



Jefferson Franklin
COMMUNITY ACTION CORPORATION

Employee Handbook

Revised and Effective as of
July 31, 2018



AGENCY MISSION

The mission of Jefferson Franklin Community Action is to serve individuals and families through partnerships, empowerment, and education in order to strengthen and improve the entire community.

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040 Employee Handbook

Effective Date: 03/21/2012

Revision Date: 01/21/2015, 03/18/2015, 1/31/2018, 5/30/2018

This employee handbook constitutes the personnel policies and regulations for the Jefferson Franklin Community Action Corporation. Accountability for the implementation and maintenance of this handbook is delegated to the Chief Executive Officer. The policies and regulations contained in this manual may be amplified by issuance of administrative memorandum(s); or other approved Administrative Manuals or funding source requirements; or amended by action of the Board of Directors.

This handbook is not intended to serve as an employment contract. Any amendments shall not bind JFCAC to policies which were previously in effect. All provisions herein are subject to the availability of funds.

A copy of this handbook will be available on the agency HUB. Look for the Employee Handbook icon on the main page. Employees are expected to become familiar with and follow the policies contained herein.

Approved _____
Dr. Julia Hampton
President, Board of Directors

Date

Approved _____
Lesley Deason
Chairperson, Head Start Policy Council

Date

This document is for informational purposes only and is not to be construed as an employment agreement or contract, Jefferson Franklin Community Action retains the right to amend or change policies contained here-within at any time without prior notice.

041 Introductory Statement

Effective Date: 03/21/2012

Revision Date: 03/18/2015, 01/31/2018

This employee handbook will give important information about working at Jefferson Franklin Community Action Corporation, herein referred to as “JFCAC” or “Agency”. The policies in the handbook explain many of the benefits of working here. The handbook also explains what is expected of employees and tells about many of the agency rules.

However, this employee handbook cannot cover every situation or answer every question about policies and benefits at JFCAC. Also, sometimes changes may need to be made to the handbook. JFCAC has the right to add new policies, change policies, or cancel policies at any time. Employees will be notified of changes that occur in the handbook.

JFCAC has made this handbook and other more detailed policy information (i.e. Administration & Financial Policies Manual and Purchasing Manual) available on the Agency’s HUB. This site also has benefit forms, Agency forms, payroll forms, insurance links, and Agency newsletters, and other Agency information.

The Administration Department includes the following functions and/or staff: Chief Executive Officer, Chief Financial Officer, Chief Program Officer, Chief Administrative Officer, Chief Innovative Officer, Accounts Receivable, Accounts Payable, Payroll, and Human Resources.

052 Sexual and Other Unlawful Harassment

Effective Date: 03/21/2012

Revision Date: 11/20/2013, 01/31/2018

It is the policy of JFCAC that all employees shall have the right to work in an environment free from any form of unlawful discrimination. Sexual Harassment is constituted as discrimination and is prohibited by state and federal laws. Therefore, it is the position of JFCAC that sexual harassment will not be tolerated. It is a violation of Agency policy for any supervisor or employee, male or female to engage in sexual harassment as defined below. Such conduct will result in disciplinary action up to and including dismissal.

The Equal Employment Opportunity Commission (EEOC) defines sexual harassment as follows:

Quid Pro Quo - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment and, or (2) submission or rejection of such conduct by an individual is used as the basis for employment decisions affecting an individual.

Hostile Environment - Is one in which unwelcome sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances
- Offering employment benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an employee's body or dress
- Verbal sexual advances or propositions
- Verbal abuse of a sexual nature, graphic verbal commentary about an individual's body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault or impeding or blocking movement and retaliation for reporting harassment or threatening to report harassment

Any employee who believes he/she has experienced such conduct by anyone, including a supervisor, co-worker or by persons doing business with or for this Agency should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the employee is uncomfortable confronting the offender, the employee must immediately report such conduct to their supervisor or to the Chief Administrative Officer/EEO.

JFCAC prohibits retaliation against any employee who complains of harassment or who participates in an investigation. All aspects of the complaint-handling procedure will be handled discreetly. However, it may be necessary to include others on a need to know basis.

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All incidents of prohibited harassment that are reported will be investigated. The Chief Administrative Officer/EEO will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practicable and a determination regarding the reported harassment will be made and communicated to the employee who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate corrective action, up to and including discharge, will be taken. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

Respect and consideration are the cornerstones of a healthy and productive workplace environment. All employees should be sensitive to not only categories specifically protected by federal law but any demeaning or offensive behavior, whether among co-workers or other people with whom they come in contact in their work.

I acknowledge that I have read the above sexual and other unlawful harassment policy and will comply with all of its provisions and that as an employee of JFCAC I should do my best to bring courtesy and respect to all my workplace conduct.

060 Client Relations and Interaction

Effective Date: 03/21/2012

Revision Date:

The clients that the Agency serves are very important to JFCAC. Every employee represents JFCAC to clients and the public. Clients' judgments of the Agency will be based in part on how they are treated. One of the highest priorities at JFCAC is to help any client or potential client. Nothing is more important than being courteous, friendly, prompt, and helpful to clients and the public.

Contacts with the public, telephone manners, and any communications sent to clients reflect not just on the employee but also on the professionalism of JFCAC.

However, in the event of an unusual situation where a client is at a JFCAC worksite or is engaged in a phone conversation with a JFCAC employee, and is displaying signs of obvious drug/alcohol intoxication or verbally/physically aggressive behavior, the following procedure is to be followed by the employee.

- The employee is expected to defuse the situation to the best of his/her ability. If the client is intoxicated, the employee may request the client leave the premises immediately.
- If the client is disgruntled, and the employee is unable to correct the situation, a supervisor is to be contacted to further assist the client. If the supervisor is unavailable, the employee should give the client the supervisor's name and office phone number by which the supervisor may be contacted.
- If the situation continues, the employee should end the phone conversation or request the client to leave the premises. The employee is not to physically contain the client or physically escort the client out of the office.
- Contacting the police is to be used as an employee's last resort if the client continues to be disruptive and refuses to leave, or poses an immediate threat, or displays a weapon, or threatens violence.

While the goal of the employee is to defuse the situation if at all possible, the safety of the Agency's employees and the public is of greater importance.

101 Nature of Employment

Effective Date: 03/21/2012

Revision Date:

Each member of the staff became an employee at JFCAC voluntarily and all employment is at will. "At will" means that employees are free to resign at any time, with or without cause. Likewise, "at will" means that JFCAC may terminate a staff member's employment at any time, with or without cause or advance notice, as long as the Agency does not violate any applicable federal or state law. Lack of funding is one example of cause for terminating employment.

The policies in this handbook are not intended to create a contract. The policies should not be construed to constitute contractual obligations of any kind or a contract of employment between JFCAC and any employee. The provisions in the handbook have been developed at the discretion of management and may be amended or cancelled at any time, at the sole discretion of JFCAC. All provisions of this handbook are subject to the availability of funds.

103 Equal Employment Opportunity and Non-Discrimination Policy

Effective Date: 03/21/2012

Revision Date: 11/20/2013, 03/18/2015

To give equal employment and advancement opportunities to all people, the Agency makes employment decisions based on each person's performance, qualifications, and abilities. JFCAC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age, disability, or any other class protected by law.

JFCAC will make reasonable accommodations for qualified individuals with known disabilities unless making the reasonable accommodation would result in an undue hardship to the Agency.

The Equal Employment Opportunity policy of the Agency covers client services, vendors and contractors, and employment practices, including recruitment, outreach, hiring, personnel actions, and training.

JFCAC employees agree to refrain from committing any act of discrimination against any person in the terms, conditions, or privileges of participation in Agency programs, or in the provision of services or facilities in connection therewith, on the basis of race, color, religion, sex, national origin, age, disability, or any other class protected by law.

JFCAC employees agree to refrain from interfering with any person in the exercise or enjoyment of the right of participation, in any manner, in Agency programs that might result in, or be interpreted as an act of discrimination on the basis of race, color, religion, sex, national origin, age, or disability.

Questions about any type of discrimination at work should be addressed to the employee's immediate supervisor, the Chief Administrative Officer/EEO or the Human Resource Department. An employee will not be penalized for asking questions about this. Also, if the Agency determines that anyone was illegally discriminating, that person will be subject to disciplinary action, up to and including termination of employment.

JFCAC's Equal Opportunity Policy is available on the Agency website.

104 Business Ethics and Code of Conduct

Effective Date: 03/21/2012

Revision Date: 03/18/2015

JFCAC expects employees to be ethical in all conduct. Such conduct affects the Agency's reputation and success. JFCAC requires employees to carefully follow all laws and regulations, and have the highest standards of conduct and personal integrity.

The Agency's continued success depends on the public's trust. Employees owe a duty to JFCAC and the clients of the Agency to act in ways that will earn the continued trust and confidence of the public.

As an organization, JFCAC will comply with all applicable laws and regulations. The Agency expects all directors, officers, and employees to conduct business in accordance with the letter, spirit, and intent of all relevant laws and to not do anything that is illegal, dishonest, or unethical.

If employees use good judgment and follow high ethical principles, the right decisions will be made. However, if an employee is not sure if an action is ethical or proper, the matter should be discussed openly with the employee's supervisor. If necessary, contact the Program Director or Human Resource Department for advice and consultation.

It is the responsibility of every JFCAC employee to comply with the Agency's policy of business ethics and conduct. Employees who ignore or do not comply with this standard of business ethics and conduct may be subject to disciplinary action, up to and including possible termination of employment.

In determining compliance with this standard in specific situations, employees should ask the following questions:

- Is my action legal?
- Is my action ethical?
- Does my action comply with JFCAC policy?
- Am I sure my action does not appear inappropriate?
- Am I sure that I would not be embarrassed or compromised if my action became known with the Agency or the public?
- Am I sure that my actions meet my personal code of ethics and behavior?
- Would I feel comfortable defending my action on the 6 o'clock news?

Each employee should be able to answer "yes" to all of these questions before taking action.

Protection of Records – Federal Matters

JFCAC prohibits the knowing destruction, alteration, mutilation, or concealment of any record, document, or tangible object with the intent to obstruct or influence the investigation or proper administration of any matter within the jurisdiction of any department or agency of the United States government, or in relation to or contemplation of any such matter or case. Violations of this policy will be considered violations of the Agency's Code of Ethics and subject to disciplinary action, up to and including possible termination of employment.

Employees should also refer to JFCAC's Fraud and Abuse Policy and the Records Retention Policy located in the Administrative Manual located in the HUB.

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107 Immigration Law Compliance

Effective Date: 03/21/2012

Revision Date:

JFCAC is committed to employing only people who are United States citizens or who are aliens legally authorized to work in the United States. The Agency does not illegally discriminate because of a person's citizenship or national origin.

Because the Agency complies with the Immigration Reform and Control Act of 1986, every new employee at JFCAC is required to complete the Employment Eligibility Verification Form I-9 and show documents that prove identity and employment eligibility.

If an employee leaves JFCAC and is rehired, another Form I-9 must be completed if the previous I-9 with JFCAC is more than three years old, or if the original I-9 is not accurate anymore, or if the Agency no longer has the original I-9.

If an employee has questions or wants information on the immigration laws, contact the Administration Department. An employee will not be penalized in any way for asking questions or voicing concerns about the immigration law.

108 Conflicts of Interest

Effective Date: 03/21/2012

Revision Date:

JFCAC has guidelines to avoid real or potential conflicts of interest. It is the duty of an employee of JFCAC to abide by the following guidelines about conflicts of interest. If the guidelines are not clear or if an employee has a question about conflicts of interest, contact the Administration Department.

What is a conflict of interest? An actual or potential conflict of interest is when an employee is in a position to influence a decision or have business dealings on behalf of JFCAC that might result in a personal gain for the employee or for one of the employee's relatives. For conflicts of interest, a relative is any person who is related to the employee by blood or marriage, or whose relationship with the employee is similar to being a relative even though not related by blood or marriage.

JFCAC does not automatically assume that there is a conflict of interest if an employee has a relationship with a client or another company. However, if an employee has any influence on transactions involving eligibility of services, purchases, contracts, or leases, the employee must tell the program director as soon as possible. By telling the Agency that there is the possibility of an actual or potential conflict of interest, safeguards can be set up to protect everyone involved. A conflict of interest disclosure statement form should be completed in the event an employee feels the above is occurring.

The possibility for personal gain is not limited to situations where an employee or an employee's relative has a significant ownership in a firm with which JFCAC does business. Personal gains can also result from situations where an employee or an employee's relative receives a kickback, bribe, substantial gift, or special consideration as a result of a transaction or business dealing involving JFCAC.

No person shall hold a job over which a member of the employee's immediate family exercises supervisory authority.

No person shall hold a job over which a member of the employee's immediate family serves on any board or committee, if that body has authority to order personnel actions affecting the employee's job.

No person shall hold a job while a member of the employee's immediate family serves on a board, or a major policy-making body which, either by rule or practice, regularly nominates, recommends, screens, or selects candidates for employment by JFCAC.

A member of an immediate family shall be construed to include any of the following persons:

Husband	Daughter/Daughter-in-law
Wife	Son/Son-in-law
Father/Father-in-law	Brother/Brother-in-law
Mother/Mother-in-law	Sister/Sister-in-law

112 Non-Disclosure or Confidential Information

Effective Date: 03/21/2012

Revision Date: 01/31/2018

It is very important to JFCAC to protect confidential business information and client information. Confidential information shall be secured when not in use. Confidential information includes, but is not limited to, the following examples:

- computer processes
- computer programs and codes
- client names and detailed information
- applicant (client services) information
- financial/medical information regarding employee or former employees all client and participant records and information

If an employee has access to confidential information, the Agency may request that the employee sign a non-disclosure or confidentiality agreement as a condition of employment.

An employee will be subject to disciplinary action, up to and including termination of employment and legal action, for improper use or disclosure of client information or confidential business information. This applies even if the employee does not benefit from releasing the information.

114 Disability Accommodation

Effective Date: 03/21/2012

Revision Date:

JFCAC is committed to complying fully with the Americans with Disabilities Act (ADA). The Agency is also committed to ensuring equal opportunity in employment for qualified persons with disabilities, and conducts all employment practices and activities on a non-discriminatory basis. Employment decisions are made based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

JFCAC provides meaningful employment opportunities for persons with disabilities. Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as job assignments, classifications, organizational structures, position descriptions, lines of progression, and seniority lists.

JFCAC is also committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. JFCAC will follow any state or local law that gives more protection to a person with a disability than the ADA gives.

JFCAC is committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws. JFCAC keeps medical records confidential and separate from other personnel files.

115 Prohibition Against Partisan Political Activities

Effective Date: 03/21/2012

Revision Date:

Employment by JFCAC shall not be offered as a consideration or reward for the support or defeat of any political party or candidate for public office, nor may any person, as an employee, engage in partisan political activity. No employee shall, in any manner, levy or solicit any financial assistance or subscription for any political purpose from any employee of the Agency and no such employee shall act as an agent in receiving or accepting any financial contributions, subscriptions or assignment of pay. No person shall use, or threaten to use, coercive means to compel an employee to give such assistance, subscriptions or support, nor retaliate for failure to do so.

It is not the policy of JFCAC to restrict employees from meaningful participation in community activities, but simply to restrain the use of Agency funds and resources for illegal or improper partisan support.

No JFCAC employee may engage in partisan political activity as defined in the provisions of the Hatch Act, if applicable.

No JFCAC employee may use JFCAC time, materials, or equipment to further the election or defeat of any candidate for public or party office. Employees wishing to participate in election activities may do so on off-duty hours provided no Agency funds or materials in such activities are used, and do so in a private capacity.

120 Whistle Blower Protection

Effective Date: 03/21/2012

Revision Date: 01/21/2015, 03/18/2015

Every employee, officer and volunteer is responsible for immediately reporting suspected misconduct to his or her supervisor, the Chief Financial Officer or the Chair of the Finance/Audit Committee. Supervisors that have received a report of suspected misconduct must immediately report such acts to the Program Director, Chief Financial Officer or Chair of the Finance/Audit Committee.

JFCAC will consider any reprisal against a reporting individual an act of misconduct subject to disciplinary procedures. A “reporting individual” is one who, in good faith, reported a suspected act of misconduct in accordance with the policy, or provided to a law enforcement officer any truthful information relating to the commission or possible commission of a Federal offense.

Due to the sensitive nature of suspected misconduct, supervisors should not, under any circumstances, perform any investigative procedures.

The Chief Financial Officer has the primary responsibility for investigating suspected misconduct involving employees below the Chief Executive Officer and executive management level. The Chief Financial Officer shall provide a summary of all investigative work to the Finance/Audit Committee.

Investigation into suspected misconduct will be performed without regard to the suspected individual’s position, length of service, or relationship with the Agency.

The existence, the status, or results of investigations into suspected misconduct shall not be disclosed or discussed with any individual other than those with a legitimate need to know in order to perform their duties and fulfill their responsibilities effectively.

204 Personnel Data Changes

Effective Date: 03/21/2012

Revision Date: 03/18/2015

It is important that JFCAC have certain personal information about each employee in the Agency's records. Changes in employee information such as bank account for payroll deposits, mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information need to be reported to the Human Resource Department as soon as possible. JFCAC also needs to have information about whom to contact in case of an emergency.

To change personal information or to inquire about what information is required, contact the Human Resource Department.

205 Orientation or Introductory Period

Effective Date: 03/21/2012

Revision Date: 11/20/2013, 03/18/2015

JFCAC has an orientation or introductory period of six months duration for new employees within the Agency. During the orientation period, the Agency will evaluate work habits and abilities to make sure that the employee can perform the job satisfactorily. The orientation period also gives the employee time to decide if the new job meets expectations.

Since employment with JFCAC is voluntary and at will, an employee may terminate employment at any time during or after the orientation period, with or without cause or advance notice. Likewise, JFCAC also may terminate a worker's employment at any time during or after the orientation period, with or without cause or advance notice.

If an employee is absent for an excess of 10 scheduled working days during the orientation period, the length of the absence will automatically extend the orientation period up to a total of nine months or employment may be terminated. JFCAC may also extend the orientation period up to nine months total duration if the Agency decides the initial six month period was not long enough to evaluate the employee's performance. This could happen either during or at the end of the orientation period.

When employees satisfactorily complete the orientation period, they are assigned to the "regular" employment classification.

A regular employee may be placed back in an orientation period of up to six months if the duties of his/her position significantly change, regardless of a title change. At successful completion of the orientation period the employee would be moved to regular status.

209 Performance Evaluation

Effective Date: 03/21/2012

Revision Date:

JFCAC encourages the discussion of job performance and goals on an informal, day-to-day basis between an employee and supervisor. In addition, formal performance evaluations are conducted to discuss work and goals, to identify and correct weaknesses, and to encourage and recognize strengths.

A minimum of one formal written evaluation will be completed annually for “regular” employment classification. Special formal written performance evaluations may be conducted at any time for either unacceptable performance or exceptional performance.

During an employee’s orientation period, a written evaluation is completed at the end of the second, fourth, and sixth months, and at the end of the extended orientation period if the orientation period is extended.

Performance Evaluation Reports shall take into consideration, among other things, the employee’s conduct, performance (as per job description), output, organization, dependability, willingness and ability to work with others and the public. The evaluation reports shall be considered in the determination of salary increases or decreases within the limits established by the pay plan, and as a factor in promotions and the determination of order of layoffs when such may be necessary. Performance evaluation reports shall also be used for other personnel actions, including demotions, transfer, and disciplinary actions.

These reports shall be made in writing. The performance evaluation report of an employee should be signed by the employee, which signature shall denote that the employee has seen the report, but such signature does not necessarily constitute an acceptance of the report by the employee. The employee may also make comments about the performance evaluation report as deemed proper and justifiable.

210 Conditions of Employment and Records

Effective Date: 03/21/2012

Revision Date: 03/18/2015

The personnel record of each employee shall include an application, tax forms, emergency contact information, Head Start Policy Council approval (if applicable), a record of training received, performance evaluations, an employee history recap reflecting job title, salary rate and the program for which the employee works, and other information which may be pertinent and useful. An employee may examine his/her personnel file, except references and other information that was obtained with a guarantee that the information was confidential. The file must be examined in the office where the file is kept in the presence of a designated Administration employee.

Criminal record check, I-9, family care safety registry check, driving record check, physical and workers compensation shall also be maintained for each employee if applicable and will be kept in separate files.

Records shall be maintained for each employee that reflect accumulated and used annual, sick, and holiday leave. Records shall also be maintained for leave without pay and Family and Medical Leave Act. The preparation and maintenance of such records shall be assigned to the Human Resource Department.

Appointments and other personnel actions shall be effective on the date stated by the appointing authority in a written report or letter of appointment, which shall be kept on file in the office, and which letter shall designate the position title and rate of pay.

220 Administration of Pay Plan

Effective Date: 03/21/2012

Revision Date: 03/18/2015

The minimum rate of pay for a range shall normally be paid upon appointment to the range and shall remain the rate of pay during the orientation period. Efforts will be made to maintain the general salary plan at a level which will permit the Agency to hire qualified workers in the competitive labor market at this first step.

An appointment may be made at the rate above the minimum rate if the Agency feels it is necessary to secure an outstanding candidate whose past record, education, experience and earnings indicate the necessity to pay above the minimum rate and whose employment is deemed to be highly desirable for the position for which the person is being considered.

Salary increase within an established range shall not be automatic, but shall be dependent upon performance evaluation reports by a supervising employee. Twelve (12) months is the normal time period that should elapse between salary increases.

Exceptions to this requirement may be made by the Chief Executive Officer as a result of exceptional performance, but such exceptions in increases will normally involve a promotion and/or the assignment of additional duties; or duties which are more difficult or when requirements have been made above those normally assigned to that range; or to adjust salaries to fall within salary comparability surveys.

The salary of each position shall be related to the responsibilities and scope of the position. The salary shall be maintained and amended by the Chief Administrative Officer with reference to the prevailing practice for comparable positions. The plan is intended to ensure that each employee will be compensated on an equitable and consistent basis. No employee shall be paid at a rate lower than the federal or state minimum wage.

Whenever an employee works for a period of time less than the regularly established number of hours per day, days per week, or weeks per month, the employee will only be paid for actual hours worked. Hourly or daily rates of pay for ranges of positions shall be established when conditions of employment in the opinion of the Chief Administrative Officer warrant such action. Full time employees are scheduled to work 36 or 37.5 hours per week (based on programmatic need). Part time employees may work up to 29.75 hours per week.

Any salary rate established for an employee shall represent the total remuneration for the employee's official services, not including reimbursement for official travel and subsistence while away from the employee's designated official station. This provision shall not be construed to be a prohibition against receiving fringe benefits, which are granted to all qualified employees.

The classification plan shall be so developed and maintained that all positions having substantially similar duties and responsibilities are included in the same range. Whenever any change in organization or in the duties and responsibilities of individual positions make revisions of the classification plan necessary, the Chief Administrative Officer shall make such amendments as may be necessary to achieve equality and fairness in the plan.

An employee is paid by direct deposit into the employee's bank account every other Thursday. If a pay day occurs on a holiday, the deposit will be made the Wednesday before the regularly scheduled pay day. Under no circumstances will a pay check be deposited for an employee in advance of the established pay date for a given pay period.

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303 Annual Leave (Vacation Time)

Effective Date: 03/21/2012

Revision Date: 11/20/2013, 03/18/2015

Annual Leave or vacation time off with pay is available to regular full-time employees with prior approval by the employee's supervisor to provide opportunities for rest, relaxation, and personal pursuits.

The amount of paid annual leave employees receive each year increases with the length of employment as shown in the following schedule: The length of eligible service is calculated on the basis of a "benefit year." This is the 12-month period that begins when the employee starts to earn annual leave. Military leave has no effect on leave calculation.

Once employees enter full-time employment classification, paid annual leave begins to accrue according to the schedule.

JFCAC does not count annual leave as hours worked when calculating overtime.

Each full-time employee shall be entitled to accrue annual leave for each month in paid status for at least 127.5 hours of that month. No employee shall claim annual leave before it is earned and annual leave shall not accrue to any employee while on leave-of-absence without pay. All annual leave shall be credited to the employee on the pay period that includes the last working day of the month. The following accrual rates will also include time the employee worked for JFCAC if employed within the last five years.

Under 5 years full-time employment	6.25 hrs per month
5 to 10 years full-time employment	11.25 hrs per month
Over 10 years full-time employment	13.13 hrs per month

An employee may not accrue more than 225 hours annual leave. An employee with a balance of 225 hours annual leave will not accrue any more annual leave until the balance is reduced below 225 hours. Annual leave will then begin accruing again until the maximum of 225 hours is reached. (For example: If an employee has 220 hours annual leave accrued whenever it is time to credit the employee with the next accrual, only 5 hours of annual leave will accrue for that month and no additional annual leave will accrue until the balance is reduced below 225 hours.)

Annual leave shall be used at such times as the workload will best permit and as approved by the employee's supervisor. Orientation full-time employees shall accrue annual leave, but shall not be entitled to utilize the annual leave until the orientation period is completed. Annual leave shall be utilized in multiples of full day(s), full hour(s), one half hour(s) or one quarter hour(s). An employee will not be paid for more than 37.5 hours in any week and 75 hours in a pay period if annual leave is used, unless the employee would lose Annual Leave due to reaching the maximum 225 hours.

An employee who resigns, changes status from full-time to part-time, is terminated, or dies shall be entitled to receive pay for accrued annual leave subject to the availability of funds.

Exempt employees are required to use accrued annual leave when an absence during a day exceeds four or more hours. An absence of an entire day requires the use of accrued leave. If an employee is absent four or more hours and has no accrued leave that employee's pay will be docked for the period in which they are absent.

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305 Sick Leave

Effective Date: 03/21/2012

Revision Date: 11/20/2013, 03/18/2015, 5/30/2018

JFCAC provides paid sick leave benefits to all full-time and part time employees for periods of temporary absence due to illnesses or injuries.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while employed or upon termination of employment.

Each regular full-time employee shall be entitled to accrue sick leave for each month the employee is in paid status for at least 127.5 hours of that month. No employee shall claim sick leave before it is earned and any sick leave shall not accrue to any employee while on leave-of-absence without pay. All sick leave shall be credited to that employee on the pay period that includes the last working day of the month. Sick leave shall accrue at the rate of 9.38 hours per month. An employee may not accrue more than 900 hours sick leave. An employee with a balance of 900 hours sick leave, will not accrue any more sick leave until the balance is reduced below 900 hours. Sick leave will then begin accruing again until the maximum of 900 hours is reached. (For example: If an employee has 895 hours sick leave accrued whenever it is time to credit the next accrual, the employee will only accrue 5 hours for that month and will not accrue anymore until the balance is reduced below 900 hours.) Sick leave shall be used in multiples of full day(s), full hour(s), one half hour, or one quarter hour. An employee will not be paid for more than 37.5 hours in any week if sick leave is used. If an employee is being paid by worker's compensation, sick leave will be used to make up the difference in weekly earnings.

Each regular part-time employee who is scheduled to work a minimum of 20 hours per week shall be entitled to 24 hours of sick leave annually. Every January 1st each part time employee will receive 24 hours of sick leave to be used in the that calendar year. This will be prorated for staff hired June 1 or later. No sick time can be carried over from year to year. The most you can have on the books January 1st is 24 hours.

Sick leave is a period in which an employee is unable to perform assigned duties because of sickness, injury, surgery and/or medical, dental, or optical examinations and treatments and/or where, through exposure to contagious disease, the employee's presence would jeopardize the health of others. Also when it is necessary for an employee to remain away from work to care for an immediate family member for the above reasons, the absence may be charged to sick leave. The term "immediate family" means children, spouse, employee's parents, parents of the employee's spouse, grandparents, brother, sister, and relatives by virtue of remarriage, e.g. step-parents. Such individuals must reside in the same household.

In all cases where an employee must be absent because of the above reasons, the employee's supervisor must be contacted and informed. In such cases where the absence exceeds five (5) working days, the absence shall be verified by a written certification by a licensed medical physician such as a Doctor of Medicine or Osteopathy. This written certification must be submitted before more than five days sick leave can be paid.

An employee who becomes ill while on annual leave must submit a signed statement from a licensed doctor or doctor of osteopathy in order to have the absence charged to sick leave rather than annual leave.

An employee whose status changes from full-time to part-time and who has accumulated sick leave will be entitled to use this leave only when the employee qualifies for Family and Medical Leave Act (FMLA). During this time the employee is not entitled to earn any additional sick leave.

JFCAC does not count sick leave paid time as hours worked when calculating overtime.

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Exempt employees are required to use accrued annual leave when an absence during a day exceeds four or more hours. An absence of an entire day requires the use of accrued leave. If an employee is absent four or more hours and has no accrued leave that employee's pay will be docked for the period in which they are absent.

306 Holidays

Effective Date: 03/21/2012

Revision Date: 11/20/2013, 01/21/2015, 3/2018, 7/2018

JFCAC shall observe the following holidays and other days designated by the Board of Directors. JFCAC gives time off to all employees on the following holidays if it falls on their normally scheduled workday

- New Year's Day (January 1)
- Martin Luther King Jr. Day (third Monday in January)
- Washington's Birthday (third Monday in February)
- Truman's Birthday Observed
- Memorial Day (last Monday in May)
- Independence Day (July 4)
- Labor Day (first Monday in September)
- Columbus Day (second Monday in October)
- Veteran's Day (November 11)
- Thanksgiving (fourth Thursday in November)
- Day after Thanksgiving (fourth Friday in November)
- Christmas Eve (December 24)
- Christmas (December 25)

Full-time regular and Part Time regular employees are eligible for holiday pay.

Holiday pay shall be at the employee's regular straight-time rate, times his regularly scheduled hours.

Employees on any paid absence shall receive holiday pay instead of the paid time off if a holiday falls during the leave period. Employees on an unpaid leave, either the day before or after the holiday, shall not be entitled to holiday pay.

A full-time employee that works on a recognized holiday will receive holiday pay plus the employee's wage at the straight-time rate for the hours worked on the holiday.

JFCAC does not count holiday paid time as hours worked when calculating overtime.

When a holiday falls on a Sunday, the holiday will be observed the following Monday. If the holiday falls on a Saturday, the holiday will be observed on the preceding Friday unless otherwise stated.

307 Bereavement Leave

Effective Date: 03/21/2012

Revision Date:

JFCAC provides bereavement leave to employees who need to take time off because an immediate family member died. Approval for bereavement leave must be granted by the employee's supervisor.

With your supervisor's approval, an employee can use any paid leave benefits available, such as annual leave, if more time off is needed.

For bereavement leave, the term "immediate family" means the following:

- Employee's spouse
- Employee's children/step-children/foster children
- Employee's parents/step-parents
- Employee's mother-in-law/step mother-in-law
- Employee's father-in-law/step father-in-law
- Employee's grandparents/step grandparents
- Employee's brother/step or half brother
- Employee's sister/step or half sister
- Employee's grandchild/step grandchild

Time off due to death in the family shall be for a maximum of three days for full-time employees, or a maximum of 22.5 hours, within a 30 calendar day period following the date of death. A part-time employee will be paid bereavement leave up to 60% of the scheduled work week hours. Bereavement leave may be taken to make funeral/memorial arrangements, attend a funeral or memorial service or to take care of personal affairs normally associated with a death. An obituary notice from the newspaper, letter from the funeral home, or other proof of death should be submitted to the Administration Department, in order for the employee to be paid bereavement leave.

Time off with compensation under the above provisions shall not be required to be made up, nor shall such time off be charged to either sick leave or annual leave.

309 Jury Duty

Effective Date: 03/21/2012

Revision Date:

JFCAC encourages all employees to fulfill civic responsibilities by serving jury duty if selected. An employee may request paid jury duty leave for the absence and must provide a copy of the jury summons to Administration.

An employee's supervisor shall be made aware as soon as possible if the employee receives a jury duty summons. This will help the Agency plan for any possible absence from work. JFCAC expects employees to come to work whenever the court schedule permits.

An employee shall be granted time off from his duties with pay to comply with a JFCAC work related subpoena to appear in court or before a judge, any legislative committee, or any officer, Board or body authorized to conduct any hearing or inquiry or for jury service. The employee may elect to continue to be paid by JFCAC while on such duty, or to be paid the jury or other fee. If the employee elects to continue the JFCAC salary, the jury or other fee will be deducted from the employee's paycheck. A copy of the subpoena or other documentation for activities noted here must be provided to the Administration Department to receive time off with pay.

311 Workers' Compensation Insurance

Effective Date: 03/21/2012

Revision Date: 03/18/2015

JFCAC provides a comprehensive workers' compensation insurance program for employees. This program does not cost the employee anything. The workers' compensation program covers injuries or illnesses that might happen during the course of employment that require medical, surgical, or hospital treatment. Subject to legal requirements, workers' compensation insurance begins after a short waiting period, or in the case where an employee is hospitalized, the benefits begin immediately.

It is very important that an employee tell the supervisor immediately about any work-related injury or illness, regardless of how minor it might seem at the time. Prompt reporting helps to make sure that an employee qualifies for coverage as quickly as possible and lets the Agency investigate the matter promptly.

Workers' compensation covers only work-related injuries and illnesses. Neither JFCAC nor its insurance carrier will pay workers' compensation benefits for injuries that might happen if an employee voluntarily participates in an off-duty recreational, social, or athletic activity that JFCAC might sponsor.

JFCAC uses a contracted service to manage worker's compensation injuries. The Agency's worker's compensation procedure is as follows:

- Any employee who sustains a work related injury or illness must go to an approved medical location for treatment of the injury. A treatment authorization form must be taken or faxed to the medical location with an authorized signature. If an employee chooses to go to another doctor or hospital, JFCAC is NOT responsible for the cost incurred. If an employee has an apparent minor injury and declines to go to an approved medical location immediately, the employee may not be eligible for worker's compensation if treated by a non-approved medical provider later.
- Supervisors must be informed of an injury or illness as soon as possible. Also, call the Human Resource Department, to report the injury or illness as soon as possible. Either the employee or supervisor must call the Human Resource Department so that treatment can be authorized. Emergency or life threatening injuries that need immediate medical attention do not need prior authorization, and the employee should seek emergency medical care at a hospital or urgent care facility.
- Human Resource staff will need information from the employee or supervisor to complete the Report of Injury form. If the injury or illness is not work related, medical costs will not be paid.

If an employee has sick leave and wishes to use sick leave while on workman's compensation, the employee must notify the Human Resource Department the amount of payment received from worker's compensation. JFCAC will pay the difference between the amount of pay for sick leave used and the amount of the Worker's Compensation payment.

As a Missouri employer, we are not required to compensate an employee for time spent at a medical appointment or the time spent traveling to/from a medical appointment in workers compensation cases. The Agency will pay an employee for the full scheduled number of work hours on the day of the injury. Any employee that has a worker's compensation claim will not be paid time or mileage to obtain medical care (including rehabilitation), after the initial visit that determines an employee eligible for workers compensation. Employees are encouraged to schedule workers compensation appointments on days off or after work hours. When this is not possible, an employee may be excused from work to go to an appointment; however, the employee will not be compensated for the time off, unless they have sick leave or annual leave available. Questions regarding Worker's Compensation shall be directed to the Human Resource Department.

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313 Benefits Continuation (COBRA)

Effective Date: 03/21/2012

Revision Date:

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) helps employees and their dependents to continue their health insurance even if no longer eligible under the Agency's health plan.

There are strict rules about when an employee can use COBRA. COBRA lets an eligible employee and dependents choose to continue their health insurance when a "qualifying event" happens. Qualifying events include the employee's resignation, termination, leave of absence, shorter work hours, divorce, legal separation, or death. Another qualifying event is when a dependent child stops being eligible for coverage under the employee's health insurance.

If an employee continues health insurance under COBRA, the employee will pay the full cost of the insurance at JFCAC's group rates plus an administration fee. When an employee becomes eligible for the Agency's health insurance plan, JFCAC will give a written notice describing COBRA rights. Because the notice contains important information about COBRA, be sure to read it carefully.

380 ERISA

Effective Date: 03/21/2012

Revision Date:

As a participant of JFCAC's dental, life or group health plan, 403(b) and/or SEP plan, an employee is entitled to certain rights and protections under the Employee Retirement Income Security Act of 1974 (ERISA). ERISA provides that all plan members shall be entitled to:

- Examine all plan documents, at the plan administrator's office, without charge. This includes insurance contracts and plan descriptions.
- Obtain copies of all plan documents and other plan information upon written request to the Administration Department.
- Receive a summary of the plan's financial report as required by law.

In addition to creating rights for plan members, ERISA imposes duties upon the people who are responsible for the operation of the employee benefit plan. The people who operate the plan, called "fiduciaries" of the plan, have a duty to do so prudently and in the interest of employees and other plan members and beneficiaries. No one, including JFCAC, may terminate an employee or otherwise discriminate against an employee in any way to prevent the obtaining of the above benefits or exercising employee rights under ERISA. If a claim for any ERISA benefit(s) is denied in whole or in part, an employee must receive a written explanation of the reason for denial. The employee has the right to have the plan reviewed and a claim reconsidered.

Employees receive information on all these benefits during open enrollment period each year.

If an employee has any questions about these Plans, contact the Administration Department. An employee may also contact the nearest Area Office of the U.S. Labor-Management Services Administration, Department of Labor with questions about this statement or employee rights under ERISA.

381 HIPAA

Effective Date: 03/21/2012

Revision Date:

The Health Insurance Portability and Accountability Act of 1996 HIPAA limits exclusions for preexisting conditions; prohibits discrimination against employees and their dependents based on health status; guarantees renew-ability and availability of health coverage to certain employers and individuals; and protects many workers who lose health coverage by providing better access to individual health insurance.

The special enrollment rights apply without regard to the dates on which an individual would otherwise be able to enroll under the plan. Special Enrollment periods apply to employees and/or dependent(s), for a new dependent as a result of marriage, birth, adoption or the placement for adoption (qualifying event). Under these rules, a group health plan is required to provide the opportunity for special enrollment for these individuals should a request be made within 30 days of the date the qualifying event.

An employee may have special enrollment rights if the employee and/or dependents (including spouse) decline enrollment under JFCAC's plan and state in writing that having coverage under another group health plan or health insurance coverage is the reason for declining to enroll. Special enrollment rights may apply to employees and/or dependents in the event that eligibility is lost on this other coverage.

JFCAC's Health Insurance Plan for full-time employees offers an Annual Open Enrollment giving an employee and/or dependents the opportunity to enroll if coverage was previously declined or waived.

New regulations on the privacy rule of the "Health Insurance Portability and Accountability Act" of 1996 HIPAA went into effect in April 2003. HIPAA regulations protect the privacy of certain individually identifiable health data and are called "protected health information" (PHI).

Elements of the Privacy Rule intend to:

- Limit the use and release of health records
- Set safeguards for most health care providers and others to protect the privacy of health information
- Enable patients to make informed choices based on how their health information may be used
- Enable patients to find out how their information may be used and what disclosures of information were made
- Generally limit release of information to that needed for the purpose of disclosure
- Generally give patients the right to a copy of their record and request corrections
- Enable persons to control certain uses and disclosures

(The privacy rule expressly permits PHI to be shared for specified public health purposes to maintain a balance of the protection of individual health information with the need to protect the public's health.)

382 Section 125 Plan

Effective Date: 03/21/2012

Revision Date: 03/18/2015

For the benefit of the Agency's employees, JFCAC has instituted a Section 125 Plan also known as the Premium Only Plan (POP). This plan allows employees who contribute toward the cost of health, dental, and voluntary life insurance to pay on a pre-tax basis. Participants in the plan are able to reduce actual out-of-pocket costs; savings will vary depending on the employee's particular tax bracket. Election forms for the 125 Plan must be completed annually during the 125 plan open enrollment period, which occurs between May 1 and June 30. An employee electing to participate in the 125 Plan must maintain this election for the full year. There are however certain changes in family circumstances that the IRS will consider as valid reasons to make mid-year plan changes. Please refer to the Section 125 Summary Plan Data Sheet and Plan Document for more specific information and a listing of those benefits which are eligible for pre-tax contributions. These are available by contacting the Human Resource Department.

383 Benefits

Effective Date: 03/21/2012

Revision Date: 11/20/2013, 03/18/2015

JFCAC sponsors a benefits program for all eligible employees. In addition to receiving an equitable salary and having an equal opportunity for professional development and advancement, an employee may be eligible to enjoy other benefits that will enhance job satisfaction.

The following employee benefits are provided by JFCAC:

- Social Security – Employer’s portion for Federal Insurance Contributions Act (FICA) and Medicare
- Worker’s Compensation – The Agency shall provide coverage under state laws regulating Worker’s Compensation
- Missouri State Unemployment Insurance – All employees will be covered under the State Unemployment Insurance Program
- Pension Plan – All employees meeting the following eligibility criteria will be covered under a Simplified Employee Pension (SEP) Plan: At least 21 years old; Has worked for JFCAC at least in 3 of the immediately preceding 5 calendar years; Annual earnings exceed the amount specified in government regulations.
- Group Health Insurance – All full time employees will be eligible for group insurance beginning on the first (1st) day of the month after completion of thirty (30) days of service. The employee is responsible for a portion of the cost of their coverage which is paid through payroll deductions and dependents may be covered at employee’s option by payroll deduction also. When time permits, payroll deductions will begin in the month prior to the effective date of coverage; however, if time does not permit, employee will need to pay their portion of the first month’s premium in advance of the coverage effective date.
 - Cobra – An employee covered under the Agency insurance policy when terminating employment can continue health insurance coverage for up to 18 months. The employee must pay the cost of the monthly premiums. If the premium is not paid, the coverage will terminate.
- Tax Sheltered Annuity – JFCAC is a qualifying tax-exempt organization offering all employees an opportunity to participate in a special type of tax-sheltered retirement plan called a “403(b)(7) Plan” (named after the applicable section of the Internal Revenue Code). Participation is voluntary and employees may participate by payroll deduction. This plan is different from the “Pension Plan” in that the Agency does not make any contributions to this plan. If an employee wishes to participate in this plan, request a 403(b)(7) Custodial Account for Employees enrollment packet through the Vanguard website at www.vanguard.com. This packet will include forms to open the account with Vanguard and to notify the Human Resource Department of the amount to be deducted from a paycheck and deposited with Vanguard. A salary reduction agreement must be signed by the participating employee.
- Dental Insurance – All employees are eligible to participate in a voluntary dental plan which covers the employee and/or any dependents. The Agency does not pay any part of the dental premium. The entire cost is paid by the employee through payroll deductions. Coverage will become effective based on current insurance plan’s policy.

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- Life Insurance – JFCAC is able to offer paid life insurance benefits to full-time employees and offer life insurance at the employee’s own cost for any part-time employee who works an average of at least 20 hours per week. These benefits also allow employees to purchase coverage for spouse and children or additional coverage for full-time employees at their own cost. In addition to life insurance, employees may purchase accidental death and dismemberment (AD&D) insurance. AD&D pays an amount equal to employee’s life insurance benefit upon death as a direct result of an accident. In order to purchase coverage for spouse and children, the employee must purchase coverage for themselves. This would be in addition to any Agency paid coverage. Open enrollment is in the month of August; however, if a life situation changes (marriage, divorce, birth/adoption of a child) the employee may still qualify. All employees will have a chance to purchase additional coverage during the open enrollment in the month of August. The employee can convert the life insurance policy through the insurance company. The payment for the insurance will be made directly to the insurance company.
- Vision Insurance – JFCAC offers voluntary vision insurance. Enrollment was open to all employees.
- Employee Assistance Program – JFCAC fully funds an EAP that offers free confidential services in a variety of areas.
- Voluntary Supplemental Insurance – JFCAC offers Accident, Critical Illness and Term Life to all employees.

501 Safety

Effective Date: 03/21/2012

Revision Date:

The workplace safety program of JFCAC is a top priority in order to create a safe and healthy environment for employees, clients, and visitors. A successful safety program depends on everyone being alert and committed to safety.

The Agency will communicate in different ways with employees about workplace safety and health issues. These communications may include supervisor-employee meetings, bulletin board postings, memos, or other written communications.

Employees are expected to obey all safety rules and be careful at work, and must immediately report any unsafe condition to the appropriate supervisor. Any employee who violates JFCAC safety standards may be subject to disciplinary action up to and including termination of employment. Violations include causing a hazardous or dangerous situation, not reporting a hazardous or dangerous situation, and not correcting a problem that could have been corrected.

It is very important that an employee tell the appropriate supervisor immediately about any accident that causes an injury, no matter how minor it might seem at the time. When reporting it quickly, the Agency can investigate the accident promptly, follow the laws, and start insurance and worker's compensation processing.

An employee of JFCAC has certain rights regarding the use of hazardous materials in the workplace. JFCAC will provide employees information regarding the following upon request:

- What chemicals are used in the workplace - Material Safety Data Sheets (MSDS).
- Where the chemicals are located.
- Physical and health hazards associated with the chemicals.
- Protection measures that must be taken to prevent exposure.
- What to do in case of exposure to the chemicals.

For additional information on hazardous materials in the workplace consult a supervisor.

504 Use of Telephones and Mail Systems

Effective Date: 03/21/2012

Revision Date:

Long distance personal calls and faxes are not permitted. Any employee making personal calls and/or faxes on JFCAC business phones may be required to repay any charges to the Agency. Personal mail may not be processed in the agency with postal costs charged to JFCAC.

Telephone communications are an important reflection of the Agency's image to clients and the community. Always use proper telephone etiquette. The following are some examples of good telephone etiquette: use the approved greeting, speak courteously and professionally, repeat information back to the caller, and only hang up after the caller hangs up or after warning the caller about using improper, abusive, and/or foul language. (Refer to Policy No. 060, Client Relations and Interaction, for more information).

507 Work Schedule, Overtime, and Outside Employment

Effective Date: 03/21/2012

Revision Date: 03/18/2015

There may be times when JFCAC cannot meet its operating requirements or other needs during regular working hours. If this happens, the Agency may schedule employees to work overtime hours. When possible, advance warning will be given for a mandatory overtime assignment.

It is the policy of JFCAC that no overtime can be worked without the approval and authorization of the supervisor.

Employees will receive overtime pay in accordance with the federal and state wage and hour laws. Overtime pay is based on the actual hours worked. For this reason, time off for sick leave, vacation, holidays, and other paid or unpaid leaves of absence is not counted as hours worked when calculating overtime pay.

Each employee's work day shall be governed by the position that the employee holds and the location where the employee works. Normal office hours shall be 7:30 a.m. until 5:30 p.m. Program directors, with the approval of the Chief Executive Officer, may establish the hours for other locations such as Head Start Centers and WIC sites. JFCAC's preference is for employees to work within this schedule, especially the core hours of 9:00 am through 3:00 pm. The Chief Executive Officer may adjust the beginning and ending time of an employee's work schedule in order to obtain maximum efficiency. Any deviation from the normal hours or core hours must be approved in advance by your immediate supervisor.

Under normal circumstances, one-half hour unpaid time shall be provided for lunch, and one fifteen minute rest period paid time shall be provided each morning and each afternoon.

Full-time employees are eligible for flextime. Ordinarily, flextime is a work schedule with an arrival or departure time that differs from the standard operating hours by not more than two hours. For example, a start time should not begin before 6:30 am or end after 6:30 pm. Any deviation from the normal hours or core hours must be approved in advance by your immediate supervisor. JFCAC has the right to suspend or cancel an employee's flextime arrangement at any time.

Full-time employees are expected to work a full 36 or 37.5 hours per week (based on programmatic need). If an employee works less than a full-time schedule in any week, that employee must use earned annual or sick leave to cover unworked hours. Exempt employees refer to Policy 303 and 305 regarding annual or sick leave.

The only time a full-time employee would be paid less than 36 or 37.50 hours per week would be if the employee does not have any earned leave to cover the shortage in hours. Full-time employees need to be aware of the fact that working less than 36 hours per week may jeopardize their full-time status and/or eligibility for employee benefits.

Overtime will normally be approved by the director of the program on which the overtime is to be worked. Overtime is any hours worked over 40 hours per week and will be paid at time and one-half.

No employee of JFCAC shall have outside employment if such employment:

- Interferes with the efficient performance of the employee's duties.
- Involves the performance of duties which should have been performed as part of duties as employee with JFCAC.
- Constitutes a conflict of interest (as defined in item No. 108).
- Occurs during the employee's regular working hours, unless the employee is on either annual leave, or

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leave without pay during the time on which such employment occurs.

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512 Business Travel Expenses

Effective Date: 03/21/2012

Revision Date: 11/20/2013

JFCAC will reimburse an employee for reasonable out-of-area business travel expenses if the program director, Chief Financial Officer and Chief Executive Officer approve the travel in advance. After a trip is approved, travel arrangements will be made by the Administration Department.

The Agency reimburses approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip. An employee is expected to keep expenses within reasonable limits, including not claiming time for attending optional social type events and costs for those events.

An employee involved in an accident while on business travel must immediately report the accident to the appropriate supervisor. A vehicle owned, leased, or rented by JFCAC, may not be used for personal reasons.

All travel expense must be reported immediately upon returning to normal work site, but no later than within 3 working days of a business trip. An employee must also submit receipts for some expense items such as motel, parking, shuttle service, etc. along with the expense report.

An employee's supervisor can provide help and answer questions about business travel, expense reports, any other travel issues and the detailed travel guidelines user agreement.

It is a very serious matter for an employee to record false or misleading information on an expense report. Employees may not request reimbursement for expenses that did not occur or that were not business-related. Employees who do not follow this business travel policy could be subject to disciplinary action, up to and including termination of employment.

516 Computer and Email Usage

Effective Date: 03/21/2012

Revision Date: 03/18/2015

To assist in job execution, JFCAC may give employees access to computers, computer files, the email system, and software. An employee should not use a password, access a file, or retrieve any stored communication without authorization. To make sure that all employees follow this policy, the Agency may monitor computer and email usage.

JFCAC endeavors to have a workplace that is free of harassment and sensitive to the diversity of all employees. Therefore, the Agency does not allow employees to use computers and email in ways that are offensive to others.

An employee may not display, download, or email sexually explicit images, messages, and cartoons. An employee also may not use computers and email for ethnic slurs, racial comments, or off-color jokes.

An employee may not use email to ask other people to contribute to religious or political causes, outside organizations, or any other non-business matters.

An employee may only use software on local area networks or on multiple machines according to the software license agreement. JFCAC prohibits the illegal duplication of software and its documentation.

Work email and other computer documents are the property of JFCAC. Inappropriate deleting of these documents is prohibited. If unsure about what to delete, ask a supervisor or the Human Resource Department.

Employees who violate this policy are subject to disciplinary action, up to and including termination of employment.

517 Internet Usage

Effective Date: 03/21/2012

Revision Date:

JFCAC may provide Internet access to employees in order to carry out job duties. All Internet data that is written, sent, or received through the Agency's computer systems is part of official JFCAC records. JFCAC can be legally required to show that information to law enforcement or other parties. Therefore, an employee should always make sure that the business information contained in Internet email messages and other transmissions is accurate, appropriate, ethical, and legal. The equipment, services, and technology that are used to access the Internet are the property of JFCAC. Therefore, the Agency reserves the right to monitor how an employee uses the Internet at work. JFCAC also reserves the right to find and read any data that an employee writes, sends, or receives through the Agency's online connections or that is stored in the Agency's computer systems.

JFCAC does not allow the unauthorized use, installation, copying, or distribution of copyrighted, trademarked, or patented material on the Internet. An employee that uses the Internet in a way that violates the law or JFCAC policies will be subject to disciplinary action, up to and including termination of employment. An employee may also be held personally liable for violating this policy. The following are some examples of prohibited activities that violate this Internet policy:

- Using the organization's time and resources for personal gain
- Stealing, using, or disclosing someone else's code or password without authorization
- Copying, pirating, or downloading software and electronic files without permission
- Violating copyright law or failing to observe licensing agreements
- Engaging in unauthorized transactions that may incur a cost to the Agency or initiate unwanted Internet services and transmissions
- Participating in the viewing or exchange of pornography or obscene materials
- Sending or posting messages that defame or slander other individuals
- Attempting to break into the computer system of another organization or person
- Refusing to cooperate with a security investigation
- Sending or posting chain letters, solicitations, or advertisements not related to business purposes
- Using the Internet for political causes or activities, religious activities, or gambling
- Jeopardizing the security of the Agency's electronic communications systems
- Sending or posting messages that disparage another organization's products or services
- Passing off personal views as representing those of the Agency
- Sending anonymous email messages
- Engaging in any other illegal activities

518 Workplace Monitoring

Effective Date: 03/21/2012

Revision Date:

JFCAC may conduct workplace monitoring to help ensure quality control, employee safety, security, and client satisfaction.

All computer equipment, services, or technology that the Agency furnishes are the property of JFCAC. JFCAC reserves the right to monitor computer activities and data that are stored in the Agency's computer systems; as well as to find and read any data that an employee writes, sends, or receives by computer.

The Agency is sensitive to employees' legitimate privacy rights and will make every effort to guarantee that workplace monitoring is always done ethically and respectfully.

580 Personal and Agency Automobile Use

Effective Date: 03/21/2012

Revision Date:

JFCAC is not responsible for damage to an employee's personal automobile when it is being used for Agency business. JFCAC will reimburse an employee for personal automobile use for Agency business based upon actual miles driven multiplied by the rate established by the Agency.

In addition to following all traffic regulations, all employees are required to use a seat belt when traveling in any vehicle while in the course of conducting Agency business. The requirement applies to business travel in a vehicle owned by the Agency, in a rental vehicle and in a vehicle owned by an individual employee.

Employees will maintain the state minimum required amount of liability insurance on each motor vehicle that is driven for work purposes during employment with JFCAC.

581 First Aid

Effective Date: 03/21/2012

Revision Date: 03/18/2015

In the event of a life threatening emergency, call 911. If an accident or illness should occur, no matter how slight, notify the program director or a supervisor immediately so that appropriate medical treatment can be administered. With the number of reported cases of blood borne pathogens continuing to rise, it is imperative that employees take extreme care in case of an accident, both on and off the job. The transfer of any body fluid (blood, saliva, urine, etc.) may pass on a blood borne pathogen. Use caution to avoid contact with these body fluids. All Agency offices, centers, and worksites have a first aid kit containing latex free gloves. Be sure to use them. If this is not possible, use a strong disinfectant, to clean up afterwards. On the job injuries will be handled in accordance with Workers' Compensation laws. Any employee who is injured while on the job must notify the Human Resource Department immediately to be eligible for coverage provided under the Agency's Workers' Compensation policy. As part of JFCAC's Drug Free Work Place program, an employee may also be required to submit to drug testing if driving an Agency vehicle.

605 Military Leave

Effective Date: 03/21/2012

Revision Date: 03/18/2015

JFCAC will grant a military leave of absence if an employee is absent from work due to serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). An employee's supervisor must be given advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

An employee will not be paid for military leave. However, any available accrued paid time off, such as vacation or sick leave, may be used to help pay for the leave.

Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which an employee is otherwise eligible.

If on military leave for up to 30 days, an employee must return to work on the first regularly scheduled work period after service ends (allowing for reasonable travel time). If on military leave for more than 30 days, an employee must apply for reinstatement in accordance with USERRA and applicable state laws.

When an employee returns from military leave (depending on the length of military service in accordance with USERRA), an employee will be placed either in the position that would have been attained if the employee had stayed continuously employed or in a comparable position. For the purpose of determining benefits that are based on length of service, the employee will be treated as if continuously employed.

Any questions about military leave should be directed to the Human Resource Department.

610 Administrative Leave

Effective Date: 03/21/2012

Revision Date: 11/20/2013, 03/18/2015

Leave with pay may be granted to full and part time employees by the Chief Executive Officer, under extraordinary circumstances which includes, but not limited to federal or state declaration or when special reasons exist which could make attendance at work dangerous or hazardous and when such factors might result in a threat to the safety or well-being of the employees or the public. The Administrative leave may be granted by affected sites.

JFCAC main offices in Hillsboro (Merchant Dr. & 3rd Street) will be closed for bad weather when Jefferson College is closed. JFCAC office in St. Clair will be closed when East Central College is closed. If the office is closed all employees scheduled to work that day will be paid as if they had worked. If either college is on snow schedule (delayed start), employees are expected to report to their normal work location no later than the time when the delayed start begins. Failure to report to work by the time indicated in the announcement when the office is on a delayed start will result in the employee either using earned annual leave or leave without pay. In the event that either college is on break and does not announce a required closing staff can call the main office at (636) 789-2686 and a recording will inform them whether or not the office is closed or on a delayed start schedule. You can also check the agency website and/or Facebook page.

Head Start centers have their own internal policy for weather related closing. It is the Head Start Director's responsibility to inform Head Start staff of this policy and to put procedures in place in the event of weather related closures to insure that all staff and parents are notified in the event of weather related closures. If a location is closed due to that policy then any employee scheduled to work that day will be paid for the hours they would have normally worked.

WIC also has their own internal policy for weather related closings. It is the WIC Directors responsibility to inform WIC staff of this policy and to put procedures into place in the event of weather related closures to insure that all staff are notified. If a location is closed due to that policy then any employee scheduled to work that day will be paid for the hours they would have ordinarily worked.

With the prior approval of the Chief Executive Officer, an employee may be granted time off from duties with compensation for the following reasons:

- Attendance at professional conferences, institutes, meetings or training seminars, which in the opinion of the Director may contribute to the betterment or improvement of service.
- Attendance at in-service trainings and other courses designed to improve the employee's performance, to prepare for advancement or to obtain information which will be valuable to the Agency.

615 Leave of Absence

Effective Date: 01/18/2011

Revision Date: 11/20/2013, 03/18/2015

A regular employee, upon application in writing, and upon approval of the Chief Executive Officer, may obtain a continuous leave of absence without pay for the following non-health related reasons:

- Because the employee is entering upon a course of training or study for the purpose of improving the quality of service to the Agency or of fitting the employee for promotion.
- Because of extraordinary reason sufficient in the opinion of the appointing authority to warrant such leave of absence.

The request for leave of absence shall not be granted for more than six (6) months (except for military purposes). The Chief Executive Officer may grant an extension when it would serve the best interest of the Agency. If able, an employee may, but will not be required to, return to work prior to the expiration of any approved leave.

At the expiration of a leave of absence or any extension thereof, the employee shall return to active duty if so desiring. If an employee fails to report to work promptly at the expiration of the leave of absence, except for valid reasons submitted in writing and approved in advance, this shall be considered sufficient cause for dismissal.

An employee in unpaid status will not accrue any annual or sick leave, receive any holiday or administrative leave pay and will be responsible for entire premium for group health insurance (unless on approved FMLA). Employees on approved FMLA and are on unpaid status, will only have agency paid health insurance continue.

680 Family and Medical Leave Act

Effective Date: 03/21/2012

Revision Date:

FAMILY AND MEDICAL LEAVE POLICY

The Family and Medical Leave Act of 1993, as amended, (FMLA or Act) allows “eligible” employees of a covered employer to take job-protected, unpaid leave, or to substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 12 workweeks in any 12 months because of the birth of a child and to care for the newborn child; because of the placement of a child with the employee for adoption or foster care; because the employee is needed to care for a family member (child, spouse, or parent) with a serious health condition; because the employee’s own serious health condition makes the employee unable to perform the functions of his or her job; or because of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation. In addition, “eligible” employees of a covered employer may take job-protected, unpaid leave, or substitute appropriate paid leave if the employee has earned or accrued it, for up to a total of 26 workweeks in a “single 12-month period” to care for a covered service member with a serious injury or illness.

Covered Employer

An employer covered by FMLA is any person engaged in commerce or in any industry or activity affecting commerce, who employs 50 or more employees for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year. JFCAC is a covered employer and is referred to in this FMLA policy as the “employer”.

Eligible Employees

An eligible employee is one who has been employed by us for at least 12 months (in the past seven years), has been employed by us for at least 1,250 hours of service during the 12-month period immediately preceding the commencement of the leave, and is employed at a worksite where 50 or more employees are employed by us within 75 miles of the worksite. The 12 months that an employee must have been employed by us need not be consecutive months.

Qualifying Reasons for Leave- General Rule

Employers covered by FMLA are required to grant leave to eligible employees: (1) For birth of a son or daughter, and to care for the newborn child, (2) For placement with the employee of a son or daughter for adoption or foster care, (3) To care for the employee’s spouse, son, daughter, or parent with a serious health condition, (4) Because of a serious health condition that makes the employee unable to perform the functions of the employee’s job, (5) Because of any qualifying exigency arising out of the fact that the employee’s spouse, son, daughter, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation, and (6) To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next of kin of the service member.

Serious Health Condition.

For purposes of FMLA, “serious health condition” entitling an employee to FMLA leave means an illness, injury, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider.

Inpatient Care.

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Inpatient care means an overnight stay in a hospital, hospice, or residential medical care facility, including any period of incapacity or any subsequent treatment in connection with such inpatient care.

Continuing Treatment. A serious health condition involving continuing treatment by a health care provider includes any one or more of the following:

(a) Incapacity and treatment. A period of incapacity of more than three consecutive, full calendar days, and any subsequent treatment or period of incapacity relating to the same condition, that also involves:

- (1) Treatment two or more times, within 30 days of the first day of incapacity, unless extenuating circumstances exist, by a health care provider, by a nurse under direct (e.g., physical therapist) orders of, or on referral by, a health care provider; or
- (2) Treatment by a health care provider on at least one occasion, which results in a regimen of continuing treatment under the supervision of the health care provider.
- (3) The requirement in paragraphs (a)(1) and (2) of this section for treatment by a health care provider means an in-person visit to a health care provider. The first (or only) in-person treatment visit must take place within seven days of the first day of incapacity.
- (4) Whether additional treatment visits or a regimen of continuing treatment is necessary within the 30-day period shall be determined by the health care provider.

(b) Pregnancy or prenatal care. This is defined as any period of incapacity due to pregnancy, or for prenatal care.

(c) Chronic conditions. This is defined as any period of incapacity or treatment for such incapacity due to a chronic serious health condition. A chronic serious health condition is one which: (1) Requires periodic visits (defined as at least twice a year) for treatment by a health care provider, or by a nurse under direct supervision of a health care provider; (2) Continues over an extended period of time (including recurring episodes of a single underlying condition); and (3) May cause episodic rather than a continuing period of incapacity (e.g., asthma, diabetes, epilepsy, etc.).

(d) Permanent or long-term conditions. This is defined as a period of incapacity which is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be under the continuing supervision of, but need not be receiving active treatment by, a health care provider.

Leave for Pregnancy or Birth

(a) General rules. Eligible employees are entitled to FMLA leave for pregnancy or birth of a child as follows:

- (1) Both the mother and father are entitled to FMLA leave for the birth of their child.
- (2) Both the mother and father are entitled to FMLA leave to be with the healthy newborn child (i.e., bonding time) during the 12-month period beginning on the date of birth. An employee's entitlement to FMLA leave for a birth expires at the end of the 12-month period beginning on the date of the birth.
- (3) A husband and wife who are eligible for FMLA leave and are employed by us will be limited to a combined total of 12 weeks of leave during any 12-month period if the leave is taken for the employee's son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care or to care for the child after placement.

(b) Intermittent and reduced schedule leave.

An eligible employee may not use intermittent or reduced schedule leave after the birth to be with a healthy newborn child.

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Leave for Adoption or Foster Care

(a) General rules. Eligible employees are entitled to FMLA leave for placement with the employee of a son or daughter for adoption or foster care as follows:

(1) Employees may take FMLA leave before the actual placement or adoption of a child if an absence from work is required for the placement for adoption or foster care to proceed. For example, the employee may be required to attend counseling sessions, appear in court, consult with his or her attorney or the doctor(s) representing the birth parent, submit to a physical examination, or travel to another country to complete an adoption. The source of an adopted child (e.g., whether from a licensed placement agency or otherwise) is not a factor in determining eligibility for leave for this purpose.

Unable to Perform the Functions of the Position

(a) Definition. An employee is “unable to perform the functions of the position” where the health care provider finds that the employee is unable to work at all or is unable to perform any one of the essential functions of the employee’s position within the meaning of the Americans with Disabilities Act (ADA), as amended. An employee who must be absent from work to receive medical treatment for a serious health condition is considered to be unable to perform the essential functions of the position during the absence for treatment.

(b) Statement of functions. JFCAC requires certification from a health care provider to specify what functions of the employee’s position the employee is unable to perform so that the Agency can then determine whether the employee is unable to perform one or more essential functions of the employee’s position.

Leave Due to a Qualifying Exigency

Eligible employees may take FMLA leave while the employee’s spouse, son, daughter, or parent (the “covered military member”) is on active duty or call to active duty status for one or more of the following qualifying exigencies:

(1) Short-notice deployment (2) Military events and related activities (3) Childcare and school activities (4) Financial and legal arrangements (5) Counseling: To attend counseling provided by someone other than a health care provider (6) Rest and recuperation (7) Post-deployment activities (8) Additional activities. To address other events which arise out of the covered military member’s active duty or call to active duty status provided that the employer and employee agree that such leave shall qualify as an exigency, and agree to both the timing and duration of such leave.

Leave to Care for a Covered Service member with a Serious Injury or Illness

Eligible employees are entitled to FMLA leave to care for a current member of the Armed Forces, including a member of the National Guard or Reserves, or a member of the Armed Forces, the National Guard or Reserves who is on the temporary disability retired list, who has a serious injury or illness incurred in the line of duty on undergoing medical treatment, recuperation, or therapy; or otherwise in outpatient status; or otherwise on the temporary disability retired list.

(1) A “serious injury or illness” means an injury or illness incurred by a covered service member in the line of duty on active duty that may render the service member medically unfit to perform the duties of his or her office, grade, rank or rating.

(2) “Outpatient status,” with respect to a covered service member, means the status of a member of the Armed Forces assigned to either a military medical treatment facility as an outpatient; or a unit established for the purpose of providing command and control of members of the Armed Forces receiving medical care as outpatients. In order to care for a covered service member, an eligible employee must be the spouse, son, daughter, or parent, or next of kin of a covered service member.

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(3) An eligible employee is entitled to a combined total of 26 workweeks of leave for any FMLA-qualifying reason during the “single 12-month period” described in paragraph (c) of this section, provided that the employee is entitled to no more than 12 weeks of leave for one or more of the following: because of the birth of a son or daughter of the employee and in order to care for such son or daughter; because of the placement of a son or daughter with the employee for adoption or foster care; in order to care for the spouse, son, daughter, or parent with a serious health condition; because of the employee’s own serious health condition; or because of a qualifying exigency.

A husband and wife who are eligible for FMLA leave and are both employed by JFCAC will be limited to a combined total of 26 workweeks of leave during the “single 12-month period” if the leave is taken for birth of the employee’s son or daughter or to care for the child after birth, for placement of a son or daughter with the employee for adoption or foster care, or to care for the child after placement, to care for the employee’s parent with a serious health condition where a portion of the combined 26 weeks of leave is to care for a covered service member with a serious injury or illness.

Amount of Leave

Except in the case of leave to care or a covered service member with a serious injury or illness, an eligible employee’s FMLA leave entitlement is limited to a total of 12 workweeks of leave during any 12-month period. The 12-month period is calculated as follows: a “rolling” 12-month period measured backward from the date an employee uses any FMLA leave.

Intermittent Leave or Reduced Leave Schedule

FMLA leave may be taken “intermittently or on a reduced leave schedule” under certain circumstances. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave schedule that reduces an employee’s usual number of working hours per workweek, or hours per workday. A reduced leave schedule is a change in the employee’s schedule for a period of time, normally from full-time to part-time.

Substitution of Paid Leave

JFCAC’s employees are required to substitute accrued paid leave for FMLA leave. FMLA leave runs concurrently with other types of leave. Example: An employee has been approved for 8 weeks (40 days) of FMLA. The employee has accumulated 8 days of sick leave and 12 days of annual leave; therefore, the employee will receive pay for the first 20 days of their FMLA by using sick and annual leave and the remainder of the 8 weeks (20 days) will be unpaid.

Maintenance of Employee Benefits

Group health plan benefits will be maintained on the same basis as coverage would have been provided if the employee had been continuously employed during the FMLA leave period. Therefore, any share of group health plan premiums which had been paid by the employee prior to FMLA leave must continue to be paid by the employee during the FMLA leave period.

If the FMLA leave is substituted paid leave, the employee’s share of premiums will be paid by the method normally used during any paid leave, such as payroll deduction.

If FMLA leave is unpaid, payment is due on the same schedule as payments are made under COBRA which is the first day of the month.

Before the Agency drops coverage for an employee whose premium payment is late, JFCAC will provide written notice to the employee that the payment has not been received. Such notice will be mailed to the employee at least 15 days before coverage is to cease, advising that coverage will be dropped on a specified date at least 15 days after the date of the letter unless the payment has been received by that date.

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Key Employee

General Rule. A “key employee” is a salaried FMLA-eligible employee who is among the highest paid 10 percent of all the employees employed by the employer within 75 miles of the employee’s worksite.

Substantial and Grievous Economic Injury. In order to deny restoration to a key employee, JFCAC must determine that the restoration of the employee to employment will cause “substantial and grievous economic injury” to the Agency’s operations, not whether the absence of the employee will cause such substantial and grievous injury.

Rights of a Key Employee. If the Agency believes that reinstatement may be denied to a key employee, JFCAC will give written notice to the employee at the time the employee gives notice of the need for FMLA leave (or when FMLA leave commences, if earlier) that he or she qualifies as a key employee. At the same time, the employer must also fully inform the employee of the potential consequences with respect to reinstatement and maintenance of health benefits if the employer should determine that substantial and grievous economic injury to the employer’s operations will result if the employee is reinstated from FMLA leave.

Complying with Employer Policy

Employees should complete a “Request for Leave” form as soon as possible when the employee is aware of a qualifying FMLA absence or after missing more than 5 scheduled work days.

Scheduling Planned Medical Treatment

When planning medical treatment, the employee must consult with JFCAC and make a reasonable effort to schedule the treatment so as not to disrupt unduly our operations, subject to the approval of the health care provider.

Intermittent leave or leave on a reduced leave schedule must be medically necessary due to a serious health condition or a serious injury or illness. An employee shall advise the Agency, upon request, of the reasons why the intermittent/reduced leave schedule is necessary and of the schedule for treatment, if applicable. The employee and employer shall attempt to work out a schedule for such leave that meets the employee’s needs without unduly disrupting the employer’s operations, subject to the approval of the health care provider.

Employee Notice Requirements for Unforeseeable FMLA Leave

Calling in “sick” without providing more information will not be considered sufficient notice to trigger an employer’s obligations under the Act.

Certification

General Rule. JFCAC may require that an employee’s leave to care for the employee’s covered family member with a serious health condition, or due to the employee’s own serious health condition that makes the employee unable to perform one or more of the essential functions of the employee’s position, be supported by a certification issued by the health care provider of the employee or the employee’s family member. The Agency also requires that an employee’s leave because of a qualifying exigency or to care for a covered service member with a serious injury or illness be supported by a certification.

Timing. The employee must provide the requested certification within 15 calendar days after the Agency’s request, unless it is not practicable under the particular circumstances to do so despite the employee’s diligent, good faith efforts. The employee must provide a complete and sufficient certification to the employer. A certification is considered incomplete if a certification is not received, but one or more of the applicable entries have not been completed.

Unforeseeable Leave. When the need for FMLA leave is unforeseeable and an employee fails to give notice, the extent to which an employer may delay FMLA coverage for leave will be determined based upon the facts of the particular case.

Interaction with Federal and State Anti-Discrimination Laws

JFCAC will not discriminate against employees as a result of the approved use of family care or medical leave or a proper request for such leave. Requests for family care and medical leave will be considered without regard to race, color, citizenship status, national origin, ancestry, gender, sexual orientation, age, religion, creed, physical or mental disability, marital status or veteran status.

700 No Smoking Policy

Effective Date: 03/21/2012

Revision Date:

All JFCAC offices and work sites have a “No Smoking Policy” inside the office work areas.

Smoking is not permitted anywhere on Head Start/Early Head Start program’s premises (including within fifty (50) feet of a center entrance or any designated outdoor play areas used by children or families); nor at any time during the work day by any staff member (including staff visiting in homes) who is in direct contact with children in any Head Start/Early Head Start program. This policy also applies to all persons in/on the Agency’s premises. JFCAC proudly provides and promotes both a smoke-free workplace and healthy learning environment at all Head Start Centers.

701 Employee Conduct and Work Rules

Effective Date: 03/21/2012

Revision Date: 11/20/2013, 03/18/2015

JFCAC expects employees to follow certain work rules and exhibit conduct in ways that protect the interests and safety of all employees and JFCAC.

While it is impossible to list every action that is unacceptable conduct, the following lists some examples. Employees who break work rules such as these may be subject to disciplinary action, up to and including termination of employment:

- Error(s) or misrepresentation made in employment application
- Theft or inappropriate removal or possession of property
- Falsification of timekeeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Negligence or improper conduct leading to damage of employer-owned or client-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules (Leaving a child alone unsupervised is grounds for immediate termination)
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace (see section 702 for definition of workplace)
- Excessive absenteeism or any absence without notice for three consecutive work days
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unsatisfactory performance or conduct

702 Drug and Alcohol Use

Effective Date: 03/21/2012

Revision Date:

JFCAC is committed to being a drug-free, healthful, and safe workplace. Employees are required to come to work in a mental and physical condition that will allow satisfactory job performance.

JFCAC employees may not use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs while on JFCAC premises or while conducting any business-related activity away from JFCAC premises. An employee may use legally prescribed drugs on the job only if they do not impair the ability to perform the essential functions of the employee's job effectively and safely without endangering the employee or others.

Violation of this policy may lead to disciplinary action, up to and including immediate termination of employment. The Agency may also require that an employee participate in a substance abuse rehabilitation or treatment program to retain employment with the Agency.

Questions about this policy or issues related to drug or alcohol use at work can be raised with supervisors or the Administration Department without fear of reprisal.

In accordance with the Drug Free Workplace Act of 1988, all employees are hereby notified that JFCAC is a drug-free workplace. JFCAC prohibits the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace. Action will be taken against employees for violation of these prohibitions.

Definition of Workplace: Any office of JFCAC; any program satellite site; any Head Start Center; any Head Start home based site (home or socialization); or any other location while performing Agency duties and in paid status; any parking lot surrounding the aforementioned; and in any Agency vehicle whether at the aforementioned locations or on the road.

Any employee who is convicted of any criminal drug statute for a drug violation occurring in the workplace will face one of the following penalties within 30 days of JFCAC receiving notice with respect to any employee who is so convicted:

- Take appropriate personnel action against such an employee, up to and including termination; or
- Require such employee to participate satisfactorily in a drug assistance or rehabilitation program approved for such purposes by a Federal, State, Local Health, Law Enforcement, or other appropriate agency, at the cost of the employee.

704 Attendance and Punctuality

Effective Date: 03/21/2012

Revision Date:

The Agency expects employees to be reliable and punctual. An employee should report for work on time and as scheduled. An employee's supervisor must be notified as soon as possible if the employee is unable to come to work or will be late for any reason.

Unplanned absences can disrupt work, inconvenience other employees, and affect productivity. An employee with a poor attendance record or excessive lateness may be subject to disciplinary action, up to and including termination of employment.

705 Personal Appearance

Effective Date: 03/21/2012

Revision Date:

Personal appearance encompasses how an employee dresses, neatness, and personal cleanliness standards. Personal appearance can influence what clients and visitors think about JFCAC. Personal appearance can also impact the morale of co-workers.

During business hours or whenever representing JFCAC, an employee should be clean, well groomed, and wear appropriate clothes. This is particularly important if the job involves dealing with clients or the public in person.

If a supervisor finds that an employee's personal appearance is inappropriate, the employee will be asked to leave work and return properly dressed and groomed. If asked to leave, the employee will not be paid for the time away from work. The program supervisor can recommend the correct clothing standards for the job if clarification is necessary.

Where necessary, JFCAC may make a reasonable accommodation to this policy for a person with a disability.

706 Return of Property

Effective Date: 03/21/2012

Revision Date:

JFCAC may provide an employee property, materials or written information to assist in job performance. An employee is responsible for protecting and controlling any property on loan to the employee.

An employee must also return anything on loan from JFCAC promptly if requested. If an employee stops working at JFCAC, all Agency property must be returned immediately.

710 Security

Effective Date: 03/21/2012

Revision Date: 03/18/2015

JFCAC wants to have a work environment that is free of illegal drugs, alcohol, firearms, explosives, or other improper materials. The Agency prohibits the possession, transfer, sale, or use of these materials on our premises.

The Agency may provide desks, lockers, and other storage devices for convenience but these are always the sole property of JFCAC. The Agency may allow a representative or authorized agent to inspect them at any time, either with or without advance notice. JFCAC may also inspect any items that are found inside them.

JFCAC is committed to provide a secure and safe work environment for employees, clients, and the public. Employees should notify a supervisor or the Human Resource Department if aware this policy is being violated as the work environment may be in a potential security risk situation.

714 Drug Testing

Effective Date: 03/21/2012

Revision Date:

JFCAC is committed to making the workplace a safe, efficient, and productive environment for all employees. There can be serious safety and health risks if an employee uses or is under the influence of drugs on the job.

JFCAC has implemented a drug and alcohol testing program that complies with federal requirements. Drug and alcohol testing covers all employees who drive Agency owned or leased vehicles. Drug and alcohol test costs shall be paid by the Agency.

This comprehensive program shall include conducting pre-employment, reasonable suspicion, random and post-accident testing for the use of drugs and alcohol by such covered employees; notifying employees of the requirements and consequences of the program; and maintaining appropriate records.

716 Progressive Adverse Actions

Effective Date: 03/21/2012

Revision Date: 03/18/2015

JFCAC believes it is important to make sure that all employees are treated fairly and that adverse or disciplinary actions are prompt, consistent, and impartial. The major purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future. Although employment is based on mutual consent and both an employee and JFCAC have the right to terminate employment at will, with or without cause or advance notice, the use of progressive discipline is at the discretion of JFCAC.

Disciplinary action may be any of the following four steps: 1) verbal warning, 2) written warning, 3) suspension with or without pay, or 4) termination of employment. The Agency will look at how severe the problem is and how often it has happened when deciding which step to take. There may be circumstances when one or more steps are bypassed.

In most cases, progressive discipline means that the Agency will normally take these steps in the following order: 1) a first offense may call for a verbal warning; 2) a next offense may be followed by a written warning; 3) another offense may lead to a suspension; and, 4) still another offense may then lead to termination of employment.

In very serious situations, some types of employee problems may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps. By using progressive discipline, the Agency hopes that most employee problems can be corrected at an early stage, benefiting both the employee and JFCAC.

The Chief Executive Officer may for disciplinary purposes suspend, with or without pay, any employee for such length of time as considered appropriate. Such disciplinary action shall be in accordance with a statement in writing specifically setting forth the reasons for such action and a copy of such statement shall be furnished to the employee, and placed in the employee's personnel file. The following examples of causes for suspension, demotion, or termination would include, but are not limited to:

- Willful violation of any of the provisions of the personnel rules, grant regulations or administrative regulation or the written orders of the Chief Executive Officer.
- Leaving a child alone unsupervised is grounds for immediate termination
- Incompetence or inefficiency in the performance of the duties of the position reflected by performance evaluation report(s).
- Gross carelessness or negligence in the care of office property or equipment.
- Abusive and improper treatment of other employees or the public
- Conviction of any criminal drug statute for a violation occurring in the workplace.
- Habitual tardiness or absence from the office during regular work hours.
- A positive drug test will be cause for immediate termination.
- An employee who is found to have alcohol concentration equal to or greater than what is required by 49CFR 382.201 (Alcohol Concentration), while in a paid status, will not be allowed to drive an Agency vehicle and this will be cause for immediate termination.
- Conduct which may not violate an express written rule but is clearly inconsistent with the obligations of an employee and/or contrary to the best interests of JFCAC or the public which it serves.

This document is for informational purposes only and is not to be construed as an employment agreement or contract, Jefferson Franklin Community Action retains the right to amend or change policies contained here-within at any time without prior notice.

717 Transfers and Layoffs

Effective Date: 01/18/2011

Revision Date: 03/18/2015

The Chief Executive Officer may, at any time, for disciplinary purposes, or for the proper organization and general good of the department, or for the proper utilization of personnel, re-assign an employee from one position to another position or may transfer such employee from one program to another.

The Chief Executive Officer may lay off an employee if it becomes necessary by reason of shortage of work or funds, the abolition of the position, or for other related reasons and causes which do not reflect discredit on the service of the employee.

The order of the layoff shall be made at the discretion of the Chief Executive Officer, who shall give due consideration to seniority and performance rating. The objective in such cases shall be to conserve for the Agency, the services of the most valuable employees. Each employee so affected shall be notified in advance of such layoff if possible.

The Chief Executive Officer may, at any time, for budgetary purposes, due to reductions from funding sources, reduce an employee's hourly pay rate and/or number of hours an employee works in order to continue operating a program with reduced funds. This may include a change in status from full-time to part-time or a reduction in hours for a part-time employee. Each employee who receives a reduction in hourly pay rate and/or change in full-time status will be given advance notice.

718 Problem Resolution and Grievance Procedure

Effective Date: 03/21/2012

Revision Date: 03/18/2015

JFCAC encourages an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from JFCAC supervisors and management.

JFCAC tries hard to ensure fair and honest treatment of all employees. The Agency expects supervisors, managers, and employees to treat each other with mutual respect, and encourages employees to give positive and constructive criticism to each other.

If an employee disagrees with the Agency's rules of conduct, policies, or practices, concerns may be addressed through the problem resolution procedure described in this policy. An employee will not be penalized, formally or informally, for making a complaint as long as it is in a reasonable, business-like manner.

If a situation occurs when an employee believes that a condition of employment or a decision that affects the employee is not fair, the problem should be presented to the employee's supervisor after the incident occurs. If the employee's supervisor is unavailable or it would be inappropriate to discuss it with a supervisor, the employee may present the problem to the Program Director or any other member of management.

Not every problem can be resolved to everyone's total satisfaction. However, the Agency believes that engaging in honest discussion and listening to each other will build confidence between employees and management and help make JFCAC a better place to work.

Grievance Procedure

Any employee who feels that a personnel action may affect his or her position, status, or future shall have the right to submit a grievance to the Program Director. Such appeal shall be submitted in writing within fifteen (15) calendar days following receipt of notification of such personnel action.

If the employee is not satisfied with the determination made by the Program Director, the employee shall have fifteen (15) calendar days to submit a second appeal in writing to the Human Resource Director. The findings of the Human Resource Director shall be the final decision and there shall be no appeal from this decision. If the employee does not attend the scheduled appeal hearing, the original personnel action remains in effect and there will be no further appeal.

800 Life-Threatening Illnesses

Effective Date: 03/21/2012

Revision Date: 03/18/2015

Employees with life-threatening illnesses, often wish to continue their normal lives, including work, to the degree that they can. JFCAC wants to help these employees to work as long as they continue meeting acceptable performance standards.

As in the case of other disabilities, the Agency will make reasonable accommodations in accordance with all legal requirements to allow qualified employees with life-threatening illnesses to perform the essential functions of their jobs.

Medical information on any employee is confidential. JFCAC will take reasonable precautions to protect medical information from inappropriate disclosure. Managers and other employees have a responsibility to respect and maintain the confidentiality of employee medical information. Anyone inappropriately disclosing medical information is subject to disciplinary action, up to and including termination of employment.

If an employee has questions or concerns about life-threatening illnesses, contact the Human Resource Department for information and referral to appropriate services and resources.

880 Personal Property

Effective Date: 03/21/2012

Revision Date:

JFCAC cannot be responsible for personal property that is lost, damaged or stolen. If an employee brings personal property/items/belongings into the office or Agency property, the employee is responsible to keep track of them.

If an employee does bring personal property to work, it will not be covered under the Company's insurance and because of limitations on personal homeowners' policies with business property away from the home premises, it may not be covered under the employee's homeowner's coverage either.

Also JFCAC prohibits any items on the premises or worksite that are sexually suggestive, offensive, or demeaning to specific individuals or groups, along with firearms or other weapons. Employees should understand that all personal property brought onto the employer's premises may be inspected for purposes of enforcing the organization's policies and to protect against theft.