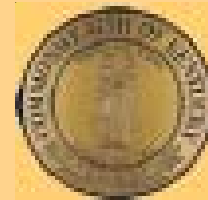




Employee Handbook

March 2002

Audubon Area Community Services, Inc.



A Special District of the Commonwealth of Kentucky



INTRODUCTION

Welcome to Audubon Area Community Services (AACS)!

We want you to know and understand AACS policies, procedures, and benefits outlined in the Personnel Policies and Procedures Manual. This *Employee Handbook* provides a summary of these policies for your convenience. We suggest that you keep this *Handbook* available at your work area for easy referral when questions arise. We also want to stress that this *Handbook* is *not* intended to be an “employment contract” in any way. Its purpose is to provide important information that you, the employee, need to know.

Audubon Area Community Services, Inc. is an “umbrella” agency that operates many projects under its organizational structure. The agency functions like several “businesses” under the unified management of the Executive Director, a consolidated accounting/fiscal control and disbursement system, a single personnel department and personnel policies and procedures, a common electronic infrastructure, and the policy governance and oversight of the Board of Directors.

Each agency project has its own budget and “program account” by which funding and budget considerations are made. While every employee is *an employee of the AACS*, he/she is “budgetarily” attached to one or more program account/funding stream. All programs contribute to the continued growth, success, and services the AACS provides. So, take pride as a member of the Audubon Area Community Services team!

We hope you enjoy the challenges of your AACS employment and we look forward to working with you! We also wish you much success in your future here with us!

Statement of Mission

*Developing human resources ...
Investing in human potential.*

The current Mission Statement for the agency was developed through a year-long strategic visioning and planning process during 1996 and approved by the Audubon Area Board of Directors on February 18, 1997.

This is why we exist as an organization, each and every one of us, personally, and the **roles** we each and *every* one play in helping Audubon fulfill this noble Mission — it should give us a deep sense of pride and purpose in our daily endeavors. Each and every service, each and every contribution we make serves purposes so much larger than ourselves, and so much greater *together* than we ourselves (alone) could ever hope to achieve for the good of mankind. Together, our lives really contribute to immensely worthy ends, and even in the “means” there is so much cause for deep and fulfilling a sense of satisfaction from our work.

Core Ideology

Audubon’s “core ideology” is combination of its Core Values and Core Purpose, which

This Handbook is the Property of

Conditions of Employment DISCLAIMER

Audubon Area Community Services, Inc. is strictly an “at will” employer. This *Handbook* and the *Personnel Policies and Procedures* manual provides *only* for “at-will” employment.

Nothing in this *Handbook* or the *Personnel Policies and Procedures* manual of Audubon Area Community Services, Inc. shall be construed or interpreted to imply any contractual obligations between the agency (the employer) and its employees. No express promises are made or implied in these policies nor may they be made by any agent of Audubon Area Community Services, Inc. other than by its executive director in writing. (*Only the executive director may authorize any binding employment agreement with any employee, and that must be in writing to hold any validity.*) The agency will *not* honor any other “agreement,” whether stated or implied, by *any other agent* in its behalf.

Employment is “terminable-at-will” by either the employee or the agency. That is, employees or the employer may terminate their employment relationship at any time, with or without notice or cause except as may be required by law — for example, as in the “reasonable accommodation” requirement of the Americans with Disabilities Act. Neither this *Handbook* nor the *Personnel Policies and Procedures* manual guarantees continued employment for any specified period of time, nor does it require that an employee be discharged for cause.

describes what we stand for, why we exist. It has been said that...

Notes

“It is more important to know **who** you are than where you are going, for where you are going will change as the world around you changes.”

Audubon Area Community Services’ Core Values — the *guiding principles* which seldom (if ever) change, our “fundamental beliefs,” *what we stand for* are these...

- **Fiscal accountability**
- **Integrity**
- **Pursuit of Excellence**

Audubon Area Community Services’ Core Purpose — that is, *why we exist*, our reason for being, the “guiding star” which motivates us, which truly represents *our “soul”* as an organization are these...

- **To foster hope**
- **To nurture individual dignity** — to preserve, protect, and defend it!

Vision & Values

In 1996, we asked ourselves, “Five years from today we have created the agency we want, What does it look like? Who are our stakeholders? How do we work with them? What is the impact of our work? What is our image? What do we look like? How do people treat each other? How do we know our future is secure? What is our role in the community?”

To help ourselves answer that question in advance and work toward it we created something we called *Vision 2002*. Our “Envisioned Future” was the following ambitiously-stated goal as well as an over-arching statement of valued principles:

- ◆ Buoyed by a clearly defined, widely embraced, and broadly communicated sense of purpose, Audubon Area Community Services is recognized for a variety of well-integrated services that foster and nurture growth and self-sufficiency in individuals and families. It exerts a broad and positive influence on public attitudes, and is well regarded within the regional human service community as convener, partner, and collaborative leader.
- ◆ The agency’s professional and volunteer leaders are bold in their pursuit of creative opportunities to involve an ever-broadening circle of diverse stakeholders. They ask often and listen carefully: *How can we best serve community needs?*
- ◆ Decision-making processes are open, participative, and easily understood. An obvious discipline characterizes the process by which programs and services are added, modified, or eliminated. The object, to produce positive, demonstrable, measurable impact on individual lives, remains clearly in focus. It is neither compromised nor obscured by institutional process.
- ◆ Highly motivated and committed employees are excited about their work. There is an open, accessible, and supportive environment led by a competent, interdependent senior management team. This is a culture where everyone, inside or outside the

HANDBOOK DISCLAIMER

Once again, this *Handbook* is only an informal guide to policies covered in the agency’s *Personnel Policies and Procedures Manual*. Please rely only on statements in that manual as the authoritative reference on the agency’s personnel policy and procedure.

- 11.8 Donations
- 11.9 Personal Mail

Section 12 - Public Information Policy

- 12.1 Public Availability of Records/News Releases

Section 13 - Head Start/Child Development Policies & Procedures

- 13.1 Head Start Director’s Role
- 13.2 Head Start Policy Council’s Role
- 13.3 Policy Council Personnel Committee
- 13.4 Hiring Regulations Under the Head Start/Child Development Unit
- 13.5 Corporal Punishment & Isolation
- 13.6 GED Requirement for Head Start Staff
- 13.7 Child Development Credentials for Head Start Teachers
- 13.8 Grants for College Tuition and Books (Head Start Only)
- 13.9 Incentive Compensation for Head Start/Child Care Workers Enhancing Their Educational and Professional Credentials
- 13.10 Years of Experience Compensation for Head Start and Child Development Staff
- 13.11 Cost of Living Adjustment (“COLA”) Compensation for Head Start

Section 14 - Family Preservation/Family Reunification Course Tuition

- 14.1 Grants for College and Graduate Course Tuition

Salary Chart (Monthly Salaries)

Please check your Position Description, Letter of Appointment, latest increment notice or other documentation for your assigned Grade and current Step. If you need assistance in determining your assigned Grade or current Step-in-Grade, contact the Personnel and Orientation Director (686-1629) in the Central Office. The Salary Chart is available on line at the Audubon IntraNet at <http://www.audubon-area.org/slschd01.htm>.

Wage Chart (Hourly Wages)

Please check your Position Description, Letter of Appointment, latest increment notice or other documentation for your assigned Grade and current Step. If you need assistance in determining your assigned Grade or current Step-in-Grade, contact the Personnel and Orientation Director (686-1629) in the Central Office. The Wage Chart is available on line at the Audubon IntraNet at <http://www.audubon-area.org/wgschd01.htm>.

agency, is treated with respect and dignity.

- ◆ Effective human resource management is reflected in the attraction, retention, and deployment of skills and experience throughout the organization. High performance standards, communicated clearly and maintained consistently, are augmented by a strong development program which emphasizes both individual and team skills.
- ◆ Senior managers are creative in their use of a variety of human and financial resources. They actively seek cross-program opportunities to extend the agency’s capacity to fulfill its mission. Technology is used creatively to strengthen all aspects of the agency’s operation, and a growing mix of public and private funding sources is ensuring fiscal stability.

Did we, in fact, accomplish all of those things? No, not totally, but we made substantial progress and are still committed to them and working toward their complete fulfillment.

Shared Vision, Values and Operational Procedures

Audubon Area Community Services, Inc. strives to be very precise and “selective” in its hiring processes. We strive to select the very best individuals available to us for each respective position with the agency. Ultimately, we seek to bring into the organization those persons who are 1) eminently qualified to perform to a high standard of excellence the work for which they are hired, 2) highly motivated to actually perform to the maximum level of their competence, 3) dedicated to personal growth and self-development, 4) devoted to the end-user “customer” of their/our services, and 5) well suited to our culture. Indeed, of all of these factors, a proper “fit” for the Audubon culture is perhaps the paramount concern. In other words, we fully expect employees to share our vision — as outlined above. We expect our employees to embrace our organizational values and plans. And although we are always open to ideas to improve them, we also expect employees to operate according to the agency’s established methods and procedures. And finally, we expect to share with you our corporate success, service reputation and achievement.

Statement of Customer Service Expectations & Standards

Everyone at Audubon Area Community Service is engaged in “customer service”! Whether your first-level “customer” is a “client” or a “co-worker,” all of us have customers, both within the agency and outside the agency with the “recipients” of our services and the larger community within which and at whose favor we serve. You, for examples, are my *internal* “customers” as well as my employee(s).

Three simple and straightforward elements comprise our customer service philosophy:

- **Own the problem.** “Always take a problem away from a customer. Don’t ever hesitate to fix a problem within *your* responsibility to do so.” You can never solve a customer’s problem until you *accept* the responsibility to do so. “Never give *your* ‘problem(s)’ to the customer.
- **Listen to yourself.** Check the attitude you’re conveying to the

customer. Remember, only a very small portion of your job will represent that which you may truly “hate” to do; think of it this way: *That’s the part of the job you get paid to do!*

- **Empathize** — *to the maximum level of your responsibility or tolerance.* Remember that we are blessed to be on our side of the service encounter/opportunity. *Be the professional you are!* But if the scope of the problem exceeds your level of responsibility, then forward it on to your supervisor. If your “tolerance level” with a potentially abusive customer or situation presents itself, then call in your supervisor or refer the complainant/problem to them.

Statement of Personnel Philosophy

Audubon Area Community Services, Inc. (AACS) is an agency whose Mission is *“Developing human resources...Investing in human potential.”* Its programs and client services are directed toward that end-goal. And the same is true with Audubon’s most vital resource: *its people*, its employees.

The agency values its personnel. It also places the highest value on employee *qualification, performance, and personal growth.*

It is no cliché to say that there is an underlying premise that employees should continually be *growing*. The agency invests much in its employees and their personal growth and development — in their jobs and in themselves.

The agency values and rewards *quality people and quality work!* It expects no less.

“Seniority” only receives consideration among a number of factors reviewed in the event of determining the order of departure in a reduction-in-force *within* an agency project. (Agency-wide “bumping” is not allowed.) It is crucial that agency employees understand that *years of service* will be valued and assessed in terms of employees’ *personal growth* in their position and *value* with the agency.

Sometimes, a staffer might contend a number of years of experience, but in reality what they truly have is one “year” of experience repeated many times over. Simply stated: *That person has not grown — either in the job or as an individual.* Audubon employees are encouraged to attend to their personal growth and development. Audubon supervisors will counsel and guide employees’ *growth* in their jobs and in their personal growth beyond the job.

Among the many things Audubon provides to aid employees’ growth and development are the courses relating to Dr. Stephen R. Covey’s influential work, *7 Habits of Highly Effective People*, the top-selling business book of all time. Audubon Area Community Services, Inc. is a licensee of the FranklinCovey “7 Habits” and related content. The agency offers several courses each year for both employees and community associates in “7 Habits” — people *and* families courses, “4 Roles of Leadership,” “What Matters Most” (time and priority planning), and Student Achievement Workshops. All of these courses fit into Audubon’s Mission and provide the fundamental principles, shared language, and cultural backbone for the individual staff persons and the collective

5.9 Emergency Closings

Section 6 - Employee Conduct

- 6.1 Non-Disclosure of Confidential Information
- 6.2 Employee Conduct, Rules
- 6.3 Agency Loyalty
- 6.4 Tardiness and Absenteeism
- 6.5 Client Relations
- 6.6 Outside Employment
- 6.7 Conflict of Interest
- 6.8 Personal Telephone Calls and Postage Meter Use
- 6.9 Telephone Communication
- 6.10 Drug and Alcohol-free Workplace
- 6.11 Hatch Act (restrictions on political and union activity)
- 6.12 Non-smoking Policy
- 6.13 Dress Code
- 6.14 Work Area Maintenance
- 6.15 Security Inspections
- 6.16 Personal Property
- 6.17 Personal Use of Agency Property
- 6.18 Computer Software (Unauthorized Copying)
- 6.19 Electronic Communications
- 6.20 Cellular Telephones

Section 7 - Complaints of Discrimination

- 7.1 Equal Opportunity Officer Responsibilities

Section 8 - Employee Development

- 8.1 Employee Supervision Policy
- 8.2 Employee Performance Appraisal
- 8.3 Employee Career Development
- 8.4 Professional and/or Organizational Career Development

Section 9 - Employee Travel

- 9.1 General Travel Policies
- 9.2 Travel Terminology
- 9.3 Allowable Transportation Expenses
- 9.4 Subsistence Expenses
- 9.5 Travel Advances

Section 10 - Safety and Reduction-In-Waste

- 10.1 Safety Rules
- 10.2 Preventing Fraud, Waste, and Abuse
- 10.3 Reduction in Environmental Waste
- 10.4 Workplace Violence

Section 11 - Administrative Procedures

- 11.1 Personnel Records
- 11.2 Personnel Information
- 11.3 Suggestion Procedures
- 11.4 Disciplinary Procedures
- 11.5 Conflict Resolution Procedures
- 11.6 Terminations
- 11.7 Visitor’s Policy

- 1.5 Executive Director's Role and Authority
- 1.6 Personnel Director's Role
- 1.7 Supervisors' Roles and Responsibilities
- 1.8 Employee Limitations
- 1.9 Employer-Employee Relations Code
- 1.10 Definitions and Acronyms
- 1.11 Employment Disclaimer

Section 2 - Employment

- 2.1 Equal Opportunity and ADA Policy
- 2.2 Harassment
- 2.3 AIDS Policy
- 2.4 Advertising Employment Vacancies
- 2.5 General Hiring Policies
- 2.6 Selection Procedures
- 2.7 Disclosure of Criminal Records
- 2.8 Immigration Reform and Control Act of 1986
- 2.9 Orientation
- 2.10 Work Schedule/After Hour Entry
- 2.11 New Employee Period
- 2.12 Employee Status and Categories
- 2.13 Position Descriptions/and Amendments
- 2.14 Transfers and Promotions
- 2.15 Multiple Family Members

Section 3 - Compensation

- 3.1 Salary Administration
- 3.2 Salary Payment Procedures
- 3.3 Overtime
- 3.4 Salary Adjustments
- 3.5 Payroll Corrections
- 3.6 Program Funding Limitations
- 3.7 Payroll Deductions
- 3.8 Exempt Positions
- 3.9 Restrictions Regarding Board Members' Immediate Family
- 3.10 Direct Deposit

Section 4 - Employee Benefits

- 4.1 Disclosure of Benefits
- 4.2 Group Benefits/Health and Wellness
- 4.3 Retirement and Income Protection Benefits
- 4.4 Accrued Leave Time
- 4.5 Severance Pay
- 4.6 COBRA Health Insurance Conversion Rights
- 4.7 Employee Morale Benefits

Section 5 - Absence From Work

- 5.1 Holidays
- 5.2 Family Leave
- 5.3 Military Leave
- 5.4 Jury and Witness Leave
- 5.5 Excused Absence
- 5.6 Family Bereavement Leave
- 5.7 Time Off to Vote
- 5.8 Unpaid Leave of Absence

body of the staff to be more effective in their personal and family lives as well as our shared work lives.
 language, and cultural backbone for the individual staff persons and the collective body of the staff to be more effective in their personal and family lives as well as our shared work lives.

Agency History

The agency is a 1975 consolidation of two agencies — one based in Henderson, the other in Owensboro — both founded in 1966 through the efforts of local school and political leaders. In 1980, the agencies became “special districts” of the Commonwealth of Kentucky under K.R.S. Chapters 65 and 273.

The agency incorporated Head Start in the Pennyriple Area in January, 1979. The Kentucky Education Reform Act [KERA] passed by the Kentucky General Assembly in the spring of 1990 and implemented in the fall of that year was the next boost for the agency. Today, the agency has many program contracts with local school systems.

From 1975 to 2001 the agency grew from \$1 million in funding and sixty-five staff members to approximately \$45 million in annual funding, with nearly 900 staff and other paid personnel. In 1975, the agency served seven counties — the Green River Area. Today, thirty-four counties including those of the Green River Area are in the AACS service area — the nine Pennyriple Area counties, ten Barren River Area counties, and eight Purchase Area counties. The Barren River and Purchase Area counties were added to the AACS service area in mid-1997 when the agency was selected as western Kentucky’s 34-county Child Care Assistance Program provider.

The agency’s principal funding sources are the U.S. Department of Health and Human Services — the AACS’ “cognizant agency” (the “lead” grantor agency which supervises AACS fiscal operations), the Kentucky Cabinet for Families and Children (formerly the Cabinet for Human Resources), the Kentucky Department of Education — through local school boards, Corporation for National Service (formally ACTION), HUD, the Kentucky Transportation Cabinet, and the United Way.

What Is a “Community Action Agency”?

Audubon Area Community Services, Inc. is a Community Action Agency — such agencies are often referred to by the acronym, CAA. Audubon is, in fact, one of twenty-three (23) Community Action Agencies in Kentucky — and is now Kentucky’s largest CAA. A Community Action Agency is a local public or nonprofit entity created under the Economic Opportunity Act of 1964 and/or its successor legislation, the Community Services Act of 1976 (and their successive “reauthorizations” and amendments).

“AT-WILL” EMPLOYMENT: (1.11)

The AACS is an employer “at-will” agency, meaning that employment is *not guaranteed or assured* for any definite period of time. AACS employment is “terminable-at-will” by the employee or the AACS at any time with or without reason, notice, or cause. *Only the*

Executive Director may authorize any binding agreement with any employee either consistent or contrary to the *Personnel Policies and Procedures Manual* terms and conditions. Any other “agreement” whether stated or implied in its behalf *will not* be honored by the agency. **(Please read the *Disclaimer* on page 20 or the back cover.)**

ATTENDANCE: (6.4)

You are expected to be reliable and punctual in reporting to work. Absenteeism and tardiness is discouraged because it reflects poorly on the agency. In emergency or unavoidable circumstances, you need to notify your supervisor of your absence or tardiness and inform him/her of your location and estimated time of arrival. Failure to notify your supervisor may result in disciplinary action.

CARE OF AGENCY PROPERTY: (6.14 and 6.17)

You are responsible for the professional appearance of your own work area. You need to ensure a clean and well-maintained working environment. Employees must also properly use and maintain AACS property, equipment, and vehicles. AACS tools, equipment, and vehicles are *not* available for private use. But, in some cases, employees may — with supervisory approval — be allowed to borrow certain agency tools or equipment for personal use *on AACS premises*. You must understand and agree that you will be held responsible for any personal injuries which may occur as well as any malfunctions of or damages to agency-owned equipment.

CELLULAR TELEPHONES: (6.20)

Agency-owned cellular phones are not for personal use, but personal calls may be permissible in some cases, i.e. any added cost to the agency must be reimbursed by the user. Cellular phones should be turned off while driving. Staff who own their own cellular telephone and incur business-related expenses may be reimbursed by the agency upon submitting proper, approved claims.

COMMUNICATION: (11.3)

We value the importance of communication within the agency and encourage you to do the same. Bulletin boards are kept in various agency locations for your convenience and awareness of what is happening in the agency environment. You should check these boards regularly to note official announcements, job openings, personal announcements, or local news. Employees are allowed to post items with the Executive Director’s approval.

Another line of communication is *The Curious Journal*, published once a month. This publication provides all AACS employees interesting and informative news pertaining to agency activities, employees’ accomplishments, conferences, and local community events. We also appreciate any suggestions you may have for needed improvements for agency operation. Submit your written concerns or suggestions to your supervisor, the Executive Director, or the *Suggestion Box* located in the Owensboro central office.

Electronic Communications (6.19). AACS employees must conduct themselves with honesty and ethical integrity in the use of any and all electronic media, including tele-

food, health, and social services. GRITS also serves as the Green River area’s “broker” of Empower Kentucky transportation services for Medicaid, TANF, Bureau of the Blind, and other special needs populations. A number of private subcontractors also provide transportation services under GRITS’ role as “broker” of area transportation assistance.

Head Start, KERA Preschool, Early Head Start / Family Day Care, Day Care, and Family Development

Head Start offers a comprehensive child and family development program for economically disadvantaged preschool children and their families. The major components of the program are: Child Development and Health Services and Family and Community Support. This program also provides quality child care to children whose parents are employed or actively seeking employment or job-training skills.

Home Weatherization Program / Affordable Housing Services / Lincolnshire Apartments

The main purpose of weatherization services is to improve the safety of home heating systems for low-income families. The program provides home repairs and services such as stopping air infiltration routes and installing storm windows, doors, and attic insulation. The AACS also performs housing rehabs and affordable housing support. It owns the Lincolnshire/ Lincolnshire North Apartments (208 units) in Owensboro

Senior Service Corps

Retired and Senior Volunteer Program (RSVP)

RSVP encourages older citizens to volunteer their services for children, elderly, and physically/mentally challenged persons. The program also promotes the positive public awareness of aging as a productive and enriching experience.

Senior Companion Program (SCP) /Foster Grandparent Program (FGP)

The Senior Companion Program provides an opportunity for low-income persons age sixty and over to assist other adults. They provide individualized care and help elderly persons to continue living independently in their own homes. The Foster Grandparent Program allows older, low-income persons to provide supportive services to children with special or exceptional needs.

Where to find what you need in the PERSONNEL POLICIES AND PROCEDURES MANUAL

This Handbook is only a broad-sweeping general guide to the agency’s personnel policies and procedures. It should not be relied upon as an authoritative source of information concerning those policies. Rather, staff should use this Handbook as a general guide to those policies and consult the Personnel Policies and Procedures Manual when specific, detailed, and authoritative information is needed concerning any particular policy or policies.

A copy of the agency’s Personnel Policies and Procedures Manual is located at each AACS office or center location. Please use them and be familiar with the actual policies on which this Handbook is based and attempts to summarize.

Table of Contents—AACS Personnel Policies and Procedures Manual

Section 1 - General Statements

- 1.1 Introduction and General Provisions
- 1.2 Personnel Policies and Amendment Procedures
- 1.3 AACS Board of Directors’ Role and Authority
- 1.4 Board of Directors’ Key Committees

I understand and hereby agree to hold all information obtained in the course of employment with the AACS, Inc., in the strictest confidence. My signature implies that I respect the privacy of clients, the agency, and its employees, and will not inappropriately discuss or disclose any information regarding client cases to which I have been assigned, and/or have access to. I will also abide by the confidentiality requirements set forth herein. I agree to deliver promptly to the AACS at the termination of my employment, or any other time at AACS's request, without retaining any copies, all documents and other material in my possession relating, directly, and indirectly, to any confidential information.

Employee Signature

Date

A BRIEF SUMMARY OF AGENCY SERVICES

Child Care Assistance Program (CCAP) / Child Care Resource and Referral (R&R)

The Child Care Assistance Program (CCAP) provides more than \$21 million in child care subsidy for eligible low-income families and more than 1,500 child care centers in thirty-four (34) western Kentucky counties — the Barren River, Green River, Pennyriple and Purchase area. Child Care Resource and Referral serves the 16-county Green River and Pennyriple area's child care providers with education, training, support, and other services — including limited direct assistance for child care service workers.

Community Services , Low-Income Home Energy Assistance Program, Federal Emergency Management Agency

The Community Services Block Grant (CSBG) helps to provide a wide range of services for low-income and elderly persons. Through CSBG the Senior Community Service Employment Program helps people age fifty-five and over find full time unsubsidized employment. Other agency services include a comprehensive and integrated homeless program, distribution of the federal government's surplus commodity foods, assistance for utility companies which participate in the WinterCare Energy Fund, Inc., and provision of warm winter coats for persons who would otherwise be cold during the winter. The LIHEAP program assists low-income households with their home energy costs. The Federal Emergency Management Agency (FEMA) provides funds for counties within the agency's service area for utilities, food banks, rent, etc.

Family Intervention Resource Service Team (F.I.R.S.T.) / Prevention Path F.I.R.S.T. and Prevention Path provide remedial and preventive services to court- or school-referred juveniles. These programs serve Daviess County only at present.

Family Preservation (FPP) / Family Reunification (FRP) Programs / F.A.C.T.S. (Families And Children Together Safely)

These programs focus on family unity by providing short-term intensive counseling and supportive services to families in crisis. Therapists help families make needed changes so that children can safely remain in their homes with their families. The goal is to preserve/restore the family and prevent an out-of-home placement for the children.

Green River Intra-county Transit System (GRITS) / Empower Kentucky Human Services Transportation

This transportation service provides increased mobility for Medicaid recipients, rural citizens, especially the elderly, poor, and handicapped. It increases these citizens' physical access to

phone/fax, electronic mail (e-mail), the Internet, the AACS *IntraNet*, and all other means of electronic transmission of data and information. Use of AACS communications equipment is for business-related, non-commercial purposes.

"Personal Mail" (11.9) All mail received at AACS addresses is deemed "agency mail" and therefore subject to review regardless of any indications to the contrary. Care should therefore be taken to ensure that any "personal" correspondence is sent to an address other than that of any AACS location.

CONFIDENTIAL INFORMATION, NON-DISCLOSURE OF: (6.1)

All employees must sign a Statement of Confidentiality in which you agree to keep agency information confidential. Examples include (but are not limited to) information on specific clients, their families, income, and so forth. Head Start employees must also understand and abide by the provisions of the Family Rights and Privacy Act and the "Buckley Amendment". They must keep student records confidential except in regard to parents' rights. Disciplinary action will be taken if an employee violates any of these policies.

CONFLICT OF INTEREST: (6.7)

A conflict of interest can be any situation in which your personal ties or relationships conflict with your job responsibilities to the agency or others with whom you, as an agency employee, do business. The AACS prohibits conflicts of interests as well as illegal, ill-gotten personal gain including kickbacks, bribes, and gifts from clients or vendors. If you are unsure about a potential conflict of interest, ask your supervisor or the Executive Director.

DIRECT DEPOSIT: (3.10)

AACS, wanting to assure the safe delivery and prompt payment of employees, provides Direct Deposit for employee payroll checks. All new hires must have (or open) an account — checking or savings — at a financial institution of their choice. Staff receive a summary — a paycheck stub — with all information regarding their pay.

DISCIPLINARY PROCEDURE: (11.4)

Employees violating AACS policies, regulations, or standards of conduct may be disciplined according to the agency's disciplinary guidelines. The primary goal of employee discipline is to return work performance to an acceptable and productive level within a reasonable period of time. Disciplinary actions are usually taken privately and recorded in the employee's personnel file. Since AACS employment is "at-will," employment may be terminated for any reason at any time. Written warnings, conference, or suspensions *may or may not* be used as disciplinary actions prior to termination. During a suspension, an employee may be released from duty with or without pay.

DRESS CODE: (6.13)

First impressions are *very* important! AACS employees are expected to dress appropriately for a professional environment. Your appearance should be suitable for your profession, responsibilities, setting, and professional peers. The dress code requires you

to be well groomed and neatly dressed. As designated by their supervisors, some maintenance workers, weatherization staff, and other specified employees may be excused from certain provisions of the dress code policy. Check with your supervisor about appropriate dress for your position or refer to the *Personnel Policies and Procedures Manual*. Violations of the dress code policy may result in disciplinary action.

DRUG AND ALCOHOL POLICY: (6.10)

The AACS complies with the Drug-Free Workplace Act of 1989 in ensuring an alcohol and drug-free workplace. *At no time* shall employees be under the influence of alcohol or drugs while on company time, in the workplace, attending agency activities, or operating agency vehicles. The AACS prohibits the illegal manufacture, possession, transfer, purchase, sale, or use of alcohol or drugs. Any physician prescribed and over-the-counter (OTC) medications must be reported to the Personnel Director for verification that any side effects do not impair your work performance. Any violations of the Drug-Free Workplace Act will result in disciplinary action.

All positions classified “safety sensitive” pursuant to the regulations of the federal Department of Transportation are subject to pre-employment drug testing and on-going random drug and alcohol testing. In addition, drug testing as a condition of continued employment may be imposed due to “reasonable suspicion!”

EMPLOYEE BENEFITS: (Section 4)

Vacation Leave (4.4) - Regular full-time employees may accumulate paid annual leave according to the following scale:

The first five years	
30-34 hours per week.....	6 hours per month
35-37 hours per week.....	7 hours per month
37½-40 hours per week.....	7½ hours per month
Six through ten years.....	9½ hours per month
Eleven years or more.....	11½ hours per month

Certain Head Start field-based Agreement employees do not qualify for Vacation Leave.

Vacation Leave requests require prior supervisory approval and must be submitted within five days before the time requested. You cannot carry more than 225 hours of Vacation Leave beyond any calendar year. Hours in excess of 225 will be forfeited after any December 31st. Vacation Leave time may be paid when you are terminated or resign from the agency *with proper notice*.

Forfeiture Allowance: Following the end of a calendar year, an employee with accumulated Vacation Leave in excess of the 225 hour limit may receive a token payment of \$50 per day for each full 7½-hour day “given back” to the agency. This token is given as a “reward” to those employees who give service “above and beyond the call” and whose work demands are such that they **cannot** take the Vacation Leave to which they are entitled.

Community Services, Inc. other than by its Executive Director in writing. (Only the Executive Director may authorize any binding employment agreement with any employee, and that must be in writing to hold any validity.) The agency will not honor any other “agreement,” whether stated or implied, by any other agent in its behalf.

Employment is “terminable-at-will” by either the employee or the agency. That is, employees or the employer may terminate their employment relationship at any time, with or without notice or cause except as may be required by law — for example, as in the “reasonable accommodation” requirement of the Americans with Disabilities Act. Neither this Handbook nor the Personnel Policies and Procedures manual guarantees continued employment for any specified period of time, nor does it require that an employee be discharged for cause.

All agency employees are required to safeguard confidential client information. Following is a copy of the statement you signed. Refer to it often.

STATEMENT OF CONFIDENTIALITY

The success of Audubon Area Community Services, Inc. (AACS) depends to a substantial extent upon the degree of confidentiality. For some, coming to an agency such as the AACS can be a very frightening experience, especially when clients may be concerned that friends or neighbors may find out they are seeking assistance. It is essential that every one affiliated with the AACS (employees, Board members, students, and volunteers) have a commitment to confidentiality. This involves respecting the client’s right to privacy and creating a level of trust so clients may receive effective services through open discussions and dialogue. The policy on confidentiality, as set forth below, will be adhered to:

- 1) **DO NOT** disclose to anyone, the name or identity of clients unless it is necessary for the purposes of providing services. Take particular caution of disclosure to family, friends, or other agencies.
- 2) **DO NOT** discuss a client’s situation with non-staff persons. This includes telephone calls or messages from clients; be especially careful about discussing a client or their situation openly in front of others.
- 3) **DO NOT** leave telephone messages or notes regarding client phone calls lying around in an open area. All messages should be processed and held in strict confidence.
- 4) **DO NOT** release client information to outside inquirers without appropriate verification of callers.
- 5) **DO** be aware of your surroundings when discussing a client or using a client’s name. Keep all client records and/or documentation secured to the extent possible.
- 6) **DO** handle inquiries from outsiders regarding clients or coworkers in the appropriate manner, i.e., refer inquiries to the Executive Director or supervisory level staff. This includes verification of employment of past and current coworkers/employees, as well as verification of services to clients.

shall provide grants for tuition and books for regular full-time employees who receive approval from the Head Start Director. To be eligible you must have a high school diploma or equivalent, have worked for more than one year with the agency, and not be on a “conditional” appointment or disciplinary report. Financial assistance for tuition and books may be requested for staff seeking college degrees if funds are available. *Refer to the Personnel Policies and Procedures Manual for more information.*

HIRING PROCEDURES: (13.4)

The AACS hires Head Start/child care employees consistent with state and federal day care laws, regulations, and guidelines. All Head Start/day care employees must have an initial health examination (that includes a screening for tuberculosis) and submit to a Criminal Records Check. Head Start employees must sign a copy of the “Child Abuse and/or Neglect and Violent Crime Conviction Declaration Form.” AACS Head Start will bear the cost of the criminal records check, the initial health examination (that includes the TB screening). These staff must use the agency-designated health care providers in order for the agency to bear the cost. Results of the examination and the criminal records check are maintained in the AACS Personnel Office. Most Head Start employees work by Agreement; they attain “Agreement status” *after* successful completion of their Introductory Ninety Day (IND) period. However, many child care (non-Head Start) employees under Head Start’s “umbrella” do *not* work as Agreement employees.

INCENTIVE COMPENSATION: (13.9)

The agency promotes the educational attainments of the Head Start staff. Certain college degrees qualify employees for an “incentive compensation” including: Family Service Associate (FSA), “Associate” (AA) degree, Bachelor’s (BA or BS) degree, or Master’s (MA or MS) degree. For each degree earned you may receive a half-step increase in compensation but no more than three half-steps-in-grade over the total period of your employment with the agency. This policy is subject to the availability of funds in each program year/project budget.

YEARS OF EXPERIENCE COMPENSATION: (13.10) and **“COLA” COMPENSATION:** (13.11)

Added compensation may be provided Head Start employees based on these two policies. The latter is usually based in some form of mandated “cost-of-living-adjustment” (COLA) based on federal appropriations. The stipulations for these compensation adjustments are in their respective Personnel Manual sections.

Employment Disclaimer

Audubon Area Community Services, Inc. is strictly an “at will” employer. This Handbook and the Personnel Policies and Procedures manual provides only for “at-will” employment.

Nothing in this Handbook or the Personnel Policies and Procedures manual of Audubon Area Community Services, Inc. shall be construed or interpreted to imply any contractual obligations between the agency (the employer) and its employees. No express promises are made or implied in these policies nor may they be made by any agent of Audubon Area

Personal Leave Time (4.4) - Regular full-time employees may have a maximum of three days (22½ hours) of Personal Leave per calendar year. Personal Leave is converted from your accrued Health Care Leave, but it does not accumulate from one year to the next; any allowable Personal Leave not used in a calendar year will be forfeited after any December 31st.

Health Care Leave (4.4) - The AACS compensates eligible employees unable to work during a personal illness. Health Care Leave *accrual* begins immediately upon employment; however, paid leave will not be granted until you have completed the Introductory Ninety Day (IND) period. Regular full-time employees — who work at least 37½ hours per week — will receive 7½ hours Health Care Leave for each full month of employment. You cannot carry more than 540 hours beyond any December 31st. Excess hours will be forfeited.

Employees who use no more than 22½ hours of Health Care Leave within a calendar year may receive a year-end cash incentive of \$50.00. *The 22½ hour limit shall include any Health Care Leave time converted to Personal Leave.*

Family Medical Leave (5.2) - Up to twelve weeks’ leave (including other paid leave as outlined above) is permitted in accordance with the terms and provisions of the Family and Medical Leave Act of 1993 (FMLA) for the purpose of an absence due to personal illness or to provide *needed* care for an immediate family member—typically, a parent, child or spouse only. The requirements and limitations are very technical, so employees should carefully review Section 5.2 before requesting the FMLA leave. (*See also: Leaves of Absence/Family Leave on page 12*)

Health and Dental/Vision Insurance (4.2) - At a nominal cost to the employee, Health and Dental/Vision Insurance coverage is available only for AACS full-time and Head Start “Agreement” employees. Coverage is effective the first of the month following thirty days of full-time employment with the AACS — and subject to a completed application that has been processed by the respective insurance provider. Rules, requirements, and provisions of the coverage are addressed in the insurance booklets received directly from the insurance provider(s).

Questions regarding health insurance coverage:
Brown Insurance Agency
1-800-727-6966 (statewide)

Questions regarding dental/vision insurance coverage:
Darrell May
270-926-7977 (Owensboro) or
1-800-863-8502 (Statewide)

Life Insurance (4.2) - AACS will provide a set amount of group term life insurance for fulltime employees. Effective date of coverage will follow the guidelines of both health and dental/vision insurance and an accurate completed application.

Employee Assistance Program (EAP) (4.2) - The EAP is a confidential counseling and support service provided for all full- and part-time staff to help you and your household family members cope with difficult, personal or job-related problems. **Other services offered include limited legal advice and/or financial consultation and 24-hour crisis counseling.** Staff may be referred to compulsory “EAP” counseling by AACS supervisory staff, but the AACS personnel director should be consulted prior to directing their staff to attend EAP sessions for work-related matters. For more information contact the Personnel Director or call one of the EAP providers:

EAP Provider:

Occupational Health Consultants of America

270-686-8984 (Owensboro)

1-800-491-7144 (Green River Area Only)

1-800-955-6492 (Statewide)

Wellness Program (4.2) - Since the AACS is interested in your well-being, we strive to help you remain healthy. We provide an opportunity for all regular full- and part-time employees to participate in a health and lifestyles analysis program. (Participation is optional.) The agency endeavors to help educate employees about known health risks, needed behavioral changes, and better lifestyles.

Kentucky County Employment Retirement Systems (CERS) (4.3) - All mandated eligible employees *must* enroll in the CERS retirement system after successful completion of the Introductory Ninety Day (IND) period. The System requires that you work at least 1,200 hours per year to enroll and that you as an enrolled participant contribute 5% of your gross salary toward the plan. The agency also contributes a share required by state law. For more information call the CERS at 1-800-928-4646. You may also visit the CERS Web site at: www.kyret.com

Kentucky Worker’s Compensation Insurance (4.3) - Worker’s Compensation covers all employees who are injured or disabled while performing AACS duties and responsibilities. This does not include *voluntary* participation in *off-duty* employer-sponsored recreational, social, or athletic activities. Worker’s Compensation costs are *not* deducted from your wages.

Unemployment Insurance (4.3) - All AACS employees except Head Start employees, who are covered under an Agreement, are eligible for Unemployment Insurance benefits.

Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA) Health Insurance Coverage (4.6) - COBRA offers legal protection against the loss of employer-sponsored group health and dental/vision insurance for certain individuals, who are called “qualified beneficiaries.” (Refer to the *Personnel Policies and Procedures Manual* for definition.) Employees are allowed to continue identical group coverage that would normally be lost due to certain “qualifying events” (e.g., termination, unpaid leave of absence, and reduction in hours worked). You may continue coverage with the agency’s

Chairman of the Board.

WORK HOURS AND BREAK TIME: (2.10)

Hours of Work. Standard hours for AACS *office* locations are 8:00 a.m. to 4:30 p.m., Monday through Friday. However, many AACS service locations do not conform to these hours: Head Start centers — which are primarily located in school buildings for example, conform to standards of those schools/school systems. Most (but not all) regular full-time, non-exempt AACS employees customarily work 7 1/2 hours per workday. (Consult your Letter of Employment for the specific hours you are scheduled to work per day and per week.)

Break Time. You are allowed one 15-minute break each morning and each afternoon which extends beyond 2:30 p.m. Supervisors schedule breaks to accommodate office/center/departmental work requirements. Employees must adhere to their allotted break time and the break-time schedule. Breaks are paid as work time. Head Start Center-based employees shall follow the allotted break time set forth by the school district for the jurisdiction in which their center is located.

Meal Periods. AACS grants full-time employees — those who work both sides of the midday hour(s) — no less than one-half hour per day for lunch. This is unpaid time, except for Head Start center-based educational employees whose formal lunch experience is spent with the children in their classroom and thereby included in their paid work day; these employees are given other time off (30 minutes minimum) during the midday hours in lieu of their “lunch” period..

“THE HEAD START CHAPTER”

Following are policies that pertain only to those persons employed in the agency’s Head Start program. The requirements and benefits addressed in those references *do not apply to non-Head Start staff.*

HEAD START PROGRAM — Supplementary Policies

CHILD DEVELOPMENT CREDENTIALS AND REQUIREMENTS: (Section 13.7)

All Head Start and child care teachers must hold current minimum credentials or obtain such credentials in accordance with specific timelines. Head Start teachers must hold a minimum of a Current Child Development Associate (CDA) credential appropriate to the age of the children being served. Head Start teachers in an infant/toddler setting must obtain this credential within one year of employment. A Teacher who fails to obtain the minimum credential within the specified period shall forfeit their employment. Head Start teachers in a program “blended” with KERA (Kentucky Education Reform Act of 1990) preschool children shall be subject to the minimum certification requirements of the Kentucky Department of Education. Incentive compensation will be provided to teachers pursuing and/or obtaining an Early Childhood college degree.

GRANTS FOR COLLEGE TUITION AND BOOKS: (13.8)

Subject to the availability of budgeted funds, we support Head Start and child care employees who wish to further their education by attending college courses. The agency

AACS workplace is an immediate-termination offence. This includes physical, mental, or verbal abuse or threatening behavior. It is strictly prohibited for **anyone**—other than an on-duty law enforcement officer—to bring a firearm, concealed or unconcealed, or other weapon on to an AACS premises.

SALARY ADMINISTRATION: (3.1)

The AACS strives to maintain competitive wage scales and fair compensation to all employees. The Executive Director determines all salaries based on the Board of Directors' position/classification and wage/salary charts. Salaries shall be proportionate to job responsibilities and required experience or knowledge. Payment shall also be linked to job performance evaluated by the Performance Appraisals.

Copies of the current Salary and Wage Charts are included on pages 27 and 28 of this Handbook.

One-time Salary Adjustment. (3.4) A one-time “salary adjustment” (some may liken it to a “bonus”) may be awarded an employee *once* in a given program administrative year for “superior performance and quality service”—truly exceptional work—if extra money is available in a given program’s budget. These may not exceed \$1,000 with the executive director’s recommendation and the Board’s Compensation Committee’s approval, or \$500 with the executive director’s approval. All must be duly recommended and documented by project and supervisory personnel.

TELEPHONE USAGE: (6.8)

You may use business telephones for brief, personal conversations at your supervisor’s discretion. Personal long distance calls and fax charges *require* supervisory approval and your reimbursement to the agency.

TRANSFERS: (2.14)

Employees may be transferred to different positions or locations for various reasons including employee request, conflict, personal advancement, and reduction-in-force. Transferred employees must work a ninety-day work performance verification period in which they must prove their fitness and proficiency in the new position assignment. Also, the Executive Director may mandate transfers at any time for any reason with or without the Board of Directors’ approval.

VISITORS: (11.7)

A person who is not a *current* employee is a visitor. All visitors must “check in” with the supervisor, secretary, or receptionist at each AACS business location.

WASTE CONTROL AND PREVENTION: (10.1 and 10.2)

The AACS wants you to understand and be committed to the importance of conservation. We are an environmentally-concerned agency committed to help reduce landfill and energy demands — as well as improve agency waste disposal procedures. If you observe wasteful practices within the agency, please report them to the Executive Director or

health and dental/vision insurance plan for *at least* eighteen months, *but* you must pay the cost of the monthly premiums. A notice of continuation of health and dental/vision benefits (“Election Notice”) is sent to all qualified beneficiaries upon the occurrence of a “qualifying event.” Failure to pay the cost of insurance and handling cost in a timely manner of the due date will result in the cancellation of COBRA rights and re-entry in the plans. *(There is a thirty-day grace period.)*

EMPLOYEE CLASSIFICATION: (2.12)

All employees within the same classification will be given equal treatment and employment benefits. All employees are classified within one of the following categories:

Non-exempt employees are entitled to receive overtime pay (at time and one-half your normal rate of pay) for time worked beyond a forty hour workweek. *All* are subject to all federal-state wage-hour laws.

Exempt employees are paid “for the job” regardless of how much time is required to complete it. All are specified by position in the Personnel Manual. All are salaried and may take leave *only* in full-day increments.

All employees are also classified in one or more of the following categories:

Introductory employees are all “new hires” and newly promoted employees who have not completed the Introductory Ninety Day (IND) period.

Regular full-time employees work at least thirty hours a week and have employment which is not specifically time limited.

Regular part-time employees work less than thirty hours per week or 7½ hours per day. Their employment is not specifically time limited. All are ineligible for agency-paid health insurance benefits.

Temporary full-time employees work at least thirty hours per week, but employment is limited to a specific period. These employees are *not* eligible for employee benefits.

Temporary part-time employees work less than thirty hours per week, have time-limited employment, and are not eligible for benefits. **Enrollees** receive transitional employment through work experience or on-the-job-training projects. They usually work no more than two years and are *not* eligible for benefits except those designated in their contract or grant.

Substitutes work on an on-call basis only and do not receive benefits.

Agreement employees — primarily Head Start field-based staff — work at least thirty hours each week and *may* receive *some* benefits *other than* health, dental/vision, and life insurance. Their employment is negotiated and determined through an Agreement.

Contractual positions are held by persons not AACS employees-of-record, but who are compensated for their expertise or service to the agency.

Stipended volunteers are persons who volunteer their services through the Foster Grandparent or Senior Companion programs. They are not subject to these policies, but they do receive certain leave benefits as noted in their *Volunteer Handbook*.

EQUAL OPPORTUNITY EMPLOYMENT: (2.1)

The AACS is an Equal Opportunity Employer. We guarantee equal employment opportunities without regard to race, color, creed, religion, sex, age, national origin, or other characteristics protected by law. We also comply with the Americans with Disabilities Act of 1990 (ADA). We ensure that no applicant/employee shall be discriminated against regarding hiring, compensation, advancement, promotion, upgrading, benefits changes, retirement, educational assistance, transfers, discipline, suspension, reduction-in-force, or termination provisions and practices. If you believe your civil rights have been violated, you may register a complaint with an AACS Equal Opportunity Officer or file a complaint with the Kentucky Human Rights Commission or the U.S. Equal Employment Opportunity Commission.

FIRING POLICY: (11.6)

Involuntary terminations are ordered by the Executive Director upon recommendation from supervisory staff. Since AACS employment is “at-will,” employment may be terminated for any reason at any time. Terminations may include an exit interview or conference during which you may offer your perspectives of the agency and recommendations for improvement. During this conference, terminated employees must return any agency keys, *Personnel Policies and Procedures Manuals*, or other agency property.

“GRIEVANCE” (CONFLICT) PROCEDURE: (11.5)

The AACS understands the importance of your sense of well-being within the agency. If you are dissatisfied about any condition or treatment you have received, please notify your supervisor for a prompt resolution. Such concerns may include unsatisfactory salary/wages, work hours, or any management action perceived by you to be unfair regarding your employment or discipline. You should inform your supervisor of your grievance within thirty calendar days of its occurrence. If you believe the conflict is not resolved or given fair consideration, then notify the Executive Director. *You have the opportunity of addressing your concerns and problems directly to the Executive Director at any time during your employment.*

HARASSMENT: (2.2)

We take harassment *very seriously* at the AACS because we want you to work in a comfortable, discrimination-free environment. Actions or comments which insult an individual’s sex, race, age, ethnicity, religion, or any legally protected characteristic will not be tolerated. Harassment shall be immediately reported to your supervisor. If this is inappropriate, then notify the Executive Director or Personnel Director. All harassment

Each employee should receive a copy of his/her Performance Appraisal form and job description at the time of their new employee or program orientation.

PERSONNEL RECORD CHANGES: (11.2)

All employees are required to report any changes in their personal data to the Personnel Director. Such changes include marital status, mailing addresses, telephone numbers, insurance status, retirement, number and names of dependents, individual(s) to contact in an emergency, educational accomplishments, etc. All changes will be recorded and maintained in your personnel file.

REDUCTION IN FORCE / “RE-CALLS”: (11.6)

From time to time it may be necessary to reduce the employment force in some program or location due to loss or reduction of funding or other compelling reasons. When determining the order in which staff are retained or “reduced,” the AACS’ provisions for retaining staff in this eventuality call for the preference in supervisory staff over non-supervisory and regular staff over introductory staff or those on disciplinary status. Within that context, employees relative performance appraisal ratings prevail. Staff let go in a “reduction in force” who are re-called within a period of six months may have their “seniority” and accrued leave restored *except for* Vacation Leave which was “purchased” from the employee upon their original separation from the agency. Staff re-called **after** the six-month limitation may *not* have their prior leave time restored.

RESIGNATION NOTICE: (11.6)

Exempt employees should submit a written notice of resignation *one month* before their departure date. Non-exempt employees should give a minimum two-week written notice. The use of accrued leave — including Vacation and Personal leave — is not allowed during your last ten working days. Terminations, voluntary and involuntary, may include an exit interview or conference during which you may offer your perspectives of the agency and recommendations for improvement. During this conference, terminated employees must return any agency keys, *Personnel Policies and Procedures Manuals*, or other agency property.

SAFETY PROCEDURE: (10.1 and 10.4)

Safety is one of our primary concerns of all agency activities. Our safety rules are designed to help prevent injury and maintain a clean, healthy environment. All employees need to be familiar with safety procedures/requirements concerning the workplace and correct use of all agency equipment, tools, and vehicles. Employees who drive agency vehicles must first receive clearance through all supervisory channels, including the AACS central office. Any accident involving an AACS vehicle *requires* that a police report be secured and submitted to the central office. In most instances, an employee drug/alcohol screening test is also required. You are also expected to concern yourself with the safety of fellow workers and immediately report any accidents or injuries to your supervisor. Failure to follow the agency’s safety rules may result in disciplinary action.

Workplace Violence. Violence or threatening in any form on the premises of an

second job will be unallowable as an excuse for poor work performance or negligence of AACS job responsibilities. You must notify the Executive Director for his/her approval *before* accepting outside employment.

OVERTIME: (3.3)

Non-exempt employees will receive overtime compensation for time worked beyond a forty hour workweek. You will be paid at one and one-half times the normal hourly pay rate for overtime. All overtime work *must* receive prior approval from the Executive Director. Exempt employees receive no compensation for overtime and do not need prior approval.

PAYDAY/PAY PERIOD: (3.2)

AACS pay periods begin at 12:01 a.m. Saturday and end fourteen days later on Friday at 12:00 a.m. (midnight). Payday is Friday, fourteen days after the pay period ends. If a holiday is celebrated on a payday, your pay check will be issued during the prior workday. New employees may work up to four full weeks before receiving their first paycheck. Head Start Agreement employees' salary will be paid over a 12-month period. Adjustments to an employee's salary, e.g., for unpaid absence in a given pay period, will be reflected on their paycheck for the next pay period.

Work hours are recorded on Time and Attendance Reports, which must be prepared correctly. If they are incorrect or incomplete, you may be penalized. You may either receive a late check, no check, or no payment until the next pay period. Advanced payments or credit against unearned wages are not usually provided for employees; but the Executive Director *may* use his/her discretion in allowing such "advances" for wages/salary earned but for which no regular payroll check was issued due to late receipt of an employee time sheet. Providing false information on your report can also result in disciplinary action or your discharge.

PAYROLL DEDUCTIONS: (3.7)

Deductions withheld from an employee's wage earnings include federal, state, and local taxes, Social Security taxes, benefits/subscription expenses, charitable contributions, reimbursements to the agency, and any other deduction approved by the employee or mandated by law.

PERFORMANCE APPRAISALS: (8.1)

Your performance as an AACS employee will be evaluated at least annually. Performance Appraisals allow you to assess your performance and improve the quality of your work. New employees, designated as "Introductory" employees, are evaluated after thirty (30) and sixty (60) days employment and near the end of their ninety (90) day "introductory" period. You will meet with your supervisor to review, discuss, and sign the appraisal form. Superior performance appraisals may *enhance* the possibility of a pay increase or promotion. Employees usually (but not always) have a specified, limited time period to correct problems or unsatisfactory performance revealed in their performance appraisals. Such unsatisfactory appraisals warrant close supervision and may dictate suspension or possible termination.

complaints are kept in confidence and, if possible, resolved by the Executive Director or referred to an appropriate human rights enforcement agency. *For examples or more information on sexual harassment refer to the personnel manual.*

HIRING POLICY: (2.5 and 2.14)

We hire the *best qualified* persons for vacant AACS positions. Current employees may apply for available positions, however, aside from better qualifications they may possess, they are *not* given advantage over other applicants during the hiring process. Also, individuals with "immediate" family members serving on the Board of Directors or Head Start Policy Council (except that these individuals *may* be hired in a substitute position) may not be hired for AACS employment.

HOLIDAYS: (5.1)

The AACS celebrates and observes the following holidays:

- New Year's Day** (January 1)
- The Day After New Year's Day***
- Martin Luther King's Birthday** (Observed the third Monday January)
- Good Friday** (½ day in the afternoon)
- Memorial Day** (Observed the last Monday in May)
- Independence Day** (July 4)
- Labor Day** (Observed the first Monday in September)
- Veteran's Day** (November 11)
- Thanksgiving Day** (Observed the fourth Thursday in November)
- The Friday After Thanksgiving**
- Christmas Day** (December 25)
- The Day After Christmas***

*This holiday may be assigned at the Executive Director's discretion.

Holidays occurring on a Saturday will be observed on the preceding Friday. Holidays occurring on a Sunday will be observed on the following Monday. You are not charged for a holiday if it occurs during your Vacation Leave, Health Care Leave, Exempt Staff Administrative Leave, or other leave. Employees taking off for any other holiday not listed above will be charged for accrued leave or leave without pay. **Head Start field-based employees shall follow the school calendar and holiday schedule of their respective districts. GRITS hourly employees shall follow the schedule set forth in respective grantors' contracts.**

LEAVES OF ABSENCE: (Sections 4 and 5)

Family and Medical Leave (5.2) - Family and Medical Leave is granted to qualified employees for a maximum of twelve weeks during a "rolling back" year. You must have completed at least one year of service and worked 1,250 during the previous year. This leave allows you to provide needed care for yourself or an immediate household member, a new-born, foster, or newly adopted child. Employees must apply accrued leave time toward this "FMLA" leave. When accrued leave time is depleted, the Family and Medical Leave will be without pay. If on unpaid leave, the employee is responsible for the cost

they normally pay for their AACS-related insurance. Family Medical Leave requires a thirty-day notice (when foreseeable), a completed Certification of Health Care Provider, a Request for Family and Medical Leave, and the Insurance Premium Recovery Authorization form. A formal request for Family and Medical Leave should accompany these forms. Failure to comply with these rules and the federal regulations pertaining to the Family and Medical Leave Act may result in the forfeiture of your leave. (See more on Family Medical Leave on page 4)

Married couples both employed by the agency are restricted to a total of twelve weeks between the two of them. Your position or a comparable position will be guaranteed for a maximum of twelve work weeks from the date of the leave.

Health Care Leave, Accrued (4.4) - The AACS compensates eligible employees unable to work during a personal illness. Health Care Leave *accrual* begins immediately upon employment; however, paid leave will not be granted until you have completed the Introductory Ninety Day (IND) period. Regular full-time employees — who work at least 37½ hours per week — will receive 7½ hours Health Care Leave for each full month of employment. You cannot carry more than 540 hours beyond any December 31st. Excess hours will be forfeited.

Employees who use no more than 22½ hours of Health Care Leave within a calendar year may receive a year-end cash incentive of \$50.00. *The 22½ hour limit shall include any Health Care Leave time converted to Personal Leave.*

Military Leave (5.4) - Employees are allowed up to two weeks paid time for annual military service. Military Leave exceeding two weeks requires the use of Annual Leave or Leave of Absence without pay. Paid Military Leave — as with accrued Vacation or Health Care — shall not be due *if* your military service should occur during any period of *non-pay status*.

Jury and Witness Leave (5.4) - You may be granted time off for jury and witness duty. You must present a court document or summons to your supervisor for leave approval. Also, Jury or Witness Duty should not exceed thirty calendar days. Paid Jury Duty or Witness Duty — as with accrued Vacation or Health Care — shall not be due to an employee *if* their leave time should occur during any period of *non-pay status*.

Family Bereavement Leave (5.6) - Employees who work at least twenty hours per week are allowed up to three consecutive calendar days for a death in their immediate family. (See the *Personnel Policies and Procedures Manual* for definition.) You are usually expected to return to work the day after the family member’s funeral/burial; however, you may be granted an extension with the Executive Director’s approval.

Time Off to Vote (5.7) - You may be allowed *up to* two hours leave to vote.

Unpaid Leave of Absence (5.8) - An Unpaid Leave of Absence may be granted to both full- and part-time employees, with certain restrictions and

guidelines. Your position (or a comparable position) remains available as long as you return on or before the approved date of return authorized for your requested Leave of Absence. Worker’s Compensation-related Unpaid Leave shall be limited to three months — after exhausting your accrued Vacation Leave and Medical Leave. *Except in cases of work-related injury or a Family and Medical Leave, leave without pay may be granted only after an employee has exhausted all other accrued leave time. Benefits do not accrue during a Leave of Absence.* You are responsible for the cost of your health and dental/vision insurance premiums during an Unpaid Leave of Absence.

Vacation Leave, Accrued (4.4) - Regular full-time employees may accumulate paid annual leave according to the following scale:

The first five years
30-34 hours per week..... 6 hours per month
35-37 hours per week..... 7 hours per month
37½-40 hours per week...7½ hours per month
Six through ten years.....9½ hours per month
Eleven years or more.....11½ hours per month

NEW EMPLOYEE PERIOD: (2.9 and 2.11)

All newly hired employees will participate in an orientation session with the Personnel and Orientation Director during which they will learn about the agency’s programs, policies, procedures, and Mission. New, returning, transferred, reassigned, and demoted employees are classified as “new employees” and must complete an Introductory Ninety Day (IND) work performance verification period. During this time, you will be evaluated every thirty days for job performance and suitability. Benefits are not provided until you gain regular-employment status after successful completion of the IND period. Employees unsuccessfully completing the IND period *may* be given an extension for an additional three months, based exclusively upon the Executive Director’s discretion.

NON-SMOKING POLICY: (6.12)

We want you to work in a healthy environment. Smoking is prohibited in all AACS offices and centers. Smoking areas *may* be designated (only by the Executive Director) *at* the various agency buildings and facilities. Smoking is prohibited in all agency vehicles and areas where children are present.

OUT-OF-AREA TRAVEL: (9.1)

All “out-of-area” travel must be approved by the Executive Director prior to its occurrence. Employee business-related travel expenses will be reimbursed based upon the approved per diem rate schedule, which is maintained on the AACS IntraNet — <http://www.audubon-area.org> — and issued in the form of “Operational Memorandums” (also posted on the *AACS IntraNet*) or, in some cases, the schedule specified by state contract.

OUTSIDE EMPLOYMENT: (6.6)

You may hold an outside job *if it does not conflict* with your AACS employment. A