending Account***

Eligible regular employees' may choose to divert pre-tax dollars into an account from which payments are made for the following expenses:

- Un-reimbursed health care expenses.
- Dependent care expenses.

- Health insurance premium expenses.

### **Retirement Savings**

- All regular employees are eligible to make elective deferrals from their paychecks to the Head Start of Lane County 403(b) Tax Deferred Annuity Plan. Regular employees can elect to contribute, according to a salary reduction agreement, a percentage of their full year compensation. The Internal Revenue code permits the accumulation of money under the plan on a tax-deferred basis.
- Whether or not a regular employee chooses to save in the plan, the Agency also has the discretion to make contributions to eligible regular employees. To become eligible under the current plan a regular employee must have completed at least two years of service and have worked a minimum of 700 hours in each year (see 403B plan booklet for eligibility and entry date details). Agency contribution amounts may vary from year to year depending on availability of funds.
- The agency also has the discretion (based on funding availability) to match a portion of eligible employee elective deferrals each year.

### ***D. Continuation of Health Insurance Benefits - COBRA***

The Federal Consolidation Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under the agency health plan, for a limited time, when a “qualifying event” would normally result in the loss of eligibility. Some common qualifying events are: resignation, termination of employment, death, reduction in hours, a leave of absence, divorce or legal separation, or when a dependent child no longer meets eligibility requirements. Under COBRA, the employee or beneficiary pays the full cost of coverage at the Agency group rates plus an administration fee. The Agency provides each eligible employee with a written notice describing rights granted under COBRA, when they become eligible for coverage. This notice contains important information about rights and obligations. It is very important that employees keep the Human Resources Department informed of qualifying events and current mailing addresses.

Employees and covered dependents who become ineligible for group medical coverage (because of termination of employment) are further protected by the Federal HIPAA law which restricts health plans from applying pre-existing condition exclusions to new enrollees. The health plan covering the terminating employee will provide a Certificate of Creditable Coverage when coverage is lost. A 63-day break in health insurance coverage will nullify HIPAA protection.

### ***E. Unemployment Insurance***

The Agency contributes to the State Employment Insurance Fund. The amount an employer contributes is primarily driven by the usage of the benefit. Because of routine seasonal layoff periods and the large numbers of employees on layoffs, there is substantial cost to the Agency. Employees are eligible for unemployment benefits according to law and need to apply for unemployment benefits with the Employment Department. Employees should understand that declining an offer of available work during layoff periods may disqualify the applicant from this benefit.

#### **F. Social Security (FICA)/Medicare**

The Agency will furnish the employer's payment obligation based on rates established by law, each employee will have the allowable employee share withheld via payroll deduction.

#### **G. Worker's Compensation**

Each employee is covered by Worker's Compensation Insurance. This insurance protects the employee from medical costs and lost wages if work is missed due to a work-related accident, injury or illness. Annual premiums are paid by the Agency for this insurance and are primarily based on the number, type and related costs of claims activity. Not all injuries or accidents involve filing a worker's compensation claim (all accidents must be reported within 24 hours, see employee accident reporting under Safety) but if there is lost work time and or medical treatment it may be necessary to file a claim. Employees must notify his/her supervisor in these cases and an 801 Form must be completed with the Human Resources Department within five days of the accident or injury. Failure to do so may result in various problems including a delay of benefits or possibly claim denial.

When a claim is submitted to the Worker's Compensation Insurance carrier for lost work time the following will take effect:

- The employee may use any accumulated sick leave to offset lost work time; however, any subsequent payments by the Worker's Compensation Insurance carrier which duplicates sick leave payments must be reimbursed to the agency. The employee must coordinate these payments with the Human Resources Department and the Payroll Department

### **Section III - Work Rules**

Groups of people who are working together for any purpose require certain guidelines pertaining to their conduct and relationships. It is important that employees be aware of his/her responsibilities to the Agency and to his/her co-workers and of the consequences of not doing so.

#### **A. Violation of Work Rules**

The following work rules should be interpreted in the broadest possible sense. This is not an exhaustive list of rules, but is a list of representative examples of conduct which employees must avoid. These activities or behaviors can result in discipline up to and including termination. The agency reserves the right to review each alleged rule violation in its entirety and to use whatever form(s) of feedback or discipline deemed necessary to prevent recurrence of the violation.

- Violations of any Agency policy, many of which are referenced in this handbook, including but not limited to the non-discrimination and harassment policy and the drug and alcohol policy.
- Falsification of Agency records including, but not limited to, employment applications, time cards, mileage reports, or other program documentation.
- Use of threatening, hostile, intimidating, or coercive language and or behavior toward other employees, volunteers or clients.
- Working unauthorized overtime or additional hours.
- Insubordination including refusal or failure to follow the directives of a supervisor.
- Theft of property or resources from the agency, a co-worker, an affiliated agency or a client.

- Misuse of Agency property or resources, including personal use without authorization from a supervisor. (see also Computer & Network Policy)
- Violation of safety rules or failure to immediately report a workplace accident or unsafe work practice or situation.
- Repeated tardiness, unauthorized or excessive absence or falsification of reason for being absent.
- Failure to demonstrate skill in communications with staff, students, clients or others, for example - angry outbursts or confrontational language or behavior, inappropriate/offensive/disrespectful comments, sullen silence when communication is required or untruthful/misleading statements.
- Inadequate job performance, neglect of duty or unwillingness to correct performance deficiencies.
- Disclosure of confidential information in violation of the Code of Conduct.

Seriousness of the violation, the employee's past record, circumstances surrounding the violation and actions taken in similar situations may be considered when determining the level of action taken by the agency. At the discretion of the Executive Director or a designated representative, action may be written feedback and/or discipline that consists of a written letter of warning, or a written reprimand, paid or non-paid suspension or termination.

## **Section IV - Operational Policies & Procedures**

### **A. *Job Descriptions***

A current job description for each classification within the agency is posted on the web site portal under the Human Resources link. Each description includes the roles, responsibilities, qualifications, wage level and supervisor of said position. All employees are required to have a signed and dated copy of the most current job description, in their personnel files.

Job Descriptions may be periodically revised with new revisions posted to the portal. Revisions may be necessitated due to revised performance standards or state and federal directives, model or staffing changes or other job parameters as determined by the Agency. Input from employees holding a particular position will be solicited when there is a major revision to a job description. All newly created job descriptions are subject to approval by the Policy Council.

### **B. *Personnel Records***

Important events in each employee's employment history with the agency will be recorded and kept in the employee's personnel file maintained by Human Resources. Performance reviews, commendations, disciplinary warnings, training and educational attainment records are examples of records to be maintained by the agency. Records pertaining to your compensation history, status changes and benefits enrollment will be maintained in a separate file maintained by the payroll specialist. Employees are entitled to inspect his/her personnel files at reasonable times and upon reasonable notice. Bargaining Unit employees should refer to the Chapter 600 labor contract for parameters on reviewing personnel files for employees covered by this contract.

### **C. *Work References***

All requests for employment references are to be forwarded to Human Resources. No employee of the Agency may provide an employment reference, relating to another agency employee, to an outside party without prior approval from Human Resources.

### **D. *Work Schedules and Working Hours***

The number of work hours per week and the number of work weeks per year are determined at time of hire or reclassification as indicated on the Personnel Action Change Form. Changes to the number of hours per week or weeks per year are initiated by the employee's supervisor and subject to approval by the Human Resources Director or designee via a Personnel Action Change Form.

Individual weekly work schedules are determined and approved by the employee's immediate supervisor, recognizing that certain classifications particularly those that include home visits require some flexibility. Variations in schedules or work hours such as flexing time for training, meetings or committee work or personal time for appointments etc. need prior approval from your supervisor or designee (in supervisor's absence).

### **E. *Break and Meal Periods***

#### **Nonexempt Employees**

Breaks and meal periods are mandatory for all FLSA (Federal Labor Standards Act) non-exempt employees, meal periods that are interrupted by work should be the exception and are subject to review and approval by supervisors. An employee cannot legally waive his rights to receive the required rest breaks or meal periods. It is not the employee's choice whether or not to take the required breaks. (see examples on chart)

Break periods are 15 minutes in length and are paid time, meal periods may not be less than 30 minutes and are unpaid time and need to be reflected on Timecard/Activity Reports. Employees wishing to take a meal period longer than 30 minutes need prior supervisory approval.

Breaks and meal periods may not be taken at, or near, the beginning or end of a work shift and should be taken as close to the middle of the work segment as possible, unless the nature or circumstances of the work prevent it. Employees must inform their supervisor, if the nature or circumstances of their work prevents the employee from taking the break at the appointed time.

<b>Length of work period</b>	<b>Number of rest breaks required</b>	<b>Number of meal periods required</b>
2 hours or less	0	0
2 hours and 1 min to 5 hours and 59 mins.	1	0
6 hours	1	1
6 hours, and 1 min to 10 hours	2	1
10 hours, and 1 min to 13 hours and 59 mins.	3	1
14 hours	3	2
14 hours and 1 min to 18 hours	4	2

**Exempt Employees**

All FLSA exempt employees who are primarily employees whose position is not included in the union represented bargaining unit, need to consult with their supervisor on taking meal and other breaks during their scheduled work day.

Overtime and Additional Hours for Nonexempt Employees

These overtime and additional hour terms apply to nonexempt employees i.e employees covered by the FLSA. All employees in the represented bargaining unit are nonexempt.

Overtime is calculated on actual time worked over 40 hours in each workweek. Any paid time off, such as holidays, sick leave, vacation and funeral leave cannot be counted as hours worked for purposes of calculating overtime in any workweek. Overtime must have prior approval by the employee's supervisor or designee (in their absence) except in the case of an emergency (as determined by the supervisor). Overtime will be calculated at one and one-half times the employee's regular rate of pay.

Additional hours are those hours worked in excess of the number of scheduled hours in a workweek. These hours must be approved by the employee's supervisor or designee (in their absence) except in the case of an emergency (as determined by the supervisor).

**F. Timecards/Activity Reports**

Agency payroll is processed every two weeks. Each employee is responsible for filling in electronic time cards on a daily basis or as soon as the employee can return to an office with an Agency computer. Timecards must be accurate and approved by an authorized supervisor for each two-week period. Employees who have late or inaccurate timecard entries may be subject to disciplinary action. Fraudulent timecard entries may result in termination. It is a requirement that bargaining unit employees complete their timecards on a daily basis, missing entries or entries for hours not yet worked may be considered fraudulent entries.

Supervisors are responsible for approving electronic timecards no later than 10 am Monday following the end of the pay period. A supervisor may collaborate with an employee to project expected Friday end time to facilitate the timely completion of the timecard period.

\*Due to some holidays and layoff periods impacting payroll processing there may be times when due dates for completion and/or approval of EWS timecard may change. Employees will be notified in advance of these changes.

### **G. Attendance Standards & Notification Requirements**

Punctuality and regular attendance are essential to the Agency if we are to provide quality and cost effective services to Agency Head Start families. Employees are expected to report to work by the start of the scheduled work shift. If employees are unable to report to work at his/her scheduled time, the employee must notify his/her supervisor or designee (in their absence) as soon as possible prior to reporting for work.

If an employee becomes ill or for any other reason cannot report to work, the employee must contact his/her supervisor or their designee (in their absence) as soon as possible prior to his/her next scheduled work shift. In cases where substitutes may be required as much advance notice as is possible is expected.

\*In the event that a supervisor or their designee cannot be reached, the employee may leave a message with the main office receptionist or after hours, the main office "general mail box" which is the automated voice mail system.

The employee must keep his/her supervisor informed daily of his/her status when off work due to illness, accident or other unplanned absences unless the employee has pre-authorized a specified length of absence with his/her supervisor. **For every absence of more than three consecutive days, the employee will be required to furnish medical verification of the illness or injury.** The purpose of this verification is to assist the agency in the determination of leave designations such as Oregon and or Federal Family/Medical Leave (see Unpaid Leaves under "Benefits").

An employee who has not reported to their supervisor or the Human Resources office within three working days from the first date of absence shall be considered to have abandoned the employee's position and is subject to termination. An exception may be made if the Agency determines that special circumstances existed to justify the failure to notify.

There are circumstances which justify long absences with good cause, such as illness or leaves allowed by law or agency policy and it is not the intent of the agency's attendance standards to imply adverse action in such cases.

### **H. Home Phone Numbers and Addresses**

Unless authorized by the employee in writing, the Agency shall not give out home phone numbers and addresses of past and present employees. Work site phone numbers and agency e-mail addresses may be given out. Each supervisor will have access to home phone numbers and addresses of all employees reporting to that supervisor, as well as emergency contacts.

## **I. Mileage Reimbursement**

Employees are eligible for automobile mileage expense reimbursement for driving of personal vehicles incurred during the performance of official agency business such as home visits, training events, meetings, etc. Refer to Finance Procedures for reimbursement details. A valid driver's license and proof of current auto insurance is required for all claims of mileage reimbursement.

## **J. Training and Travel Time**

The training committee develops and approves the training budget and the annual training plan each program year. Agency consultants also routinely post listings of available trainings, seminars and workshops on the portal announcement page. Each staff employee should consult with their supervisor regarding training and professional development opportunities.

Training typically falls under either mandatory or voluntary categories. All mandatory training time (unless legally required), including mandatory training outside regular work hours, will be compensated as time worked. Other expenses may be reimbursed, for more details see the Finance Procedure on Training/Travel reimbursements.

Voluntary trainings are subject to prior approval by an employee's immediate supervisor. Approval criteria consists of availability of training funds, relevance of training to the employee's position, availability of substitutes, scheduling constraints, impact upon agency services and employee job performance.

Non Paid Training Time - The agency will not pay for time spent in lectures, meetings or training programs if the following four criteria are met:

- Attendance is on employee's own initiative (voluntary in nature).
- Attendance takes place outside an employee's regular work hours.
- The training provided is not directly related to an employee's current job and
- An employee does not perform any productive work during the course of the training.

### **Reimbursement for travel time -**

When the Agency will pay Travel Time

<b>Category</b>	<b>Definition</b>	<b>Paid travel time?</b>
Home to work & Work to home travel	Normal home-to-work / work-to-home travel at the beginning and end of one workday.	No
Travel between work sites	Travel in the course of a day's work from one job site to another.	Yes
Special one-day assignment	Employee is sent on a one-day assignment to a city more than 30 miles from the employee's fixed official workstation.	Yes
Overnight travel	Travel that keeps an employee away from home overnight.	Yes.

All in-house training requires an attendance roster. Employee signatures on the roster assures that time will be credited to the employee's training record. This information is utilized during performance reviews to assist in goal setting and professional development plans. If an employee wishes to have outside training recorded to their training record, it will be necessary to provide to Human Resources a copy of the certificate or other written document containing the trainer's signature, title of the training and number of hours.

For outside training which requires payment of fees and/or travel expenses employees must submit documentation of attendance to the Finance Department upon their return. This documentation is required by the auditors to support payment of the training and/or travel expense with grant dollars.

Details related to training and [travel reimbursement](#) may be found in "Finance Policies" under "Fiscal Policies".

### **K. *Working at Home***

Only in very limited and special circumstances are employee's allowed to work at home. Prior written approval must always be obtained from the employee's immediate supervisor.

### **L. *Privacy Expectations***

Agency property consisting of vehicles, desks, lockers, computers or cabinets and similar property being used by employees may be searched by the Agency at any time upon reasonable suspicion that there has been a violation of any of the terms of the Personnel Policies/Employee Handbook, the Collective Bargaining Agreement or any violation of law, or that there is an object or substance contained within such property that presents an immediate danger of harm or illness to any person or persons. See the current [Computer & Network Policy](#) and the [Social Media](#) Policy for specifics regarding computer privacy expectations.

### **M. *Use of Agency Property***

Vehicles - All work related usage of an agency vehicle requires prior authorization from the Transportation Manager. Any personal, non-work related use of program vehicles is strictly prohibited unless prior authorization has been given by an immediate supervisor AND the employee has authorization from the Transportation Manager.

Phones - It is required that employees reimburse the agency for all long distance personal calls or fax machine transmissions and that any personal calls using an agency cell phone or pager be reimbursed. See Finance Department - Personal Phone Use Policy.

Copy Machines/Printers - All personal use copies using any of the agency printers or copiers shall be reimbursed at the rate of 5 cents per page for black and white copies and 25 cents per page for color copies.

Other - Personal use of any other Agency property is subject to approval from the employee's immediate supervisor.

Employees will be held accountable for damage to or loss of agency property in their possession or for which they are responsible. In the event that such loss or damage is intentional or due to negligence or

carelessness, an employee may be required to replace or pay for the replacement cost of the agency property.

#### **N. Use of Personal Property**

The use of personal property in the workplace is highly discouraged, due to storage limitations, safety, equity and liability issues. The Agency will assume no liability for loss or damage to personal property on any agency premises, including agency vehicles and/or while performing any agency work. Supervisors have the discretion to limit and/or restrict use of personal items at the worksite and/or while staff are performing agency work.

#### **O. Office Configuration**

The Agency will provide appropriate space for staff to conduct their daily activities. Office space will include desk, chair, computer access, storage and/or shelf space configured for efficiency and function by the facilities and information systems (IS) departments. Office space will not be reconfigured without prior supervisory approval to include approval from both the Operations Director and IT Manager.

Agency property: your office configuration, office space, and equipment provided for your use by the Agency are Agency assets. Staff will refrain from using tape, pins, nails, etc. to post notices, signs or personal items on Agency furniture, equipment and walls.

#### **P. Safety**

It is the Agency's intention is to provide a safe working environment for all employees. We endeavor to observe all applicable safety rules and regulations. All employees bear the responsibility of reporting unsafe work practices and situations and we ask staff for assistance in identifying potential and actual workplace hazards.

##### Employee Accident Reporting -

The Agency requires that employees report all injuries, even seemingly insignificant ones. The "[Employee Accident/Incident Report](#)", is available at worksites and on the Portal under the Forms link (see Human Resources Forms). **ALL** accidents must be reported on the Employee Accident/Incident Report **within 24 hours** and signed by your supervisor or their designee (in their absence) and distributed as listed on the bottom of the form. If the accident results in a doctor's visit or in lost work time you are to inform your supervisor and the Human Resources Benefit Specialists immediately. If you will be filing a claim, contact Human Resources to arrange a time to complete the 801 Form (Worker's Compensation Claim Form). Timely reporting will be to your advantage in the event that an accident results in a Worker's Compensation claim. The agency's Safety Committee will review accidents and may take preventive action when needed to limit further accidents and or injuries.

The agency has a number of policies that deal specifically with safety rules and procedures that impact groups of employees by location, job classification and job responsibilities. These policies and procedures are the subject of mandatory pre-service and ongoing training by supervisors and consultants and are available on the agency web site.

**Q. *Smoke/Tobacco Free Environment* -**

Use of tobacco or other smoke producing products at any time on Agency property or leased property, including parking lots, vehicles or playgrounds or at any other location during working hours is not allowed. See [Tobacco](#) policy.

**R. *Volunteers***

All community volunteers and practicum students must be referred to the Executive Administrative Assistant **PRIOR** to volunteering in any capacity within the Agency. All volunteers must be provided with nametags issued by the Executive Administrative Assistant.

**S. *Visits by Employee's Children***

It is the expectation of the agency that employee will arrange for appropriate childcare outside of the workplace. Routine visits to the workplace by employee's children are not allowed, however it is understood that on an intermittent basis, with the approval of the direct supervisor, it is allowable. Such instances are to be granted on a case by case basis and will not be allowed if the visit in any way interferes with services to children and families, disrupts co-workers or schedules, imposes a health, safety or legal concern or has any adverse impact upon the ability of the employee to perform their job.

**T. *Records, Documentation and Updates of Employee Information* -**

Copies of renewed documents/certifications should be forwarded to Supervisors as soon as the old ones expire. Supervisors will forward documents to Human Resources Assistant. Examples of such documents are Food Handler's Cards, Health Appraisals, Driver's Licenses, Central Background Registry, Auto Insurance Cards etc.

Submit to Human Resources any changes in emergency contacts, changes of address, phone numbers etc. The information is best submitted by entering it in ESW to ensure both Human Resources and Payroll receive the information.

As of 3/2015, Agency classrooms officially became Certified Child Care Centers through the Child Care Division of the State of Oregon. To stay in compliance with CCD, Directors, Head Teachers, Teachers and Substitute Teacher employees must maintain CPR/First Aid and Food Handlers process which requires renewal every two and 3 years. Expired enrollment of these certifications could result in disciplinary action.

The agency requires all employees to enroll and maintain Criminal Background Check. This is also a requirement for CCD. Expired enrollment of a CBR will result in unpaid suspension and may result in further disciplinary action up to and including termination. (H.S Perf. Standards 1301.31(b)(2))

Once these items have been obtained, employees are to submit a copy to HR for their personnel file.

**U. *Staff Resignations***

It is expected that staff will give adequate notice when they leave employment with the Agency. It is preferred as much notice, as possible be given but not less than two weeks. Staff are required to submit to the Human Resources Department a written and dated letter of resignation, stating the reason for the resignation, the last day worked and providing a forwarding address and phone number.

Staff may also be contacted regarding an exit interview.

**V. Inclement Weather and Emergency Closure**

In the event the Agency determines that inclement weather or other condition present unsafe conditions for employees to commute to and/or from work or to be at work, the Agency may direct employees to not report to work or to leave work during the workday. If this decision is made the closure time is paid time when not at work and the Agency will proceed as described in this Article.

**Paid Time**

An employee's regularly scheduled work hours, which are not worked due to the Agency's closure decision, will be paid time. A paid closure day will not exceed eight (8) hours for an employee regularly scheduled for an eight-hour day and for an employee with a regular schedule of less than an eight (8) hour day, the amount of paid time for a closure day shall not exceed the number of hours in the employee's regularly scheduled workday. If an employee's site or department is closed and the employee is directed to continue to work or to report to work, then the employee will be credited with an equal amount of personal leave for the closure time worked.

**Work schedule change**

For each day of closure the Agency may change the employee's work schedule such as scheduling school on a nonstudent day or extending the school year.

**Scope of closure**

The Agency may make the closure or shortened workday decision for all employees or any specific group of employees such as a specific work site or department.

**Notice of closure**

Notice of closure, when employees are directed not to report to work, will be posted on the Agency web site not later than 5:45 am or as soon thereafter as is possible. The Agency may decide to close school for students and still have employees report to work. It is the employee's responsibility to use the Agency web site to determine when the employee is being directed to not report to work.

**Employee Determination of Unsafe Commuting Conditions**

In the event an employee believes there are conditions that make it unsafe for the employee to commute to work and the Agency hasn't made the closure decision, then the employee must use personal leave. If none is available, paid vacation leave can be used with approval of the Agency Executive Director. If paid leave isn't available, then the leave will be unpaid time. The employee must contact the employee's supervisor as soon as possible to give prior notice of the unsafe commute conditions and when the employee will report to work.

## **Section V- Recruitment, Selection & Separation from Employment**

### **A. Staff Recruitment, Selection & Separation Policy**

The Agency is an equal opportunity employer. The Agency will not discriminate against an individual on the basis of race, color, national origin, gender, religion, age, disability, marital status, family relationship, sexual orientation, political beliefs, expunged juvenile record, filing of an injured worker claim, reporting of any safety problem, reporting a violation of any applicable state or federal law or regulation, or any other classification protected by law.

In an effort to reach qualified applicants of varied backgrounds, recruitment for positions will occur in several formats. All qualified applicants will be considered for posted positions. In cases where there are candidates with equal qualifications for a specific position, hiring preference will be given to parents in the program. For purposes of this [policy](#), the Human Resources Director will act as the designee of the Executive Director.

### **Separation from employment**

#### **Resignations**

Voluntary separation from employment, requires of the employee, written notification to her/his supervisor and Human Resources, which includes reason for leaving, last day of work and any forwarding information such as address, phone number etc. A follow up exit interview may be scheduled with Human Resources.

A minimum of two weeks' notice is requested. Less than two weeks notice for bargaining unit employees and temp/substitute employee's is considered a quit with insufficient notice and may harm re-hire or re-instatement prospects.

For management employees a minimum one month notice is requested.

#### **Terminations**

Any recommendation for involuntary termination must be approved by the Human Resources Director and the Executive Director. If approved the recommendation shall be taken to the Policy Council for final approval. New hire probationary employee terminations do not require Policy Council approval.

## **Section VI - Staff Development**

### **A. Performance Evaluation and Professional Development Policy**

At a minimum, a formal written Performance Evaluation and a Professional Growth Plan/Summary will occur annually for all employees with an additional probationary evaluation for new or reclassified employees within six months of date of hire or position reclassification. There will be a three-month check in for new employees to review the job description, universal job expectations, and any plans for specific training needs. Additional evaluations may be warranted if the employee is on a probationary status or on a Performance Improvement Plan.

## **Objective**

The overall goal of the Performance Evaluation and Professional Development policy is to provide a positive and supportive work environment that facilitates quality services to Head Start children and families. The process is designed to communicate and assess the performance expectations of all positions within the Agency, performance expectations that adhere to both Federal and State Performance Standards. The process also provides support for the professional development of employees through goal setting, mentoring, training and education.

The ongoing objective is for staff to be informed of job expectations and performance levels throughout the year via routine feedback and communication. Routine assessment, review and supporting documentation will form the basis for the formalized annual performance evaluation.

Specific goals of the evaluation process are:

- Assist supervisors and employees in establishing and documenting work standards and performance expectations.
- Encourage regular and constructive job-related communication between supervisors and staff.
- Encourage employee involvement and initiative in work planning and goal setting.
- Provide a constructive and defined process for performance improvement.
- Provide for specific professional development plans and goals

## **Ongoing Processes**

Both supervisors and employees monitor performance and provide day-to-day ongoing communication and feedback. Employees are encouraged to bring concerns, obstacles and questions to supervisors that relate to performance and expectation issues and likewise supervisors are responsible to provide clear expectations, support through training and coaching and timely answers to questions. Regional and team meetings play a large role in such dialog as well as individual sessions between supervisors and employees.

Progress and achievements should be documented; examples are educational & training achievements, leadership and problem solving abilities and active participation in committees and program activities. Likewise supervisors should document recurrent performance problems and when needed clarification of various policies/procedures or job expectations. The Agency has an on-line interactive feedback and evaluation system for effective communication and documentation purposes

Employees and supervisors should also be aware of training and educational opportunities and resources for professional development. Professional Growth Plans as well as program educational/training requirements and incentives should provide the framework for continued staff development.

Employees who attend in-house training are required to sign an attendance roster and data from the roster is then entered into the employee training database via Human Resources. Employees who attend out of house training or attain educational credits need to forward copies that document attendance (i.e. transcripts, certificates) to Human Resources. This information forms the basis for the training records that will be provided to Supervisors at the time of the annual Performance Evaluation.

## **B. Training**

Both the Agency and its funding sources are very committed to employee training. Federal and state grants require a significant expenditure on staff training and guidelines are submitted to the Agency each year as to how training dollars are to be allocated.

Staff development and training are an integral part of the Agency program. Teacher education qualifications remain a focus of the Agency, with priority given to Teachers via Teacher Quality funds to be used towards reimbursement and other support, who are still needing to reach the minimum requirement for their positions.

Annual training is scheduled for all employees in the form of:

- All regular employees receive a new employee orientation.
- All employees receive some formal or informal training specific to their jobs before they start their jobs. However, the emphasis is on-the-job training.
- A significant number of in-house training opportunities are available, via pre-service, cluster trainings, and mandatory/regulated trainings and special needs along with other training at regular intervals throughout the year.
- There are frequent out-of-house training sessions and conferences accessible to employees. Many training opportunities are listed on the Agency Portal.

Training topics relate to program goals, performance standards, specific needs of children and families, work plans, grantee improvement plans and individual professional development and performance goals. Employees must consult with their supervisors regarding training budgets, related costs, scheduling, availability and individual development plans. Supervisor approved re-imbursements for tuition, training costs, travel, lodging, per diem, mileage etc. are per current Finance Department policies. See related training and travel time in section III of this handbook.

## Revisions/Updates:

08/20/04 - Section I, F - refer to bargaining unit labor contract for Drug and Alcohol Policy.

- Section I, M - include actual current Child Abuse Policy.
- Misc. - Remove references to attachments & the actual attachments with the exception of attachment A

08/29/05 – Section I, M - Child Abuse Policy (include actual agency policy)

09/01/06 - Section I, K - Health Appraisal (language revision to reflect new process and form)

- Section I, M - Child Abuse (updated policy)
- Section III, P - Use of Personal Property (new policy)
- Section III, Q – Office Configuration (new policy)
- Section III, R – Safety (language revision to reflect new form)
- Section IV, Remove language regarding Retirement, moved to Labor Contract
- Section IV, Clarification of language regarding Benefit Continuance for OFLA and FMLA Leaves

06/30/2007 – Child Abuse and Neglect Reporting Policy (updated)

11/01/08 - Section V- Recruitment, Selection & Separation from Employment (updated policy)

03/30/2009 – Section IV – Unpaid Leaves (OFLA/FMLA/Other Medical Leave)

08/02/2016 – Office Configuration (added Agency Property)

- Employee Relations with Participating Families (added last paragraph)
- Military Leave – (added Military Caregiver leave and Qualifying Deployment Leave)

Policy Council approved: September 8, 2015

Board of Directors approved: