

HEAD START of LANE COUNTY
EMPLOYEE HANDBOOK
2022/2023



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Mission Statement

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

Introduction

The purpose of this Employee Handbook (the “Handbook”) is to introduce you to Head Start of Lane County (the “Agency”), and to acquaint new and current employees with the Agency’s policies, work rules, procedures, practices, and employee benefits which control, guide and enhance the terms and conditions of employment with the Agency. The Handbook applies to all Agency employees. The Handbook also supplements the current Labor/Management Agreement between the Agency and Oregon School Employees Association (“OSEA”) Chapter 600 concerning bargaining unit members (the “Agreement”).

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.

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 online at the Agency’s web site at www.hsolc.org.

The effective date of the Handbook is August 17, 2022 (the “Effective Date”).

As of the Effective Date, this Handbook supersedes and replaces all prior handbooks, manuals, policies, past practices, guidelines, descriptions of the terms and conditions of your employment, or previous agreements, whether oral or written, expressed or implied, related to the subjects covered in the Handbook, with the exception of the Agreement. If there is a conflict between the terms of the Employee Handbook and the Agreement, then the terms of the current Agreement prevail.

The policies set forth in this handbook are the policies that are in effect at the time of publication. They may be amended, modified, or terminated at any time by the Agency. Nothing in this handbook may be construed as creating a promise of future benefits or a binding contract between the Agency and any of its employees.

The policies in this Handbook apply to all Agency employees. Neither the Handbook nor Agency policies, procedures, nor employee benefits create an express or implied contract for employment or benefits. The Agency reserves discretion to change the terms or conditions of employees’ employment at any time, consistent with the Agreement.

Agency employees are employed at will except as subject to the terms of the Agreement, and nothing in the Handbook alters anyone’s employment-at-will status.

Our ability to serve customers and provide employment depends on our ability to remain competitive. We reserve the right to amend or cancel at any time the provisions of the Handbook, Agency policies,

and practices that are necessary to ensure an efficient and compliant operation of the Agency, at the sole discretion of the Agency, or because of changes in local, state, or federal law. All changes will be effective immediately upon publication by the Agency Executive Director or designated representative, and subject to ratification by the Policy Council. Changes shall be in writing and distributed to all bargaining unit members. Notification of any changes to the Handbook will also occur via electronic message through the Head Start Web Portal.

Every Agency employee is expected to read the Handbook carefully. As a condition of employment, you are required to sign, date, and return to Human Resources the “Personnel Policies and 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:** Employee’s spouse, child, parent, sibling, grandparents, grandchildren, partner sharing a home, or a relative by marriage of comparable degree (in-laws). Note: Immediate Family has a different definition under the Oregon Family Leave Act (“OFLA”) and the Family Medical Leave Act (“FMLA”). Please see the Family Leave section about OFLA and FMLA leave benefits.
3. **Fiscal Year and Program Year Term:** July 1 through June 20.

Section I—Employment Policies/Regulatory and Performance Standards

Code of Conduct and 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.

Employees are expected to adhere to the following rules of professional ethics:

1. Obey all laws, follow all Agency policies and procedures, and stay informed of any 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 to colleagues, clients, and community members. Provide considerate and superior service to everyone you encounter, over the telephone, online and in person.
3. Be a good listener. Whether you are dealing with families, a community member, or employee co- worker, listen to their point of view. Understand occasional frustration or anger.
4. Ask questions. Ask your supervisor or Human Resources any questions you may have about the expectations of your employment and Agency policies, procedures, and 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. Please refer to the Agency's Dress Code Policy in the Handbook for more information.
8. By helping us maintain neat, clean, and organized business surroundings, you can save time and uphold our professional image.

Dress Code

The Agency's Dress Code Policy is meant to promote a professional and positive atmosphere for the children and their families. All employees and volunteers must dress neatly and appear professional. Clothing with discriminatory, offensive, or inappropriate statements or designs is prohibited. Inappropriate statements or designs include those depicting illicit substances, pornography, and vulgar language. Employees should refrain from wearing clothing that reveals excessive bare skin, such as shorts cut above the mid-thigh and shirts that reveal the employee's bare stomach, side, or chest. Employees should wear sturdy shoes appropriate for the employee's assigned workplace.

Nothing in this policy is intended to discriminate against any person and does not limit or alter any person's apparel or grooming styles dictated by one's religion, race (including physical characteristics that are historically associated with race, including without limitation natural hair, hair texture, hair type, and protective hairstyles as defined in ORS 659A.001), ethnicity, or national origin. "Protective hairstyle" means a hairstyle, hair color, or manner of wearing hair that includes without limitation braids, regardless of whether the braids are created with extensions or styled with adornments, locks, and twists

Violations of this policy may result in discipline and/or corrective action. Keep in mind, the way you look reflects not only how you feel about yourself, but also how you feel about the people we serve.

If you need a reasonable accommodation based on your health and safety needs, you can contact the Agency Executive Director or Human Resources.

If you feel you are being discriminated or retaliated against or harassed based on your appearance or attire, you must notify the Agency Executive Director or Human Resources immediately. The Agency takes all complaints of discrimination seriously. You are encouraged to utilize this procedure without fear of reprisal.

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 should endeavor to create an environment that values all people of any ability, age, family structure, gender, gender identity, race, national origin, 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, courteously, and with respect. Employees are expected to show consideration toward everyone they serve. Employees must treat Agency property with respect. Agency property is only for authorized business purposes.

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.

Whistleblower Policy

The Agency encourages employees to report serious issues and concerns to the Agency. It is the responsibility of all employees to report concerns about violations of the Agency's code of ethics or suspected violations of law or regulations that govern the Agency's operations.

Should you suspect fraud, abuse, or misuse of Agency resources or assets; encounter dishonest actions or deeds; suspect conflict of interest; or experience or are aware of harassment of any kind, or any other behavior that violates Agency codes, policies, or procedures or any federal, state, or

local laws, you must report the violation or suspected violation to the appropriate offices within our organization.

We expect any report of a violation will be made in good faith. Anyone who reports a violation in good faith will not suffer harassment, discrimination, retaliation, or adverse employment consequences. Anyone who perpetuates harassment, retaliation, or in any way affects the employment of a person who makes a report will be subject to disciplinary and/or corrective action, up to and including termination of employment.

The Agency has an open-door policy regarding questions, concerns, suggestions, or complaints. We invite employees involved in any aspect of our organization to report all suspected violations or concerns to their immediate supervisor, the Human Resources Director, Agency Executive Director, or the Chair of the Board of Directors. 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 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. Your identity will be confidential if you choose to the extent permitted by law.

All reports will be treated seriously and will be fully investigated to determine the facts and an appropriate resolution under the circumstances. It is contrary to the values of the Agency's for anyone to retaliate against any employee who in good faith reports an ethics violation, or a suspected violation of law, such as a complaint of discrimination, or suspected fraud, or suspected violation of any regulation governing the operations of the Agency. An employee who retaliates against someone who has reported a violation in good faith is subject to disciplinary and/or corrective action, up to and including termination of employment.

Immigration Law Compliance

The Agency is committed to employing only persons legally eligible to work in the United States.

In compliance with the Immigration Reform and Control Act of 1986, as amended, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with the Agency within the past three years, or if their previous I-9 is no longer retained or valid.

Equal Employment Opportunity (EEO)

The Agency is an equal opportunity employer. Employees are protected from discrimination and retaliation on the basis of race (including physical characteristics that are historically associated with

race, including without limitation natural hair, hair texture, hair type, and protective hairstyles as defined in ORS 659A.001), color, national origin, gender, religion, age, disability, marital status, family relationship, sex (including pregnancy-related conditions), sexual orientation, gender identity, political beliefs, expunged juvenile record, and genetic information of an individual or family member of the individual, childbirth or related medical condition, the taking or denial of family or medical leave under state or federal law, requesting reasonable accommodation, applying for or invoking the procedures providing for workers' compensation benefits or providing testimony in workers' compensation proceedings, opposition to or making a complaint about any violation of law, regulation, or standard pertaining to safety and health in the place of employment, testimony in criminal or civil proceedings, at Oregon Employment Division hearings, or before the state legislature, or reporting information that the employee believes is evidence of a violation of a state or federal law, rule, or regulation, credit history (except in limited circumstances provided by state law), lawfully using tobacco products during off-duty hours, employment of another member of the individual's family, association with a protected class, or any other characteristics protected by state or federal law, or local ordinance.

Requests for Accommodation

The Agency is committed to complying with the laws protecting qualified individuals with disabilities. The Agency will provide a reasonable accommodation for any known physical or mental disability of a qualified individual with a disability to the extent required by law, provided the requested accommodation does not create an undue hardship for the Agency and/or does not pose a direct threat to the health or safety of the employee or others in the workplace. If you require an accommodation to perform the essential functions of your job, you must notify your supervisor or Human Resources. Once the Agency is aware of the need for an accommodation, the Agency will engage in an interactive process with you to identify possible accommodations that will enable the employee to perform the essential functions of the job.

If you believe that you have been treated in a manner not in accordance with these policies, please notify Human Resources immediately. The Agency takes all complaints of discrimination seriously. You are encouraged to utilize this procedure without fear of reprisal.

Please refer to the Special Alternative Work Arrangements Policy for information concerning Emergency Family Medical Leave during the coronavirus disease 2019 ("COVID-19") pandemic.

Reasonable Accommodations for Pregnancy-Related Condition

The Agency will provide reasonable accommodations to Oregon employees because of a known limitation related to the employee's pregnancy, childbirth, or a related medical condition, including but not limited to lactation under Oregon House Bill 2341 (ORS 659A.146, et seq.). Reasonable

accommodations include without limitation acquisition or modification of equipment or devices; more frequent or longer break periods or periodic rest; assistance with manual labor; or modification of work schedules or job assignments.

The Agency will not, based on a known limitation related to pregnancy, childbirth or related medical condition:

- Deny employment opportunities to an applicant to the Agency or an employee based on the Agency's need to make such reasonable accommodations;
- Fail or refuse to make such accommodations unless the accommodation would impose an undue hardship on the operation of the Agency's business;
- Discriminate or retaliate against an employee with respect to hiring or tenure, or any other term or condition of employment, because the employee inquires about, requests, or uses an accommodation under HB 2341;
- Require an employee to accept a reasonable accommodation that is unnecessary for the employee to perform the essential job duties or to accept a reasonable accommodation if the employee does not have a known limitation; or
- Require an employee to take any type of leave if the Agency can make a reasonable accommodation to the employee's known limitation.

The Agency will provide all new and existing Oregon employees this policy, and the Agency will also provide this policy to any employee who informs the Agency of their pregnancy within 10 days.

Policy Prohibiting Discrimination, Harassment, and Retaliation

The Agency is committed to providing a work environment in which all individuals, including employees, volunteers, clients, and families, are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities. Employees are expected to comply with all federal and state laws, regulations, and local ordinances that prohibit any kind of discrimination or harassment, including without limitation ORS Chapter 659A, Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964, and Title VII of the Civil Rights Act of 1964.

The Agency prohibits unlawful discrimination and harassment. This policy defines these terms and provides a complaint procedure for employees who believe they have been the victims of prohibited conduct. This policy applies to all matters related to hiring, firing, transfer, promotion, benefits, compensation, and other terms and conditions of employment.

Discrimination and Workplace Harassment

It is the Agency's policy to provide a work environment free from unlawful discrimination or harassment on the basis of race (including physical characteristics that are historically associated with race, including without limitation natural hair, hair texture, hair type, and protective hairstyles as defined in ORS 659A.001), color, religion, sex (including pregnancy-related conditions), sexual orientation, national origin, marital status, age, expunged juvenile record, performance of duty in a uniformed service or physical or mental disability, or any other characteristic protected by local law, regulation, or ordinance.

It is our policy that all employees, volunteers, clients, families, contractors, and visitors to Agency facilities are entitled to a respectful and productive work environment free from behavior, action, or language that constitutes workplace harassment or discrimination. The "workplace" includes when employees are on Agency premises, at an Agency-sponsored off-site event, traveling on behalf of the Agency, or conducting Agency business, regardless of location.

The policy prohibits any conduct at work that a reasonable person in the individual's circumstances would consider unwelcome, intimidating, hostile, threatening, violent, abusive, or offensive. It also prohibits employment actions, including hiring, promotion, termination, and compensation decisions, to be taken based on a protected characteristic. This policy also prohibits any form of retaliatory action toward an employee for filing a complaint of discrimination or harassment in good faith, or for good-faith participation in an investigation of a complaint.

Workplace harassment can be based on national origin, age, sex, race, disability, religion, sexual orientation, or gender identity. It may also encompass other forms of unwelcome, hostile, intimidating, threatening, humiliating, or violent behavior that is not necessarily illegal, but still prohibited by this policy.

Definitions

- "Sexual harassment" is a form of workplace harassment and includes, but is not limited to, the following types of conduct:
 - Unwelcome sexual advances, requests for sexual favors, or other conduct of a sexual nature when such conduct is directed toward an individual because of that individual's sex and submission to such conduct is made either explicitly or implicitly a term or condition of employment; or submission to or rejection of such conduct is used as the basis for employment decisions affecting that individual.
 - Unwelcome verbal or physical conduct that is sufficiently severe or pervasive to have the purpose or effect of unreasonably interfering with work performance or creating a hostile, intimidating or offensive working environment.
- "Sexual assault" means unwanted conduct of a sexual nature that is inflicted upon a person or compelled through the use of physical force, manipulation, threat, or intimidation.

Prohibited Conduct

This policy prohibits conduct based on an individual's protected class status. Although by no means all-inclusive, the following examples represent prohibited behavior:

- Physical harassment, including but not limited to unwelcome physical contact such as touching, impeding or blocking movement, or any physical interference with work;
- Verbal harassment, including but not limited to disparaging or disrespectful comments, jokes, slurs, innuendoes, teasing, and other sexual talk such as jokes, personal inquiries, persistent unwanted courting, and derogatory insults;
- Nonverbal harassment, including but not limited to suggestive or insulting sounds, obscene gestures, leering, or whistling;
- Visual harassment, including but not limited to displays of explicit or offensive calendars, circulation of derogatory content, posters, pictures, drawings or cartoons that reflect disparagingly upon a class of persons or a particular person; or
- Sexual harassment, as described above, including but not limited to unwelcome sexual advances, requests for favors in exchange for conduct of a sexual nature, submission to unwelcome conduct of a sexual nature in exchange for a term of employment, or other conduct of a sexual nature.

Penalties

We will not tolerate discriminatory conduct, harassment, or sexual assault. Any individual found to have engaged in such conduct may face disciplinary and/or corrective action up to and including termination. The Agency may also subject managers and supervisors who fail to report known harassment—or fail to take prompt, appropriate corrective action—to disciplinary and/or corrective action, including potential termination.

Retaliation Protections

The Agency prohibits retaliation against any employee for filing a good-faith complaint regarding conduct in violation of this policy. The Agency will not tolerate retaliation against any employee for raising a good-faith concern, for providing information related to a concern, or for otherwise cooperating in good faith in an investigation of a reported violation of this policy. Any employee who retaliates against anyone involved in an investigation is subject to disciplinary and/or corrective action, up to and including termination.

Reporting Procedure

Any employee aware of or experiencing discrimination, harassment, or sexual assault in the workplace should report that information immediately to an Agency designee. Specifically, an employee may make the report verbally or in writing to the employee's immediate supervisor, any

Agency supervisor, Human Resources Director, Agency Director, or Agency Executive Director. Employees may report to any of the persons listed above, regardless of any particular chain of command. All employees are encouraged to document any incidents involving discrimination, harassment, and sexual assault as soon as possible.

Upon receipt of a report of prohibited discrimination, harassment, or sexual assault, the individual who received the complaint will provide a copy of this policy to the employee.

Any reports will be promptly investigated. The type of investigation will depend on the complexity of the complaint, and may include interviews with the parties involved, witnesses, or other persons with information. The Agency will maintain the complainant's confidentiality to the extent possible or mandated under the circumstances.

The Agency will not tolerate retaliation against any employee for raising a good-faith concern, for providing information related to a concern, or for otherwise cooperating in good faith in an investigation of a reported violation. Acts of retaliation should be reported immediately in writing to the Human Resources Director.

A finding of an employee's misconduct violating this policy could result in discipline and/or corrective action, up to and including termination. Providing false or misleading information related to a complaint or its investigation could result in the employee's discipline and/or corrective action, up to and including termination.

Employment or Settlement Agreements

Under this policy, a nondisclosure agreement is any agreement by which one or more parties agree not to discuss or disclose information regarding any complaint of work-related harassment, discrimination, or sexual assault.

A non-disparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the Agency.

A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the Agency and allows an employer to not rehire that individual in the future.

The Agency will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.

An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement, such agreement may contain a nondisclosure, non-disparagement, or no-rehire provision at the sole request of the employee. The employee will have at least seven days to revoke any such agreement.

Time Limitations

Nothing in this policy precludes any person from filing a formal grievance in accordance with a collective bargaining agreement, the Bureau of Labor and Industries' Civil Rights Division, or the U.S. Equal Employment Opportunity Commission. Note that Oregon state law requires that any legal action taken on alleged discriminatory conduct (specifically that prohibited by ORS 659A.030, 659A.082 or 659A.112) commence no later than five years after the occurrence of the violation. Other applicable laws may have a shorter time limitation on filing.

Central Background Registry (CBR)

The Agency requires that all employees and volunteers be registered with the Early Learning Division ("ELD") of the Oregon Department of Education ("Central Background Registry" or "CBR"). Employment is conditioned 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 actively enrolled or conditionally enrolled as determined by the ELD. 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 terminate the employee. (See ORS 181.A200.)

- Conditional Enrollment (OAR 414-300-0070(7)). "Staff conditionally enrolled in the CBR may function in their staff position but shall not have unsupervised access to children until the center has confirmed with OCC that the individual is enrolled." The regulations state that the OCC "may conditionally enroll an individual in the Central Background Registry pending the results of a nationwide criminal records check through the Federal Bureau of Investigation if the individual has met other requirements of the office for enrollment in the registry." (See ORS 329A.030(6)(a).)
- Training (OAR 414-300-0120(5)). "The director, head teacher, and all teachers shall participate yearly in at least 15 clock hours of training or education related to childcare, of which at least eight clock hours shall be in child development or early childhood education. The annual 15 clock hours of training or education must include OCC approved health and safety training curriculum. If an individual has worked in the facility less than a year, the training requirements will be prorated as follows: At least 1.25 clock hours for each month worked in the current license period."
- CBR Enrollment (OAR 414-300-005(5)). Fingerprinting and enrollment is now every five years.

All prospective Agency employees must also complete a "Declaration Form for Prospective Employees."

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 a pre-existing relationship with a family before employment with the Agency, this standard does not apply to that relationship outside of the workplace or working hours.

All employees are required to understand and abide by the Code of Conduct and Professional Ethics as set forth in the Federal Performance Standards. 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.

Drug and Alcohol Use Prohibited

The Agency is committed to maintaining safe and efficient working conditions for our employees. Employees who are under the influence of drugs or alcohol on the job not only compromise Agency interests but may also endanger the employee's own health and safety and others. The Agency further acknowledges that the use of substances can contribute to work-related problems, including absenteeism, substandard job performance, increased workloads for co-workers, disruptive behavior, delays in completing work, inferior quality of service, disruption of client relations, and other conduct inappropriate for the workplace.

To ensure the health and safety of our employees and, the use of alcohol, illegal substances, and the use of judgment-impairing or intoxicating substances, including marijuana or related products, during scheduled work time or on Agency property (including leased property), parking lots, vehicles, playgrounds, or other job-related locations is prohibited. Any usage of such substances under these circumstances may result in discipline and/or corrective action, up to and including termination. Bargaining unit members must also review Article 21 of Agreement.

Smoke- and Tobacco-Free Environment

The Agency is committed to maintaining safe and efficient working conditions for our employees. To ensure the health and safety of our employees, the use of tobacco or other smoke producing products on Agency property (including leased property), parking lots, vehicles, playgrounds, or other job-related location is prohibited. Any usage of such substances under these circumstances may result in discipline and/or corrective action, up to and including termination.

Political Activity

Agency employees must comply with the Hatch Political Activity Act and its regulations and grant conditions. Employees may not use their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.

No program funds may be used for any political purpose. Employees may not permit the use of Agency equipment or premises, which are purchased or leased with program funds, for a political purpose. Employees may not coerce, attempt to coerce, command, or advise other employees to pay, lend, or contribute anything of value including money or personal services to a party, committee, organization, agency, or person for political purposes while on the job or during working hours.

Employees may not engage in any political activity, whether partisan or nonpartisan, in an election for public or party office during work hours. Employees may not engage in any political activity to provide voters or prospective voters with transportation to polls for voting during work hours. These limitations only prohibit employees from engaging in these activities during working hours and do not prohibit employees from political activity during non-work time.

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 U.S. Department of Human Services for employees whose principal employment activities are funded in whole or in part with federal funds.

Employees cannot discriminate against or otherwise treat differently other employees or persons affiliated with the Agency 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.

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 Agency Executive Director or designee will determine the appropriate course of action based on the existence of a conflict of interest.

Public Statements/Publicity

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

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.

Health Appraisals

In accordance with OAR 333-019-0010 and OAR 333-019-0014 (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.

Computer and Network Policy

The purpose of this policy is to ensure the proper use of the Agency's technology systems by Agency employees. All technology provided by the Agency, including computer systems, telecommunication systems, electronic communications, and electronically stored information, is the property of the Agency and not the employee. Generally, the use of the Agency's technology systems, including electronic communications should be work-related and are not for personal use. The Agency reserves the right to monitor or examine employees' electronic communications, files, Internet use, telephonic communications, and any other use of Agency technology systems, either transmitted by or stored in

such systems. When communicating on Agency technology systems, employees should be aware that any communications could be considered business records and thus could potentially be subject to discovery in the event of litigation.

Employees have the responsibility to use Agency technology systems in a responsible, confidential, efficient, ethical, and lawful manner. Employees must maintain the confidentiality of children who attend the Agency and their family members or care providers. Employees may not use Agency technology systems to discuss children and their family members or care providers, or to disclose personal or private information about children and their family members or care providers to any person, except to an Agency employee when it is necessary to do so to serve the child.

Employees must make efforts to maintain the confidentiality of Agency material when using technology systems, including closing windows and web browsers, or turning computer screens off when unattended. Employees are permitted to access personal e-mail from Agency computers only when necessary and must always log out of personal applications.

The Agency strictly prohibits the use of Agency technology for unethical or unlawful conduct. Employees may not use Agency technology systems to transmit, receive, or store any communications or other content of a harassing, bullying, discriminatory, derogatory, or pornographic nature.

These prohibitions apply to communications between Agency employees or to anyone outside the Agency. Furthermore, employees must refrain from using Agency technology systems in a disruptive manner, including sending large files or unsolicited spamming. Employees are responsible for all content that the employee transmits or receives using Agency technology systems.

All employees must read and sign the Agency's current Computer and Network Policy at the time of hire and must read and sign any subsequent updates to this policy.

Social Media Policy

The purpose of the Social Media Policy is to set forth the Agency's accepted practices on its employees' use of social media that is related to the Agency. As used in this policy, "social media" means communicating or making statements on personal and professional websites, such as professional and social networking websites, blogs, and message boards, including platforms such as Facebook, Instagram, Twitter, LinkedIn, YouTube, TikTok, Snapchat, WhatsApp, Telegram, and the like. "Social media activity" includes without limitation permitting, or failing to remove, posts by others where the employee can control the content or visibility of posts, such as on a personal page or blog.

The following applies to employee use of social media:

- Employees are personally liable and responsible for all communications and information that an employee publishes online.
- Employees may not use social media platforms using Agency technology systems for personal use.
- Employees may not use Agency e-mail addresses or the Agency's physical addresses for personal social media accounts.
- Employees must maintain the confidentiality of children who attend the Agency and their family members or care providers. Employees may not discuss or reference any child, child's family member, or care provider on any social media platform or social media messaging application, unless the employee obtains explicit permission from the child's family member and the Agency's Executive Director (or designated representative) to publish such information. Employees must use extreme caution and exercise good judgment when interacting with Agency children and their family members and care providers on social media platforms or messaging applications. Employees should be extremely cautious when accepting a "friend request" or request to communicate via social media with any child's family member or care provider.
- Employees are also prohibited from posting about or discussing any confidential or private information related to the Agency or its employees on any social media platform. This prohibition applies to Agency reports, policies, procedures, and internal Agency-related communications.
- Regarding content from a personal social media account that reflects the Agency, employees must obtain Agency approval to promote the Agency on any website, blog, video-sharing website, or other social media platform.
- Employees should refrain from posting on social media platforms disparaging content about Agency employees, such as content that is harassing, threatening, intimidating, bullying, discriminatory, or derogatory. Such conduct may be subject to discipline and/or corrective action, up to and including termination.

Nothing in this policy is intended to or will be applied in a manner that limits Agency employees' rights to engage in protected concerted activity under the National Labor Relations Act.

Child Abuse and Neglect Reporting

Employees must report any incident of suspected child abuse or neglect to the Oregon Department of Human Services Child Protective Services (DHS-CPS), pursuant to Oregon law (ORS 419B.005, et seq.). All Agency employees are mandatory reporters at all times, whether the employee becomes aware of reportable conduct during working hours or when off work.

The DHS-CPS investigates reports of child abuse. 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 or 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.

5. Definitions

- “Abuse” is defined in ORS 419B.005(1)(a) as:

“(A) Any assault, as defined in ORS chapter 163, of a child and any physical injury to a child which has been caused by other than accidental means, including any injury which appears to be at variance with the explanation given of the injury.

“(B) Any mental injury to a child, which shall include only observable and substantial impairment of the child’s mental or psychological ability to function caused by cruelty to the child, with due regard to the culture of the child.

“(C) Rape of a child, which includes but is not limited to rape, sodomy, unlawful sexual penetration and incest, as those acts are described in ORS chapter 163.

“(D) Sexual abuse, as described in ORS chapter 163.

“(E) Sexual exploitation, including but not limited to:

“(i) Contributing to the sexual delinquency of a minor, as defined in ORS chapter 163, and any other conduct which allows, employs, authorizes, permits, induces or encourages a child to engage in the performing for people to observe or the photographing, filming, tape recording or other exhibition which, in whole or in part, depicts sexual conduct or contact, as defined in ORS 167.002 or described in ORS 163.665 and 163.670, sexual abuse involving a child or rape of a child, but not including any conduct which is part of any investigation conducted pursuant to ORS 419B.020 or which is designed to serve educational or other legitimate purposes; and

“(ii) Allowing, permitting, encouraging or hiring a child to engage in prostitution as described in ORS 167.007 or a commercial sex act as defined in ORS 163.266, to purchase sex with a minor as described in ORS 163.413 or to engage in commercial sexual solicitation as described in ORS 167.008.

“(F) Negligent treatment or maltreatment of a child, including but not limited to the failure to provide adequate food, clothing, shelter or medical care that is likely to endanger the health or welfare of the child.

“(G) Threatened harm to a child, which means subjecting a child to a substantial risk of harm to the child’s health or welfare.

“(H) Buying or selling a person under 18 years of age as described in ORS 163.537 (Buying or selling a person under 18 years of age).

“(I) Permitting a person under 18 years of age to enter or remain in or upon premises where methamphetamines are being manufactured.

“(J) Unlawful exposure to a controlled substance, as defined in ORS 475.005, or to the unlawful manufacturing of a cannabinoid extract, as defined in ORS 475B.015, that subjects a child to a substantial risk of harm to the child’s health or safety.”

- “Abuse” does not include reasonable discipline unless the discipline results in one of the conditions described above. See ORS 419B.005(1)(b).
- “Child” means an unmarried person under the age of eighteen (18) or is under age twenty-one (21) and residing in or receiving care or services at a child-caring agency. See ORS 419B.005(2).

6. How to Report Child Abuse

All employees who become aware of suspected or identified child abuse must immediately report the abuse. The statewide hotline for reporting child abuse is 1-855-503-SAFE (7233). The Eugene DHS Child Welfare Office phone number is 541-686-7555. For additional contact information, visit <https://www.oregon.gov/dhs/Offices/Pages/Child-Welfare.aspx> or contact your supervisor or Human Resources for more information.

Non-Solicitation and Non-Distribution

The Agency prohibits the solicitation, distribution, and posting of materials on or at Agency property by any employee or non-employee, except as may be permitted by this policy or as consistent with the Agreement. The sole exceptions to this policy are charitable and community activities supported by Agency management and Agency-sponsored programs related to Agency services.

Non-employees may not solicit employees or distribute literature of any kind on the Agency’s premises at any time except as permitted by the Agreement.

Employees may only admit non-employees (including former employees) to work areas as part of an Agency-sponsored program or with management approval.

Employees may not solicit other employees during work times, except in connection with an Agency approved or sponsored event.

Employees may not distribute literature of any kind during work times, or in any work area at any time, except in connection with an Agency-sponsored event.

The posting of materials or electronic announcements are permitted with approval from Human Resources or consistent with the Agreement.

Violation of this policy should be reported to Human Resources.

Section II—Wages and Benefits

Wages

Refer to Human Resources on the Agency portal for current wage information. The wage information for OSEA Chapter 600 bargaining unit members is contained in the Agreement (Attachment A). Wage and salary information for employees not in the bargaining unit is in a separate policy.

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

Insurance Benefits

Each fiscal year the Joint Benefit Review Committee recommends insurance plans/coverage for all eligible employees. The Agency Executive Director with the Board approval will determine the dollar amount of Agency contribution for insurance costs for non-bargaining unit staff and the Agreement sets forth the contribution for bargaining members. For more information regarding insurance benefits, visit the Agency web portal. Bargaining unit members can find benefit information in the Agreement.

Paid Leaves

The paid leave terms described in this section apply to all regular employees. (The definition of “regular” is in the introduction of this Handbook). The Agreement contains additional paid leave terms (see Attachment A). Additional paid leave terms for employees not in the bargaining unit are in a separate policy.

Holidays

The Agency is closed to observe 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 who wishes to observe a holiday not listed above must request to take personal day or vacation day. If the employee has no such days accrued, an employee may request unpaid approved personal leave.

Vacation

The vacation terms for bargaining unit members are in Article 10 of the Agreement (see Attachment A). The vacation terms for employees not in the bargaining unit are in a separate policy.

Sick Leave

The sick leave terms for bargaining unit employees are in Article 10 of the Agreement (see Attachment A) and the sick leave terms for employees not in the bargaining unit are in a separate policy.

When invoking the use of sick leave (and invoking such leave concurrently with FMLA/OFLA leave), you must provide at least 10 calendar days' notice if the reason for the leave is foreseeable. If your need for leave is foreseeable due to a planned medical treatment, you must make a reasonable effort to schedule the leave so as not to disrupt your work by consulting with your supervisor and Human Resources. In these cases, you

must give your supervisor at least 10 calendar days' advance notice of your need for leave. If the reason for sick time is unforeseeable, such as an emergency, accident, or sudden illness, the employee shall give notice to the employee's supervisor as soon as practicable, ordinarily before the start of the employee's shift. If you do not reach your supervisor, inform their supervisor and HR. You may designate a personal representative to give notice on your behalf, if necessary. (Also see Attendance Standards and Notification Requirements.)

Please refer to the Special Alternative Work Arrangements Policy for information concerning Emergency Paid Sick Leave during the COVID-19 pandemic.

Leave

The personal leave terms for bargaining unit employees are in Article 10 of the Agreement (see Attachment A) and the personal leave terms for employees not in the bargaining unit are in a separate policy.

Jury and Witness Duty

Jury Duty

The Agency encourages employees called to jury duty to serve as jurors during the periods for which they are summoned. The Agency will grant employees time off for mandatory jury duty and/or jury orientation. Employees called to jury duty and/or jury orientation shall inform their supervisor immediately, so that the employee's supervisor may plan for the employee's absence with as little disruption as possible. Employees must provide a copy of the court notice to Human Resources to verify the need for such leave. Any changes to the court notice that impact the employee's absence must also be reported immediately to the employee's supervisor and Human Resources. The employee shall not have any wage or salary reduction for such duty when required to be present by the court, but the employee must turn over any jury duty pay received. Alternatively, employees may, but are not required, to use paid time off for time spent on jury duty.

Employees released from jury duty before the end of their workday are expected to report to work that day when doing so does not conflict with court obligations. A supervisor may make an exception for an employee working in one city and serving on a jury in another city. It is the employee's responsibility to keep his or her supervisor or manager informed about the amount of time required for jury duty.

Witness Duty

Time spent serving as a witness in a work-related, legal proceeding will be treated as time worked for pay purposes, provided the time served occurs during regularly scheduled hours, the employee is subpoenaed to testify, and the employee submits witness fees to Human Resources upon receipt.

Except for employee absences covered under the Agency's crime victim leave policy or domestic violence leave and accommodation policy, employees who are subpoenaed to testify in non-work-related legal proceedings must use any available vacation to cover their absence from work. If the employee does not have any available vacation, the employee's absences will be unpaid. Employees must present a copy of the subpoena served on them to their supervisor for scheduling and verification purposes no later than one business day after being served.

Family Leave

The OFLA and FMLA provides eligible employees the opportunity to take unpaid, job-protected leave for certain specified reasons. The function of this policy is to provide employees with summary of their OFLA and FMLA rights, and it is not intended to be a comprehensive guide. The governing law, not this summary, determines what benefits are available in each instance. The Agency encourages employees to contact Human Resources to discuss specific situations at least 30 days in advance of an anticipated family medical leave, or as soon as possible in the case of an emergency or unexpected need for such leave.

Eligibility

Eligibility varies by statute.

- To become eligible for OFLA leave, employees who have been employed by the Agency for 180 days and have worked an average of at least 25 hours per week are generally eligible to take OFLA leave.
- To become eligible for FMLA leave, employees who have been employed by the Agency for at least 1,250 hours during the 12-month period immediately preceding the commencement of the leave are generally eligible to take FMLA leave.

Allowed Uses of Family Leave

Family leave may be taken for any of the following reasons:

- Generally, Agency employees may request FMLA leave for the following purposes:
 - Birth, adoption, or foster placement of a child.
 - To care for the employee's own serious health condition.
 - Pregnancy disability and prenatal care for the employed attorney.
 - To care for a spouse, child, or parent with a serious health condition.
 - A "qualifying exigency" related to active military duty or the call to active military duty of the employee or the employee's spouse, child, or parent.
 - To care for a spouse, child, parent, or next of kin who is a covered service member with a serious injury or illness.
- Generally, Agency employees may request OFLA leave for the following reasons:
 - For the birth of a child, newly placed foster child, or newly adopted child.
 - To care for a newly adopted or newly placed foster child under the age of 18.
 - To care for a newly adopted or newly placed foster child older than 18 with a mental or physical disability.
 - To care for a family member with a serious health condition. Family member includes:
 - grandparents and grandchildren;
 - spouse;
 - same-sex domestic partner;
 - custodial, non-custodial, adoptive, foster, and biological parents;
 - parents of your same-sex domestic partner;

- parents-in-law;
 - a person with whom you are in an in loco parentis relationship; or
 - your or your same-sex domestic partner's biological, adopted, or foster children, or stepchildren, of any age.
- To recover or to seek treatment for your own serious health condition.
 - To care for a child (including the child of your same-sex domestic partner or a child to whom you are in an in loco parentis relationship) who suffers from an illness, injury, or condition that does not qualify as a serious health condition, but that does require home care.
 - The employee's disability due to pregnancy or childbirth or absence for prenatal care.
 - The deployment of the employed attorney's spouse or domestic partner to military duty during a period of military conflict.
 - Bereavement leave for the death of a child, spouse, domestic partner, parent, parent-in-law, parent of a domestic partner, grandparent, or grandchild.

Length of Leave; Condition

Eligible employees are entitled up to 12 weeks of unpaid family leave within any one-year period. Eligible employees may take up to two weeks' bereavement leave due to the death of each family member in any 12-month period, with the total leave not to exceed the 12 weeks allowed under OFLA. Bereavement leave must be taken within 60 days of receiving notice of the death. Family leave taken under OFLA must be taken concurrently with leave under the federal Family and Medical Leave Act. Eligible employees may also take up to 12 weeks of leave within any one-year period or for any illness, injury, or condition related to pregnancy or childbirth that disables the employee from performing any available job duties offered by the employer.

If you take 12 weeks of family leave within a one-year period for the birth of a child, adoption of a child under 18, or placement of a foster child under 18, you may also be eligible to take up to an additional 12 weeks of leave to care for your child who, though not suffering from a serious health condition, has an illness, injury, or condition that requires home care.

This policy will be updated later this year in light of the Paid Family Medical Leave Act.

Bereavement Leave

Employees may take up to two weeks of unpaid bereavement leave under OFLA to:

- Attend a family member's funeral or alternative to a funeral.
- Make arrangements necessitated by a family member's death.

Grieve a family member's death.

Employees are eligible to take up to five days of paid bereavement leave. Employees may elect to use paid time in this order of priority: Agency-paid bereavement paid time, personal paid time, vacation paid time, and paid sick leave. All bereavement leave is deducted from an employee's OFLA leave bank.

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

Job Protection

You must be reinstated to your former position unless the position no longer exists regardless of whether the Agency filled the position with a replacement during the period of leave, in which case, you will be reinstated to an available equivalent position at your former job site. If an equivalent position is not available at your former job site, you may be offered an equivalent position at a job site located within 20 miles of your former job site.

Medical Verification

The Agency may require medical verification of the need for leave for the following types of leave:

- To care for a family member who suffers from a serious health condition
- Because of your own serious health condition.
- To care for a sick child (only when you have taken more than three days of leave in the 12 months before the leave).

Use of Paid Leave

Family leave is unpaid. However, employees may use accrued paid leave during OFLA leave. The Agency will determine the order in which accrued paid leave will be used.

Notice

When invoking leave for an injury or illness, you must provide 30 days' notice if the reason for the leave is foreseeable. If your need for leave under FMLA or OFLA is foreseeable due to a planned medical treatment, you must make a reasonable effort to schedule the leave so as not to disrupt your work by consulting with your supervisor and Human Resources. In these cases, you must give your supervisor at least 30 days' advance notice of your need for leave. If 30 days' advance notice is not possible, you must give notice to your supervisor as soon as practicable, ordinarily within 24 hours after the need for leave becomes known. If you must provide notice of your use of leave for an injury or illness, provide notice to your supervisor as soon as practicable, and if you do not reach your

supervisor, inform their supervisor and Human Resources. You may designate a personal representative to give notice on your behalf, if necessary.

You must request FMLA or OFLA leave in writing by submitting the request to Human Resources. Human Resources will consider your request to be for FMLA and/or OFLA leave when Human Resources receive the request identifying it as such.

Please refer to the Special Alternative Work Arrangements Policy for information concerning Emergency Family Medical Leave during the COVID-19 pandemic.

Bone Marrow Donor Leave

Employees may use any accrued paid leaves of absence to undergo a medical procedure to donate bone marrow. The total length of the leave shall be determined by the employee but shall not exceed the amount of already accrued paid leave or 40 work hours, whichever is less, unless the Agency otherwise agrees. The Agency may require verification by a physician of the purpose and length of each leave requested by the employee to donate bone marrow. The Agency will not retaliate against an employee for requesting or using accrued paid leave of absence to donate bone marrow.

Unpaid Leaves

Military Leave

During a period of military conflict, spouses or registered domestic partners of members of military forces that are on active duty or called to active duty are eligible for a total of 14 days of unpaid leave. Eligible employees are those who worked, on average, at least 20 hours per week. You may choose to substitute any accrued paid leave for any part of the authorized leave.

Employees are entitled to the same job protection rights provided to employees who have taken Oregon Family Leave Act (OFLA) leave. Leave taken under this act counts against your OFLA leave entitlement.

Employees who serve in United States military organizations or state-sponsored militia groups may take the necessary unpaid time off to fulfill this obligation and will retain all legal rights for continued employment under existing laws.

You are expected to notify Human Resources as soon as you are aware of the dates you will be on leave, so that arrangements can be made for replacement during this absence.

If you give advance written or oral notice of reserve training or military service, you will be granted an unpaid military leave of absence:

- Of up to five years.

- For militia duty, until you are released from active service.

During your military leave of absence, your benefits coverage will be the same as for any other employee on an unpaid leave of absence. Medical coverage may be continued based on the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA). You may apply any unearned, accrued vacation time before the beginning of your military service leave if you wish; however, you are not obligated to do so.

Military Caregiver Leave

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

Qualifying Exigency Leave

Qualifying exigency leave may arise out of the foreign deployment of an 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. Eligible employees under the FMLA may take 12 weeks unpaid leave in a 12-month period.

Leave for Victims of Serious Crime

Employees who have suffered financial, social, psychological, or physical harm to themselves or an immediate family member as a result of personal felony may be eligible for leave to attend criminal proceedings ("Crime Victim's Leave") provided the leave does not create an undue hardship. This leave is unpaid leave. Employees taking qualifying Crime Victim's Leave may choose to use paid time off during this leave, so the leave would be paid.

To be eligible to take this leave, the employee must have worked for the Agency at least 25 hours per week for the 180 days immediately preceding the leave.

The employees must provide his or her supervisor reasonable notice of the intention to take leave to attend a court hearing. The employee must also provide a copy of any hearing notice to the employer prior to taking the leave. The Agency will treat such documentation as confidential information.

1. Leave and Reasonable Accommodation for Victims of Domestic Violence, Criminal Harassment, Sexual Assault, or Stalking

The Agency prohibits discrimination or retaliation against employees who are victims of domestic violence, criminal harassment, sexual assault, or stalking.

The Agency also provides reasonable safety accommodations to victims of domestic violence, criminal harassment, sexual assault or stalking, provided they do not pose an undue hardship. Accommodations may include implementation of safety measures or procedures in the workplace or adjustments to job duties or the work facility in response to domestic violence, criminal harassment, sexual assault, or stalking. Any employee wishing to request such an accommodation should speak with their supervisor or the Human Resources Department.

Employees who are victims of domestic violence, criminal harassment, sexual assault, or stalking may also be eligible for unpaid leave provided the leave does not create an undue hardship. Such leave may be taken for the following purposes:

- To seek legal or law enforcement assistance or remedies to ensure the health and safety of the eligible employee or the eligible employee's minor child or dependent, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, harassment, sexual assault or stalking;
- To seek medical treatment for or to recover from injuries caused by domestic violence or harassment or sexual assault or stalking of the eligible employee or the eligible employee's minor child or dependent;
- To obtain, or to assist the eligible employee's minor child or dependent in obtaining counseling from a licensed mental health professional related to an experience of domestic violence, harassment, sexual assault or stalking;
- To obtain services from a victim services provider for the eligible employee or the eligible employee's minor child or dependent; and
- To relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the eligible employee's minor child or dependent.

Accrued paid time off may be used for such absences. Employees who seek to take time off for these reasons must give the Agency reasonable advance notice. The Agency may require the employee to provide certification that the employee or the employee's minor child or dependent is a victim of domestic violence, criminal harassment, sexual assault, or stalking and that any leave taken is for one of the purposes identified above. Certification may include:

- a copy of a police report indicating that the employee or the employee's minor child or dependent was a victim or alleged victim of domestic violence, criminal harassment, sexual assault or stalking;
- a copy of a protective order or other evidence from a court or attorney that the employee appeared in or is preparing for a civil or criminal proceeding related to domestic violence, criminal harassment, sexual assault or stalking; or
- documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional or counselor, member of the clergy, or victim

services provider that the eligible employee or the eligible employee's minor child or dependent is undergoing treatment or counseling, obtaining services, or relocating as a result of domestic violence, criminal harassment, sexual assault, or stalking.

The Agency will maintain the confidentiality of any record and information relating to the reasonable safety accommodation made for an employee, unless otherwise required by law.

Because domestic violence and assault may find its way into the workplace, we encourage any employee who has safety concerns to alert the Agency. This will assist us in maintaining a safe workplace.

Volunteer Civil Service Leave

Oregon employees who are (a) a volunteer firefighter in a rural fire protection district or a firefighter employed by a city or a private firefighting service performing services authorized by the Governor of Oregon in case of emergency, or (b) are a member of an organized state militia called into active service, are eligible for a leave of absence to perform such services. If you are an official volunteer firefighter or member of an organized state militia called into active service, please alert your supervisor that you may have to take time off for emergency duty. When taking time off for emergency duty, please inform your supervisor as soon as possible.

Oregon employees who are members or prospective member of the Legislative Assembly who require leave to attend any regular or special session of the legislature or to perform official duties as a member or prospective member of the legislature shall be granted a leave of absence from such regular employment position for such period of time as is reasonably necessary to permit such attendance or performance of duties.

Additional Unpaid Leave Opportunities

When employees are hired, it is expected they will continuously work their assigned schedule as needed, except during 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.

There are two categories of unpaid leave: Agency Medical Leave and Personal Leave of Absence. In order for an employee to be eligible to take Agency Medical Leave or a Personal Leave of Absence, employees must have exhausted all accrued paid time off. In other words, generally, an employee cannot take unpaid leave if they have any available paid leave.

Agency Medical Leave

This leave is made available by the Agency for those employees who do not qualify for FMLA, OFLA, 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 leave up to a one month 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; or
- Length of employment (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 a 12-month period (as defined under OFLA/FMLA leaves). Employees must provide a return-to-work release from their doctor prior to returning from the leave if it is for their own medical condition. Failure to return from the leave on the date agreed will be considered the employee's resignation.

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 would like to take time off, but the employee has no accrued paid time off, these requests should be extremely limited. The Agency expects that part-year staff utilize the summer and other lay-off periods to accomplish personal activities that might otherwise interfere with school year duties.

All Personal Leaves of Absence are unpaid, and approval of requests for a leave of absence 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 (see short-term and long-term personal leave information below);
- 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; and
- Length of employment.

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

There are two types of unpaid Personal Leaves of Absence:

Short-Term Personal Leave

For a personal unpaid leave of 30 days or less, the written application must be submitted to Human Resources at least one month before 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 worked a minimum of 20 hours per week for three consecutive years 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.
- Employees must submit a written unpaid leave application to Human Resources a minimum of three months in advance of the leave for review. The Agency Executive Director has sole discretion whether to approve the requested leave.
- Duration of the leave shall not exceed 12 months including scheduled lay-off periods.

Insurance Benefits during Personal Leave of Absence:

- 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 long-term personal leave of absence must call her/his supervisor thirty days prior to the scheduled date of returning to work to verify the employee’s intention to return to work on that date.
- An employee’s failure to return to work on the expected date for such return will result in termination without prior approval by the Agency Executive Director.

Seniority and Return Placement:

- A period of long-term personal leave greater than 30 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 the Agency granting long-term personal leave, the employee has no guarantee or 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.

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.

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 such as co-payments, deductibles, medical equipment and over the counter medical products, not covered by a medical plan
- Dental and vision co-payments and deductibles. Glasses, contact lenses and equipment. Dependent care expenses.
- Employee may also choose to have insurance premiums deducted on a pre-tax basis.

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.

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.

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. The Employment Department is responsible for approving applications for unemployment benefits and the Agency does not make decisions concerning unemployment benefits.

Social Security (FICA)/Medicare

The Agency will furnish its payment obligation based on rates established by law and each employee will have the allowable employee share withheld via payroll deduction.

Worker's Compensation

Employees must report all job-related illnesses or injuries to their supervisor or Human Resources immediately, and no more than 24 hours after the incident.

Employees are covered by Worker's Compensation Insurance. This insurance protects the employee from medical costs and lost wages if an employee is unable to work 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. [Employees should complete a Form 801](https://www.hsolc.org/wp-content/uploads/2022/01/Report-of-Job-Injury-801.-2021.pdf) (available at <https://www.hsolc.org/wp-content/uploads/2022/01/Report-of-Job-Injury-801.-2021.pdf>) and turn it in to Human Resources as soon as possible. The Oregon Workers' Compensation Division renders decisions regarding workers' compensation.

When a claim is submitted to the Worker's Compensation Insurance carrier for lost work time, 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—Violation of 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.

The following Violation of Work Rules Policy sets forth examples of employee misconduct subject to disciplinary action and is intended to prevent misconduct. This policy will be applied consistently with the Agreement, as applicable for bargaining unit members.

The following work rules should be interpreted broadly. This is not an exhaustive list of rules, but are representative examples of conduct which employees must avoid, as the following conduct may result in discipline, up to and including termination:

- Violations of any Agency policy, including but not limited to the Policy Prohibiting Discrimination, Harassment, and Retaliation and the Drug and Alcohol Policy.
- Falsification of Agency records or documents including, but not limited to, employment applications, timecards, mileage reports, or other program documentation.
- Acting in any manner that is discriminatory, harassing, offensive, threatening, hostile, intimidating, bullying, or coercive language or behavior toward other employee, volunteer, child, child's family member or care provider, or any other person on Agency property or attending an off-site Agency event.
- Working unauthorized overtime or unscheduled 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 child or the child's family members and care providers.
- Misuse of Agency property or resources, including unauthorized personal use of Agency technology systems or other resources. (See Computer and Network Policy)
- Violation of safety rules or failure to immediately report a workplace injury or accident or unsafe work practice or situation.
- Tardiness, unauthorized or excessive absences, or falsification of a reason for an absence.
- Failure to communicate appropriately with staff, children, or others, for example, engaging in angry outbursts, 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.

The Agency may consider a variety of factors when determining the appropriate action or discipline, including but not limited to, the seriousness of the violation, the employee's past record, the circumstances surrounding the violation, and past practices. At the discretion of the Agency Executive Director or a designated representative, action or discipline may be written feedback, written letter of warning, written reprimand, paid or unpaid suspension, or termination.

Section IV—Operational Policies and Procedures

Job Descriptions

A current job description for each classification within the agency is posted on the Agency website portal under the Human Resources tab. 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.

Personnel Records

Employees may request to review their own personnel records. Within 45 days of receiving a request, the Agency will provide the employee a reasonable opportunity to inspect their personnel records. A certified copy of the employee's personnel records will be provided upon request in accordance with ORS 652.650. (Employees may be required to pay an amount reasonably calculated to cover the actual cost of providing the records.)

Work References

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

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. Employees must receive prior approval from their supervisor or designee for any variation in the employee's typical schedules or work hours for reasons such as flexing time for training, meetings, committee work, or personal time for appointments.

Rest and Meal Periods

Nonexempt Employees

The Agency provides employees who are non-exempt under the Fair Labor Standards Act (“FLSA”) meal periods and rest breaks. An employee cannot legally waive his rights to receive the required rest breaks or meal periods. Taking rest breaks is mandatory.

Employees should arrange rest breaks with their supervisor to accommodate workflow. Employees who find that the work is preventing them from taking a rest break must notify their supervisor immediately so that arrangements can be made. Rest 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 will receive a paid 15-minute rest break for every four hours worked or major part thereof taken in the middle of the period. An employee who works a shift longer than 10 hours is entitled to a third rest break. Employees who work six or more hours are entitled to one mandatory unpaid 30-minute meal period. Employees who work 14 hours or more are entitled to a second mandatory unpaid 30-minute meal period. Meal periods must be reflected on Timecard/Activity Reports. Employees wishing to take a meal period longer than 30 minutes need prior supervisory approval.

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

Overtime and Additional Hours for Nonexempt Employees

Overtime pay is provided to nonexempt employees and is paid at one and one-half times the employee’s regular rate of pay on all hours worked in excess of 40 hours during a given 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). Additional hours worked in excess of the employee’s scheduled hours in a given workweek 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).

Exempt Employees

All employees who are exempt under the FLSA must consult with their supervisor concerning meal and rest breaks.

Rest Breaks for Breast Milk Expression

Unpaid rest periods of as reasonably needed will be provided to accommodate an employee who needs to express milk for her own child 18 months of age or younger. "Reasonably needed" may mean 30 minutes each four-hour period, or it may mean shorter, more frequent breaks, depending on what is needed by the employee. The break time should, if possible, be taken concurrently with other break periods already provided. Regular rest break time used for expressing breast milk will be paid, but where additional time off is provided, that time may be unpaid.

The Agency will make reasonable efforts to provide a room, other than a public restroom, in close proximity to the employee's regular work area to allow the employee to express milk in private.

An employee who intends to express milk upon returning to work is required to provide reasonable notice to the Agency of the employee's intent to do so.

The Agency may allow an employee to temporarily change job duties if the employee's regular job duties do not allow the employee to express milk and the Agency has other job duties available.

Timecards/Activity Reports and Payroll

Agency payroll is processed every two weeks. Each employee is responsible for filling in electronic timecards 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.

Attendance Standards and Notification Requirements

Punctuality and regular attendance are essential to the Agency in order for employees to provide quality and cost-effective services to Agency families. Employees are expected to report to work by the start of the scheduled work shift. If an employee must miss work due to injury, illness, emergency, or some other reason, employees must give notice to their supervisor as soon as practicable before the employee's scheduled work time. If the supervisor cannot be reached, the employee must notify their supervisor or designee (in their absence) as soon as possible before the employee's scheduled work time. If a substitute may be required, as much advanced notice as 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 mailbox" 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 providing employees additional information when necessary about OFLA or FMLA leave and designate leave accordingly.

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 provide information concerning the absence

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.

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 to the public or other employees. Work site phone numbers and agency e-mail addresses may be given out for work-related reasons. Each supervisor will have access to home phone numbers and addresses of all employees reporting to that supervisor, as well as emergency contacts.

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, or meetings. Refer to the Finance Procedure for reimbursement information. A valid driver's license and proof of current auto insurance is required for all claims of mileage reimbursement.

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 is either mandatory or voluntary. 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 information, review the Finance Procedure.

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; and
- An employee does not perform any productive work during the course of the training.

Reimbursement for travel time.

The Agency will pay for travel time according to the below chart:

Category	Definition	Paid travel time?
Home-to-work and 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	Time the employee spends traveling during normal work hours, including weekends. Head Start is not legally obligated to pay for travel time that falls outside of an employee's regular work hours, except when the employee is required to drive.	Yes
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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, provide 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.

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

Working at Home

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

Please refer to Code of Conduct for Virtual Classrooms for information concerning working from home during the COVID-19 pandemic.

Privacy Expectations

The Agency may search Agency property such as vehicles, desks, lockers, computers or cabinets and similar property that are being used by employees at any time upon reasonable need for access to the contents or upon reasonable suspicion that there has been a violation of any of the terms of the Handbook, the Agreement, or any violation of law, or that there is an object or substance contained within such property that presents an immediate danger to others. See the current [Computer and Network Policy](#) and the [Social Media](#) Policy for specifics regarding computer privacy expectations.

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.

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.

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, furniture, and equipment provided for your use by the Agency are Agency property. Staff must refrain from using tape, pins, nails, and the like to post notices, signs or personal items on Agency furniture, equipment and walls.

Coronavirus Disease 2019 (COVID-19) Personnel Policies

The Agency takes the health and safety of our employees very seriously. The Agency is taking certain measures to mitigate the spread of COVID-19, while complying with all current federal, state, and local orders regarding COVID-19 health and safety protocols (for example, vaccinations, facial coverings, physical distancing requirement, etc.) and following guidance from the Oregon Health Authority, the Centers for Disease Control and Prevention (“CDC”), and other governmental entities. The CDC acknowledges that its guidance is based on available information about COVID-19 and is subject to change as additional information becomes available. The Agency understands that public health guidance may change and will update accordingly. The Agency will communicate changes to this policy as necessary.

To view Agency’s current COVID-19 personnel policies, see

[HR: Covid-19 Vaccine FAQ](#)

[HR: COVID-19 Face Covering](#)

[HR: COVID-19 Families First Coronavirus Response Act Leave](#)

[HR: COVID-19 Return to Work Policy for Office Spaces](#)

[HR: COVID-19 Special Alternative Work Assignment for HSOLC Staff with High Risk to Coronavirus/COVID-19](#)

[HR: COVID-19 Vaccinations](#)

[HR: COVID-19 Virtual Office Operations Protocols and Guidelines](#)

Not every COVID-19 policy will be in effect throughout the COVID-19 pandemic. Check with Human Resources if you have a question about whether the policy is in effect.

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 job-related injuries, no matter how big or small the injury. The “[Employee Accident/Incident Report](#)“, is available at worksites and on the Portal under the Forms link (see Human Resources Forms). ALL job-related illness or injury 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. The Agency's Safety Committee will review accidents and may take preventive action when needed to limit further accidents and or injuries. 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. Please refer to the Workers' Compensation Policy for more information.

The Agency has other policies that provide information about 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. Employees must review all safety policies.

Volunteers

All community volunteers and practicum students must be approved to volunteer and must meet with the Executive Administrative Assistant PRIOR to volunteering in any capacity within the Agency. The Executive Administrative Assistant will issue a nametag to all volunteers, which must be worn during volunteer hours.

Visits by Employee's Children

The Agency expects that employees will arrange for appropriate childcare outside of the workplace. Routine visits to the workplace by employee's children are not allowed. The Agency might allow an employee's child to visit with the approval of the employee's direct supervisor. Such requests 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.

Records, Documentation, and Updates of Employee Information

Copies of renewed documents/certifications should be forwarded to the employee's supervisor as soon as the previous documentation or certification expires. Supervisors will forward documents to Human Resources Department. Examples of such documents are Food Handler's Cards, Health Appraisals, Driver's Licenses, Central Background Registry, Auto Insurance Cards, and the like.

It is the responsibility of each employee to promptly notify Human Resources of any changes in personnel data. Such changes may affect your eligibility for benefits and your receipt of important company information. Submit to Human Resources any changes in legal name, contact information (including mailing address, telephone number(s), and email addresses), dependents/beneficiaries, exemptions on tax forms, and emergency contact information. The information is best submitted by entering it in EWS to ensure both Human Resources and Payroll receive the information.

Agency classrooms are Certified Child Care Centers through the Child Care Division (“CCD”) of the State of Oregon. To remain in compliance with CCD, Directors, Head Teachers, Teachers and Substitute Teachers must maintain CPR/First Aid and Food Handlers process which requires renewal every 2 and 3 years, respectively. Expired enrollment of these certifications could result in disciplinary action.

The Agency requires all employees to enroll and maintain Criminal Background Check as required by 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).)

Employees must submit copies of these documents to HR.

Staff Resignations

The Agency requests that staff provide 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.

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 hours for an employee regularly scheduled for an eight-hour day and for an employee with a regular schedule of less than an eight-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 has not decided to close the facility, 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 is not available, then the leave will be unpaid. 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, and Separation from Employment

Staff Recruitment, Selection, and Separation Policy

The Agency is an equal opportunity employer. Please refer to the EEO Policy above.

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 Agency 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-week's 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 Agency 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

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, beginning 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 placed on probationary status or on a Performance Improvement Plan.

Objective

The overall goal of the Performance Evaluation and Professional Growth Plan/Summary 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 as follows:

- 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; and
- 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 and training achievements, leadership and problem-solving abilities, and active participation in committees and program activities. Supervisors should document all performance issues of supervisees and indicate when clarification of various policies/procedures or job expectations is warranted. The Agency has an online 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 outside training or attain educational credits must forward documentation of 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.

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 working toward the minimum requirements 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 outside training sessions and conferences accessible to employees. Many training opportunities are listed on the Agency web 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. Information concerning supervisor-approved reimbursements for tuition, training costs, travel, lodging, per diem, mileage, and the like is available in the Finance Department policies. (See related Training/Travel Time Policy in this Handbook.)

Revisions/Updates:

Latest Revisions: August 16, 2022

Board of Directors approved: __August 16, 2022_____