

OPERATION THRESHOLD PERSONNEL POLICY MANUAL

APPROVED BY THE EXECUTIVE BOARD OF DIRECTORS NOVEMBER 18, 2021

The scope of this manual includes a compilation of policies and procedures which govern and affect personnel administration for all departments of Operation Threshold. It is not, and should not be construed to be, an employment contract by employees. The policies established herein are under continuing review and are subject to change at the sole discretion of the Board of Directors. All changes will be communicated through official notices. In the event of a change in the policies, no reliance should be placed upon a prior policy unless expressly permitted by the Board of Directors.

EMPLOYEE ACKNOWLEDGMENT

I acknowledge that this handbook is neither a contract of employment or a legal document. I have received the handbook information and I understand that it is my responsibility to read and comply with the policies contained in this handbook, and any revisions made to it.

EMPLOYEE SIGNATURE

DATE

EMPLOYEE NAME (Typed or Printed)

Section 1

General Policy

A. Objectives and Scope

1. Authority - The following policies and procedures are promulgated under the authority of the resolution of the Operation Threshold Board of Directors, May 20, 1999.
2. Purpose - It is the purpose of this resolution to establish a system of personnel administration based upon merit principles to insure that person's best qualified to perform the functions of agency positions will be employed. The system herein established shall be consistent with the following principles:
 - a. Recruit, select and advance employees on the basis of their ability, knowledge, and skills.
 - b. Provide equitable and reasonable compensation.
 - c. Train employees as needed to remain current with position, program and technology changes.
 - d. Retain employees on the basis of adequacy of their performance.
 - e. Assure fair treatment of applicants and employees in selection, promotion, training and all other aspects of personnel administration without regard to race, color, religion, age, national origin, sex, sexual orientation, physical or mental disability and with proper regard to their privacy and constitutional rights as citizens.
 - f. Assuring that employees are protected against coercion for partisan political purposes and prohibited from using their official authority for the purpose of interfering with or affecting the result of an election or a nomination for office.
3. Scope - The scope of this manual includes a compilation of policies and procedures which govern and affect personnel administration for all departments of Operation Threshold. It is not intended to be, and should not be construed to be, an employment contract. All employees are "at will" employees. The policies established herein are under continuing review and are subject to substantial change at the sole discretion of the Board of Directors. In the event of a change in policies, no reliance should be placed upon a prior policy. In situations where Operation Threshold is the employer of record for a community collaborative, some personnel policies that are not legally mandated, may be waived or altered (e.g., wage scale parameters) for the need of the collaborative.
4. Amendments - Amendments to this manual shall be effected by revision by the Board of Directors.

B. Equal Employment Opportunity Statement

Operation Threshold is firmly committed to providing equal employment opportunity and actively encourages minorities to apply for positions within the agency. Discrimination based on political or religious opinions or affiliations or because of race, color, creed, national origin, sex, sexual orientation, age, gender identity, physical or mental disability is prohibited unless specific age, mental or physical requirements constitute a bona fide occupational requirement. This applies to any member of the public or any person involved in recruitment, selection, training, compensation, promotion, retention, discipline or any other aspect of personnel administration. This commitment is implemented through a program of Affirmative Action in our agency which is carried out by a designated Equal Employment Opportunity/Affirmative Action Officer. It is the responsibility of the agency to periodically review its progress and procedures, and to take further action to achieve and maintain its goals.

It is the policy of Operation Threshold that any agency or individual funded or entered into contractual agreements to provide services or goods to Operation Threshold shall identify themselves as an Equal Opportunity Employer. If an employee feels just cause to believe that s/he has been discriminated against in regard to employment, Operation Threshold's complaint procedure should be followed and the Equal Employment Opportunity/Affirmative Action Officer should be contacted. An employee also has the right to file a complaint with the local Human Rights Commission or the State of Iowa Civil Rights Commission within 180 days of the alleged incident of discrimination.

C. Organization and Delegation of Authority

Purpose - Proper organization and delegation of authority are essential to effective administration and management. In order to create a sound personnel program, the responsibilities and authorities contained in this manual assign the role for which each segment of the agency administration is accountable.

1. Board of Directors - The Board of Directors shall have the responsibility and authority to:
 - a. Review the personnel policies and amendments recommended by the Executive Director, and approve or reject such policies.
 - b. Appoint the Executive Director.
 - c. Terminate the Executive Director.
 - d. Evaluate the performance of Executive Director on no less than an annual basis.
 - e. Review and approve, reject or modify, recommendations of the Human Resources Director, as approved by the Executive Director, regarding the compensation plan.
 - f. Assign such additional duties to the Executive Director as it deems necessary.

2. Executive Director (or in their absence, the Deputy Director or designee) - The Executive Director, under the authority of the Board of Directors, shall have the responsibility and authority to:
 - a. Administer the personnel policies and procedures adopted by the Board of Directors.
 - b. Appoint and terminate department directors and such other executive/management staff as may be deemed necessary.
 - c. Evaluate department heads and such other executive/management staff as may be deemed necessary according to requirements outlined in Section 6 of these policies.
 - d. Review and recommend for approval to the Board of Directors all personnel policies, classification and compensation plans.

3. Human Resources Director - The Human Resources Director shall have the responsibility and authority to:
 - a. Foster and develop, in cooperation with department directors and others, programs for the improvement of employee effectiveness.
 - b. Establish and maintain a roster of all employees of the agency which shall include the class, title, pay, status and other pertinent data.
 - c. Periodically investigate the operation and effect of personnel policies and report findings and recommendations to the Executive Director and the Board of Directors.
 - d. Develop, recommend and maintain the classification plan.
 - e. Develop the agency recruitment and selection program.
 - f. Develop and administer the compensation plan, subject to the approval of the Executive Director and the Board of Directors.
 - g. Insure uniformity in the application of discipline by monitoring the grievance process and being present at meetings at each level of the grievance procedure.
 - h. Keep department directors informed of personnel policies and procedures as may be deemed necessary to carry out the agency's programs.
 - i. Prepare and adopt such forms, reports and procedures as may be necessary to carry out the agency's programs.
 - j. Assure confidentiality of all employee personnel records.
 - k. Serve as the agency's Equal Employment Opportunity/Affirmative Action Officer.

4. Department Directors - Department directors shall have the responsibility and authority to:
 - a. Enforce the agency's personnel policies and regulations in their respective departments.
 - b. Keep employees in their department informed of current policies and procedures.
 - c. Conduct grievance hearings at the designated step.
 - d. Appoint and terminate employees to positions within their respective departments subject to the approval of the Executive Director.
 - e. Notify, in writing, the Human Resources Director of all non-paid staff / volunteers in their departments.
 - f. Develop, in cooperation with the Human Resources Director, employee orientation and training programs for employees within their respective departments.
 - g. Administer discipline within their departments and delegate such authority to supervisory personnel as deemed necessary.
 - h. Evaluate employees in their departments according to requirements outlined in section 6 of these policies.

D. Organizational Chart - See Appendix A

Section 2

Employment

A. General Policy

It is the policy of the agency to recruit well qualified people for all positions. Recruitment and employment shall be conducted in an affirmative manner, to provide equal employment opportunity and to prohibit discrimination based on political or religious opinions or affiliations, or because of race, color, creed, national origin, sex, sexual orientation, age, physical or mental disability unless specific age, sex, mental or physical requirements constitute a bona fide occupational requirement.

B. Job Vacancies

1. It shall be the responsibility of the department director to notify the Human Resources Director whenever a vacancy occurs.
2. Position reclassification need not be posted when the department director verifies in writing to the Executive Director that the job incumbent is qualified to fill the position.
3. Current Operation Threshold employees will be given consideration as agency job openings occur. The procedure to fill vacancies for regular and temporary positions will be established as follows:
 - a. When a vacancy occurs in a position for which there are believed to be qualified potential applicants within the agency's paid and volunteer workforce an announcement will be distributed to all department directors and posted in designated places in all office sites. Job notices will be posted for a period of at least five working days. The notices will include a description of job duties and date by which applications must be submitted to receive consideration. Job openings may also be advertised concurrently outside the agency's workforce.
 - b. If the vacancy is not filled by a current employee the Human Resource Director shall have the responsibility of publicizing notices of the vacancy. The vacancies will be publicized by notifying Workforce Development of Iowa. Other organizations, businesses, and publications may also be contacted in order to advertise the open position(s).
 - c. The recruitment for the position of Executive Director will be determined by the Board of Directors.

4. A completed application or resume shall be submitted by all applicants. Applications for employment will be accepted only when vacancies occur, and will not automatically be considered from one vacancy to another. Completed applications and resumes will be retained for a period not less than one year, as required by state and federal regulations.
5. The accuracy of the information given on all selected applications and resumes may be verified. References are checked for further information and findings will be retained with the application or resume.

C. Selection

1. Executive Director Position

The Board of Directors will hire the Executive Director. A joint committee of the Personnel and Executive Committees shall establish the selection procedures.

2. All Other Agency Positions

a. Screening of applicants will be completed by the Human Resources Director and appropriate department director. In cases of a management vacancy the Executive Director will screen the applicants. Applicants will be evaluated on the following criteria:

1. Education/training and/or:
2. Work experience and;
3. References - employment and/or personal
4. Other specific qualifications as required by the position.

b. Only applications meeting minimum qualifications will be considered for testing and/or interviewing. The individual responsible for the screening may further screen out applicants based on the number of applications and resumes received.

c. Pre-employment interviews shall focus on the following items, all of which shall be discussed during such interviews:

1. Clarification of items listed on the application or resume.
2. Clarification of the applicant's qualifications for the position in question.
3. Discussion of the nature and duties of the position.
4. Clarification of the applicant's ability to perform all of the duties and responsibilities of the position.
5. Clarification of the applicant's availability to work.
6. Discussion of wages and benefits available with Operation Threshold.

- d. Notification of employment shall be made to the selected individual in writing. This notification shall include position title, starting salary or wage, immediate supervisor, starting date and job location.
- e. Applicants not selected for a position will be notified by mail that the position has been filled.

D. Rejection of Applications

The Human Resources Director or department director may reject any application which indicates that the applicant does not meet the minimum qualifications established for the position to which s/he is applying. Applications may also be rejected if the applicant:

- 1. Has deliberately falsified his/her application.
- 2. Would be unable to perform the duties of the position with reasonable accommodation as defined by Equal Opportunity regulations.
- 3. Has been convicted of a crime which renders him/her unsuitable for the position for which s/he has applied.
- 4. Has established an unsatisfactory employment record of such nature as to demonstrate his/her unsuitability for the position for which s/he has applied.
- 5. Based on other job-related criteria, is unsuitable for the position for which s/he has applied.

E. Promotions and Transfers

- 1. Whenever a vacancy occurs an announcement will be posted in designated places at all office sites so that all employees who may be eligible will be aware of promotional or transfer opportunities.
- 2. Candidates must possess the qualifications necessary for the position which they are seeking and have average rating or above on their most recent performance evaluation.
- 3. Employees changing positions within the agency shall be subject to a 90 day probationary period for the new position for purposes of performance evaluation.
- 4. When an employee changes positions within the agency, his/her anniversary date shall remain the same for purposes of accruing benefits. All accrued credits for vacation and sick leave shall be transferred to the new position.

F. Hiring of Relatives

- 1. No person shall hold a job with Operation Threshold if their parent, spouse, child and/or other member of the immediate household, or s/he serves on the Board of Directors.

2. An applicant will not be hired who would directly supervise or be directly supervised by a person with whom they have the following relationship:

Husband	Mother	Stepbrother	Mother-in-law
Wife	Brother	Stepsister	Brother-in-Law
Son	Sister	Stepson	Sister-in-law
Daughter	Stepfather	Stepdaughter	Son-in-law
Father	Stepmother	Father-in-law	Daughter-in-law

and/or any other person in the immediate household, except with the approval of the Executive Director. In the case of a management position, the Board of Directors must give approval.

Conditions of Employment

A. Classification of Employees

1. Managerial Employees - are employees whose positions (generally) are classified as exempt under the Fair Labor Standards Act and possess a higher level of decision making authority. Exempt employees will be paid on a predetermined salary based within the Operation Threshold Wage Scale which is not subject to reduction because of variations in the number of hours worked. Authorized absences of a day or longer should follow established leave policies. The Executive Director salary is set by the Board of Directors. Operation Threshold reserves the right to treat any position as non-exempt.
2. Non-Managerial Employees - are employees whose positions (generally) are classified as non-exempt under the Fair Labor Standards Act and have a lower level of decision making authority. Non-exempt employees shall be paid an hourly rate which is based on the Operation Threshold Wage Scale. Operation Threshold reserves the right to treat any position as non-exempt.
 - a. Regular Full-time - All employees who are hired for an expected period of twelve months or longer and whose scheduled work week is a minimum of forty hours.
 - b. Regular Part-time - All employees who are hired for an expected period of twelve months or longer and whose scheduled work week is less than forty hours.
 - c. Temporary Full-time - All employees who are hired (as Operation Threshold employees, not temporary employment agency/contracted workers) for an expected period of less than twelve months and whose scheduled work week is forty hours will be classified as temporary full-time.
 - d. Temporary Part-time - All employees who are hired (as Operation Threshold employees, not temporary employment agency/contracted workers) for an expected period of less than twelve months and whose scheduled work week is less than forty hours will be classified as temporary part-time.

B. Orientation

1. Each employee will be provided with a copy of their job description and the personnel policies. The Human Resources Director will provide orientation to the Personnel, Safety, and Equal Employment Opportunity policies within the first three days of employment.
2. The department director will develop a schedule for further orientation of the employee.
3. Written documentation of the orientation will be placed in the employee's personnel file.

C. Probationary Period

The initial probationary period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether their new position meets their expectations. Operation Threshold uses this period to evaluate employee

capability, work habits and overall performance, and to determine whether to retain the employee. Accrued leave may be used after completion of the first ninety days of the probationary period or at the discretion of the Executive Director.

1. Managerial Employees

- a. All employees hired or promoted to managerial positions may be subject to the requirement of a probationary period of six months duration for that position.
- b. During the probationary period the managerial employee may be evaluated within 90 calendar days, and/or at six months. The Executive Director or the direct supervisor shall complete the evaluations using the methods prescribed by Section 6 of these policies. These evaluations shall then become a part of the employee's personnel file.

2. Non-Managerial Employees

- a. All employees appointed or promoted to non-managerial positions shall be subject to the requirement of a probationary period of 90 calendar days duration for that position.
- b. The non-managerial employee will be evaluated within 90 calendar days. The Department Director and/or direct supervisor shall complete the evaluations using the methods prescribed by Section 6 of these policies. These evaluations shall then become a part of the employee's personnel file.

3. Temporary Employees

- a. All employees appointed to temporary positions shall be subject to the requirement of a probationary period of 90 days for that position, unless the duration of the position is less than 90 days.
- b. The temporary employee may be evaluated within 90 days. The immediate supervisor shall complete the evaluation using the methods prescribed in Section 6 of these policies. These evaluations shall then become a part of the employee's personnel file. If the duration of the position is less than 90 days, the employee may be evaluated upon lay-off or termination.

4. The department director may, with the approval of the Executive Director, extend or reinstate the probationary period of any employee for a maximum of an additional 90 calendar days for just cause.

5. An employee may be terminated at any time during a probationary period with or without cause or advance notice. An employee who is terminated during the initial probationary period does not have recourse under the Operation Threshold grievance procedures.

6. Upon successful completion of a probationary period, the employee shall receive a regular classification, with the exception of temporary employees who will retain temporary status until completion of twelve consecutive months of employment.

D. Work Schedule

1. The work week shall consist of seven consecutive week days and shall begin on Saturday at 12:00 midnight and end on Friday at 11:59 pm.
2. The regular full-time work hours for any work week shall consist of forty hours Monday through Friday. Specific hours will be established dependent on program or department needs and the department director may adjust work hours upon approval of the Executive Director.
3. To the extent possible, employees working an eight hour day or longer may receive two paid 15 minute breaks during each work day. One break may be taken in the morning and one break in the afternoon. These break periods may not be combined together or with unpaid meal periods.
4. Employees shall be granted an unpaid meal period of 30 minutes in duration for a work day consisting of 6 hours or more. Whenever possible, the meal period shall be granted in the middle of the work day. The meal period for each employee will be designated by the department director. Exceptions to required lunch breaks may be authorized by the Executive Director.
5. It is understood that variations in the work schedule will occur. The work schedule will be arranged by the department director.
6. During a period of low work volume for an employee (or group of employees), the employee may be asked to leave for the day. In such instances, we will utilize the plan described below to reduce the number of staff for that day. In this plan, the phrase “take a low volume day” means an employee, or employees, taking part (four hours or more) or all of a work day off, either voluntarily or involuntarily.

First, the Department Director (or a designated supervisor) will assess which employee(s) can be spared for the day. This group of employees will be determined based on a number of factors including but not limited to: location of work, job responsibilities, need for a certain discipline and in general what is best for the operations of the program for that day.

Next, volunteers for the low volume day will be sought from the chosen group of employees. Three scenarios can result and they are listed below (along with how they will be handled):

- a. If we have the exact number of volunteers needed, those volunteers will take a low volume day.
- b. If we have fewer volunteers than are needed, the person in the group who has taken the least number of low volume days will be given the low volume day for that day.
- c. If we have more volunteers than are needed the person who has taken the least number of low volume days will be given the low volume day for that day.

Note: Individuals who have voluntarily reduced their hours to help ease any recent budget issues, will have that time taken into special consideration.

A record of people who have taken low volume days will be kept by the department director so that the process can be as fair as possible. During a low volume day employees may request to take leave without pay or use annual leave.

E. Employee Conduct

All employees should exercise the utmost discretion in regard to all matters of official business, records and client information. Work rules covering personal standards of conduct as well as standard operating procedures are necessary to protect the health and safety of all employees, maintain uninterrupted service and protect the agency's good will and property.

F. Employee Work Rules

The following work rules shall apply to all agency employees. Violation of these rules shall be cause for disciplinary action or termination.

1. Employees shall be at their designated work areas or job sites on time and ready to work. Permission to leave the work site must be given by the department director or designated supervisor.
2. Employees shall maintain the confidentiality of all agency business and client information.
3. Employees shall follow the Agency Safety Policy and all safety regulations to include the wearing of safety articles and the use of protective equipment. An employee shall immediately report all accidents or injuries to his/her department director or designated supervisor. Within one working day of the injury (24 hours in the case of death), the department director and Human Resource Director shall see that the proper Worker's Compensation form, is completed and returned to the Human Resources Director.
4. Employees shall be responsible for, and shall not misuse agency property, records or other materials in their care, custody and control. Removal of agency records from the work site, other than to other work sites, after normal working hours, requires the permission of the department director. Agency property or other materials shall only be removed through the specified procedures established by the department director.
5. Employees shall keep their work site neat and clean.
6. Employees shall deal with the public in courteous and professional manner.
7. An employee shall call in and speak personally with his/her supervisor or department director regarding his/her inability to report for work no later than one-half hour beyond their scheduled starting time or leave a message as directed by your Department Director.
8. Employees shall notify the Human Resources Director whenever there is a change in their personal data (name, address, phone number).
9. Employees shall not restrict, interrupt or interfere with the work of others.
10. Employees shall refer relatives/family or friends seeking assistance to another Operation Threshold employee. An employee shall not personally provide service to such individuals.

11. All buildings owned and operated by Operation Threshold, including offices, storage facilities and properties under construction or renovation, shall be smoke free. Smoking is only permitted in a) designated smoking areas and b) in personal vehicles when clients are not in the vehicle. Employees shall also not smoke in client homes or agency vehicles. Tenants of Operation Threshold rental units are allowed to smoke in the units.
12. Employees shall report for and remain at work only in fit physical condition.
13. Employees shall not neglect their duties or responsibilities or refuse to perform assigned work as set forth in the employee's job description.
14. Employees shall not engage in immoral conduct or disruptive behavior, fight, gamble or use abusive language while on duty or on agency premises or job sites.
15. Employees shall not engage in partisan political activities or unapproved soliciting during working hours on agency premises or job sites, nor use their position for personal gain or to coerce others.
16. Employees shall not post personal notices on agency premises without prior verbal approval from the department director or other appropriate authority.
17. Employees shall not possess or use firearms, weapons, illegal controlled substances, or alcoholic beverages on agency premises or job sites at any time, including lunch time (see Safety Policy).
18. Employees shall not falsify records, reports, or claims of illness or injury.
19. Employees shall not sign or submit another employee's time sheet (exception: the Human Resource Director may sign/submit in special circumstances).
20. Employees are permitted to use agency telephones for limited personal use. Such use shall not interfere with job performance. All costs for personal long distance calls shall be reimbursed to the agency upon receipt of bills. Employees shall observe the rules of telephone courtesy in answering or placing calls.
21. Employees are permitted to use agency copiers for limited personal use. Such use shall not interfere with job performance. All costs for copies shall be reimbursed to the agency at a rate established by the fiscal policies.
22. Employees shall not engage in any form of harassment of fellow employees, clients or the general public.
23. Employees shall not discriminate against other fellow employees, clients or the general public because of political or religious opinions or affiliations or because of race, color, creed, national origin, sex, age, sexual orientation, gender/transgender, or physical or mental disability. Assistance to people with disabilities or special communication needs will be provided by staff in order to fulfill the service agreement.
24. Employees shall not engage in distracted driving of any kind while operating a vehicle on company time or for company purposes.

25. Employees will not be allowed to drive/ride a motorcycle for work related activities (excluding to and from work).
26. Employees shall read, understand, and follow the rules, policy, and procedures in the Operation Threshold Health and Safety Manual, Personnel Policy Manual, and Fiscal Policy Manual.

G. Personal Appearance

Regardless of whether a person is assigned to an office or out in the field, appropriate clothing must be worn, either for the protection of an employee or for the purpose of presenting a positive image to the public.

1. All employees shall dress in a manner that will foster both employee and public confidence.
2. Individual department employees will wear clothing conducive to existing working conditions. The department director will discuss with employees what mode of dress is appropriate and acceptable.
3. Articles of clothing and footwear must be in good repair. Ex: distressed, ripped, or “worn thin” clothing increases the chance that you will be in violation of the personal appearance policy.
4. The following articles will not be worn at any time by staff whose primary place of work is in the central and/or outreach offices of Operation Threshold:
Halters, tank tops, sweat pants, jogging clothes (including jogging suits of nylon, silk, etc.), any clothing showing midriff, any clothing that relates to/advertises; alcohol, drugs, weapons, firearms, gambling, cutoffs, thong “shower” shoes, or any article of clothing which (in the opinion of the Department Director and/or the Executive Director) is too revealing or is in bad taste.
5. Employees are expected to use good judgement and dress appropriately for meetings or events, which may require a different style of dress. This is especially relevant when meeting with individuals from outside the agency and business professional attire should be worn. Should you have any questions, ask your supervisor in advance.
6. Should there be any question as to what is acceptable and what is not acceptable, the Department Director and/or the Executive Director will make the final decision. Employees found to be dressed in an unacceptable manner will be required to change into clothes that are acceptable. Time spent traveling to and from work to change clothes will not be paid.

H. Access to Records

All employee personnel files are confidential and are the property of Operation Threshold. Generally, only officials and representatives of the agency who have a legitimate reason to review information in a file are allowed to do so. With reasonable advance notice an employee may examine the contents of his/her personnel file. This will be done only in the personnel office and in the presence of the individual appointed by the agency to maintain the file.

Records available include pre-employment records, performance appraisals, salary records, any records pertaining to employee attendance, training participation, benefit plans, leaves of absence, changes in status, commendations, payroll withholding authorizations and garnishments. Disciplinary records may be seen with references to other workers blanked out. Any employee who wishes to review his/her personnel file should contact the Human Resources Director to make arrangements to do so. Copies of file contents may be requested with a fee of \$.10 per page copied to be paid by the employee.

I. Gifts and Gratuities

Employees of Operation Threshold are prohibited from accepting gifts, money and gratuities from:

1. persons receiving benefits or services under any Operation Threshold program; or
2. any person or agency performing service under contract; or
3. persons who are otherwise in a position to benefit from the action of any employee.

J. Unlawful Demonstrations

An employee may not plan, initiate, participate in or otherwise aid or assist in the conduct of any unlawful demonstrations, rioting or civil disturbance. An employee, even when off duty, is considered subject to this instruction, as long as his/her relationship to the group which is engaged in the activity is such that the participants or the public might reasonably conclude that s/he is acting as an employee.

K. Employee's Outside Business or Employment

1. Outside business or employment shall not interfere with the efficient performance of the employee's duties or prestige of the agency.
2. Outside business or employment shall not involve a conflict of interest or conflict with the employee's duties.
3. Outside business or employment shall not involve the performance of duties which the employee should perform as part of his/her employment.
4. Outside business or employment shall not occur during the employee's regular work hours, unless the employee uses annual leave.
5. The Executive Director shall determine whether or not outside employment or business creates a conflict of interest.

L. Employees are Prohibited Before, During, and After Work From:

1. Using official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office;
2. Directly or indirectly coercing, attempting to coerce, commanding or advising a State or agency officer or employee to pay, lend, or contribute anything of value for political purposes; and

3. Being a candidate for public elective office in a partisan election.

M. Automotive Insurance

All employees using personal vehicles for work-related travel are required to file a certificate of insurance verifying insurance coverage in the amount of \$100,000/\$300,000 public liability and \$50,000 property damage within one month of employment and on an annual basis each year thereafter. A certificate of insurance coverage with the beginning and ending dates must be on file. The employee must submit a copy of the insurance coverage to the Human Resources Director.

N. Professional Development

Operation Threshold believes in the value of on-going training and development of its employees. Some positions at Operation Threshold require professional licensure. It is the employee's responsibility to maintain current licensure as long as s/he holds that position. If applicable, continuing education to maintain that license is the employee's responsibility. Within individual program funding capability the agency may cover costs for training, CEU's and seminar attendance. Department Directors will continually monitor the training needs and job descriptions of their staff to ensure that employees fulfill the requirements of their position. Deficiencies will be brought to the attention of the Executive Director.

O. Electronic Communications and Social Media

Operation Threshold's e-mail and Internet system is intended to be used for business purposes only. Employees will use company e-mail and Internet access in a responsible and productive manner. Use for informal or personal purposes is permissible only within reasonable limits and may only occur during breaks or non-working hours with supervisory permission. All e-mail/Internet records are considered company records. Access may not be used for transmitting, receiving or storage of any communications of a discriminatory or harassing nature or materials that are obscene or "X-rated". Harassment of any kind or use for personal gain is prohibited. Abuse of the e-mail or Internet systems, through excessive personal use, or use in violation of the law or Operation Threshold policies will result in disciplinary action. Operation Threshold does not intend to regularly review employees' e-mail/Internet/electronic records, however it can and employees have no right or expectation of privacy in electronic information.

1. Social Media in the Workplace

Social media is a type of online media that expedites conversation and allows users to participate in the creation or development of content. Operation Threshold embraces the concept of social media as a business tool for purposes of recruiting staff and volunteers, publicizing agency activities and promoting the agency. For those purposes, only a few positions within the agency are allowed to access social media sites on work computers and only for work purposes.

2. Social Media "Outside" the Workplace

Activities in or outside of work that affect your job performance, the performance of others, or Operation Threshold's reputation and business interests are a proper focus for company policy. Employees need to understand that what is posted online is permanent and most likely is public. Employees need to remember that they are bound by all agency policies that include but are not limited to anti-harassment, confidentiality, and conduct standards. Careless use of social media can easily result in policy violations, even if the employee does so during non-work time and using personal equipment. Even while engaging in electronic

networking outside of the workplace, employees must use care not to engage in communications that are of a defamatory, harassing or libelous nature, either against colleagues, supervisors, program participants, vendors, the agency or its programs.

3. Care must be taken to avoid breaking confidentiality of employees or participants in our programs. Employees should not use social media in any way that crosses professional boundaries with families they serve.

Employees are required to read and follow the Facilities, Technology, and Equipment Policy and Procedure Manual that is on the Operation Threshold Intranet Home Page.

P. Ethics Policy

Each staff person of Operation Threshold is expected to demonstrate the highest standards of personal integrity, truthfulness, confidentiality, and honesty in the performance of his or her job functions. Staff members, volunteers, and consultants are required to comply with all laws, rules, regulations, and contractual agreements.

1. Confidentiality of Information:

Information about children, families, other employees or the Agency will not be divulged to anyone other than the persons who are duly authorized to receive such information. This policy extends to both internal and external disclosures. Any breach of confidentiality will result in corrective action up to and including termination of employment. All communications with persons or organizations outside the Agency regarding specific information about any of our clients is strictly forbidden unless staff has previously obtained written consent from the client to release such information. Any written consent to release information will become a part of the client's permanent file. Written releases are required prior to all in-person, telephone, written, faxed, electronic or any other means of communication. Without a release, staff will not even acknowledge whether someone is a client of the Agency. The only exceptions to the policy is when a funding or oversight body wishes to review files for compliance purposes (in such a case, Department Directors or the Executive Director may grant staff permission to disclose information for the purpose of review), when records are duly subpoenaed by a court of law, and in the case of suspected child or dependent adult abuse or neglect, which we are mandated to report.

In the case of suspected abuse or neglect, employees who are mandatory reporters will follow all State regulations in reporting the suspected activity. In addition, the reporter will notify their supervisor, Department Director, and/or the Executive Director that they made the report. These reports/ documents will be kept confidential and maintained by the Executive Director.

Duty to warn - in the event of potential threat or danger, all staff are obligated to immediately speak with and explain the situation to the Executive Director or Deputy Director (or, if they are not available, another member of the management team). That management team member will then determine the appropriate course of action.

2. Conflict of Interest:

Employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. This policy establishes only the framework within which Operation Threshold wishes the business to operate. The purpose of these guidelines is to provide general direction so that employees can seek further clarification on issues related to the subject of acceptable standards of operation.

An actual or potential conflict of interest occurs when an employee is in a position to influence a decision that may result in personal gain for that employee or for a relative as a result of this Agency's business dealings. For the purposes of this conflict of interest policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage including anyone else living in the employee's household whether or not there is a familial relationship.

No "presumption of guilt" is created by the mere existence of a relationship with outside firms. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative that he or she disclose this to their Department Director as soon as possible as to the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties. Specific program policies may have their own requirements with regard to conflict of interest. Those requirements will be followed if they are more restrictive.

Personal gain may result not only in cases where an employee or relative has a significant ownership in a firm with which Operation Threshold does business but also when an employee or relative receives any kickback, bribe, substantial gift, or special consideration as a result of any transaction or business dealings involving the organization.

The materials, products, designs, plans, ideas, and data of this Agency are the property of the employer and should never be given to an outside firm or individual except through normal channels and with appropriate authorization. Any improper transfer of material or disclosure of information, even though it is not apparent that an employee has personally gained by such action, constitutes unacceptable conduct. Any employee who participates in such a practice will be subject to disciplinary action, up to and including discharge.

No employee, officer, or agent of Operation Threshold shall participate in the selection, award, or administration of a contract between Operation Threshold and any other party if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, or any relative, or his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of Operation Threshold shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, customers, clients, or parties to sub-agreements. Additionally, no preferential treatment will be given to community partners, governing bodies or consultants. Employees will never steer, direct referrals to, or give preference to clients easier or less costly to serve for the agency and practitioners within the agency. Any potential situation that may present a conflict of interest will be immediately made known to the Executive Director. Any violation of this policy will result in disciplinary action up to and including discharge.

3. Application for services:

To ensure the application for service process is conducted in an ethical manner, the following conditions shall apply:

Clients who are relatives or close personal friends of staff: Relatives or close personal friends of Agency staff who apply for Agency services will not be afforded undue preference, and will have to follow the same criteria for application and selection as the general public. They will not receive preferential appointment times, or in any way receive any special treatment. The staff member who is a relative or close personal friend will not be involved in the application, eligibility determination, or service delivery in any manner.

Staff Members as Customers: Agency staff who wish to apply for services may apply in a manner similar to the general public. They must obtain an appointment time like any other client, and must apply through a staff person or supervisor who would normally deliver the service they are seeking. Appointments will be made during staff lunch hours, or when they are not working. Supervisory staff cannot apply with staff that report to them, they must have their supervisor take their application. All applications by staff for Agency services require signature by the Executive Director or his/her designee prior to the delivery of services. There are no exceptions, and this policy does apply to affordable rental units managed by the Agency.

4. Nepotism:

Because the Agency wants to avoid all appearances of impropriety, there will be a prohibition against hiring relatives of the Board of Directors. In addition, employees and potential employees who are related to each other are prohibited from being within the same reporting line. All current staff members and all current Board members have the responsibility to inform the Executive Director or the Human Resources Director immediately upon becoming aware that a familial relationship, as defined by this policy, exists between herself or himself and another staff member or Board member.

Definition of Relative: As defined for this nepotism policy, "relative" means spouse, parent, step-parent, grandparent, child, step-child, grandchild, sibling, step-brother, step-sister, mother-in-law, father-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, and anyone else living in the employee's household whether or not there is a familial relationship.

Relationships that develop or are discovered after employment has begun: For relationships which develop (or are discovered) after employment has begun, the Agency will ensure that relative relationships (as defined above) will not exist within a direct line in the chain of command. If a relationship develops where one person in the relationship would fall in the chain of command anywhere under the other, the Agency will ask the persons involved if either would choose to resign their employment. If neither party chooses to resign, Operation Threshold's Executive Director will follow the criteria established in the layoff policy (including performance factors) to determine which employee will be laid off.

5. Whistle-Blower protection policy:

A. Introduction:

In response to several high profile instances of corporate wrong doing, Congress enacted the Sarbanes-Oxley Act. A portion of this law provides certain protections for "whistle-blowers" and criminal penalties for actions taken by employers in retaliation against whistle-blowers. The Act protects persons who risk their careers by shielding them with legal protection when reporting suspected improper corporate conduct in the organization.

Operation Threshold's whistle-blower protection policy is intended comply with the Sarbanes-Oxley Act and to provide a vehicle for addressing complaints from staff and the public as they concern suspected improper conduct in the areas of financial and corporate management. The policy is not intended to replace existing grievance procedures for staff contained in the personnel policy manual.

B. Policy:

It is the policy of Operation Threshold that no adverse action shall be taken against any employee or volunteer in retaliation for whistle-blowing as that term is generally understood under the Sarbanes-Oxley Act. Employees and volunteers are encouraged to report in the manner described below, any evidence or suspicion of improper corporate conduct involving Operation Threshold's financial or corporate management or other legal and ethical violations. Reports of such claims that are subsequently deemed unfounded will not result in the reporting employee or volunteer being subject to reprimand or otherwise being retaliated against for such reports as long as the employee or volunteer has acted in good faith, with a reasonable belief that they had evidence or suspicion of improper conduct.

C. Procedures:

An employee or volunteer who has evidence or suspicion of improper corporate conduct involving Operation Threshold's financial or corporate management or other legal and ethical violations should immediately report that concern in any of the following ways at their option:

- a. An employee may report the allegation directly to the Executive Director.
- b. An employee may report the allegation to the Human Resource Director, Fiscal Director, or Planning & Compliance Director who in turn shall immediately (within one working day) report the allegation to the Executive Director, unless the allegation involves the Executive Director, in which instance the Director shall report the allegation to the President of Operation Threshold's Board of Directors.
- c. An employee may report the allegation to the President of Operation Threshold's Board of Directors.

Reports of improper conduct may be made anonymously and such reports shall be afforded the same level of regard as those reported by an identified person. There are no specific requirements as to the content or specifics of a report of improper conduct and a report may be made orally or in writing.

Unless the allegation involves the Executive Director, it shall be the duty of the Executive Director to investigate the allegation and undertake such actions as may be necessary and proper to determine whether the allegation is justified. The Executive Director shall make a report to the Board of Directors relative to the resolution of the matter and shall detail how the problems have either been resolved or why no resolution was deemed necessary. If the allegation involves the Executive Director, the Executive Committee will have the duty to investigate the allegation and make a full and complete report to the Board of Directors relative to the resolution of the matter and shall detail how the complaint has been resolved or why no resolution was deemed necessary.

To the extent possible, until such time as the allegations are investigated, every effort shall be made to keep the matter confidential so as to avoid unjustified damage to any person's reputation. If any misconduct is discovered as a result of the investigation, the Executive Director, upon

consultation with the Executive Committee, may take such action as he deems appropriate in the circumstances.

It is the policy of Operation Threshold that all employees have the right to disclose information to an oversight agency, the Office of Citizens' Aide, Department of Human Rights – Division of Community Action Agencies, or the Auditor of the State. No staff person shall receive any adverse employment action for disclosing any information about a service contract to the oversight agency, the Office of Citizens' Aide, the Attorney General's office, Department of Human Rights – Division of Community Action Agencies, or the Auditor of the State.

Employees who believe they have been reprimanded or retaliated against for reporting improper corporate conduct should report such conduct directly to the President of the Board of Directors, who in turn shall investigate the allegation and report to the Executive Committee. In the event the allegation of retaliation is founded, the President shall consult with the Executive Committee to determine what actions are appropriate.

D. Dissemination of Policy:

The following statement regarding Operation Threshold's whistle blower policy shall be provided to each employee and volunteer. This policy shall be included in Operation Threshold's Personnel Policy Manual which is provided to all new employees with their orientation and will include phone numbers to contact the Citizen's Aide office, State Auditors office, Department of Human Rights – Division of Community Action Agencies, and Attorney General's office. The following statement shall also be posted in a prominent location in each Operation Threshold office:

**Reporting Suspected Improper Conduct or Unethical Behavior
Notice to all Staff and Volunteers**

Operation Threshold is committed to the highest standards of ethical conduct and compliance with all applicable federal and state laws and regulations. Operation Threshold staff have an obligation to report any improper conduct they know or suspect in connection with the agency's management, administration, and provision of service. Reporting such known, or suspected activity is an expectation of every employee because your help is needed to actively discourage or promptly halt inappropriate behavior.

Employees and volunteers have several options for reporting improper or unethical conduct, which includes allowing you to report the information confidentially or anonymously. You may report the allegation to the Human Resource Director, Fiscal Director, or Planning & Compliance Director or if you prefer, the Executive Director. If you believe reporting in this manner is not appropriate you may contact the President of Operation Threshold's Board of Directors.

Employees or volunteers who make reports in good faith, will not be subject to any sort of retaliation or punishment for reporting. Remember, your help is needed to ensure that we actively discourage and continue to avoid inappropriate behavior.

(Actual posted notice will include Citizen's Aide office, State Auditor's office, Department of Human Rights – Division of Community Action Agencies, and Attorney General's office phone numbers)

Section 4

Discipline

The agency shall maintain proper order and a business-like atmosphere through its employees. Employees shall conduct themselves in a manner not detrimental to the prestige and good name of the agency in the performance of their duties.

A. Causes for Disciplinary Action

An employee may be subject to disciplinary action for any of the following causes:

1. Any conduct which has the potential for resulting in adverse publicity or damage to the public image of the agency or any other actions detrimental to the agency, as determined by the Executive Director.
2. Insubordination constituting a serious breach of discipline.
3. Unauthorized absence or abuse of leave privileges.
4. Acceptance of any valuable consideration given to influence an employee in the performance of his/her duties.
5. Falsification of any application or agency record.
6. Use of his/her official position for personal advantage.
7. Theft or misappropriation of funds or property belonging to the agency or a client.
8. Conviction of a felony or other charges deemed to be serious.
9. Incompetence, inefficiency or negligence in the performance of duty.
10. Use, possession or being under the influence of alcohol or illegal controlled substance on the job.
11. Possession of a firearm or weapon on agency time or on agency work sites.
12. Any act that is in violation of agency work rules and regulations (See Section 3F - Employee Work Rules), or causes disruption to the orderly conduct of business.
13. Any other just and good cause as determined by the Executive Director.

B. Administration of Discipline

It shall be the policy of Operation Threshold to employ a system of progressive discipline when appropriate to include verbal warnings, written reprimands, suspension without pay and termination. However, serious violations of work rules or other causes enumerated in Section 4A of this policy, as determined by the Executive Director, may constitute cause for any level or type of discipline including but not limited to immediate suspension or termination. In no instance shall an employee be suspended for more than ten consecutive working days. Notices of all disciplinary actions taken will be maintained in the employee's personnel file.

C. Excessive Absenteeism

Regular on-time attendance is essential to the efficient operations of Operation Threshold. Unanticipated work loss due to unplanned absences creates service disruption and lowers productivity in the agency. An unplanned absence is defined as the use of annual leave, sick leave or unpaid leave of more than one hour that was not approved in advance (by the end of the previous work day). Exceptions to this include inability to report for work due to adverse weather conditions or situations that result in approved emergency leave. Excessive absenteeism will result in disciplinary action through progressive discipline. Verbal warning(s), written warning(s), and/or termination of employment may all be utilized. It is the department director who is responsible for determining what constitutes excessive absenteeism within their department. Factors such as amount of time missed, the timing of the absence(s), the importance of the work missed and whether it can be "made up", patterns of absence(s), overall effect of the absence(s) on the department or agency, attendance history, as well as other factors may all affect the level of discipline. Discipline decisions will be made by the Department Director, in conjunction with the Human Resource Director and/or the Executive Director.

D. Written Communications

All written communications regarding disciplinary actions will be retained in the employee's personnel file. Failure by an employee to acknowledge a written communication should be noted by the department director and at least one witness. Such lack of acknowledgment, when duly noted, will not invalidate the written communication. All written communications shall be provided to the employee. A copy of all communications will be given to the Human Resources Director within one day of disbursement for filing.

E. Appeals

Employees shall be fully informed of their rights to appeal and will be assisted by the appropriate staff persons as required in the grievance process. (See Section 10 - Employee Grievances and Appeals.)

F. Final Pay

In the case of employment termination, final pay will be paid the next pay period following submission of proper forms and return of any agency property to the Human Resources Director.

Section 5

Termination

A. Policy

Employment with Operation Threshold is based on mutual consent. Either the employee or the agency have the right to terminate employment at will, with or without consent, at any time.

B. Voluntary Termination

1. Regular Managerial Employees

Any regular managerial employee wishing to leave the agency in good standing shall file with the Executive Director, at least four weeks in advance, a written resignation stating the date the resignation shall become effective.

2. Regular Non-Managerial Employees

Any regular non-managerial employee wishing to leave the agency in good standing shall file with the department director, at least two weeks and preferably four weeks before leaving, a written resignation stating the date the resignation shall become effective.

3. Failure to comply with this procedure may be considered cause to deny such employee future employment by the agency. An unauthorized absence from work for a period of three consecutive working days or more, may be considered by the Executive Director as a resignation. The department director shall forward copies of all notices of resignation to the Human Resources Director within one calendar day after receipt of the resignation.

C. Layoffs

The agency may lay off any employee whenever such action is necessary by reason of shortage of work or funds, the abolition of a program, or the elimination of a position because of changes in the organizational structure. Layoffs are ordered by the Executive Director upon recommendation from the department director and are submitted in writing to the employee. The Human Resources Director and the employee shall receive copies of the notice.

1. Criteria

In the event that a reduction in force becomes necessary, the following factors will be considered in the layoff decision:

a. Performance - This is of prime importance and is documented through the performance evaluation system.

- b. Transfer Potential - Due to past service and contributions, an employee may be effectively utilized in a different position that may be equal or lower on the wage scale. This employee would replace a lesser performer, or less senior employee where qualifications and performance are essentially equal. These transfers will be initiated by the department director and require approval of the Executive Director. Such transfers will only occur within a program or department (i.e.: Housing, Family Development, WIC).
- c. Length of Service - When past performance, skills and potential are essentially equal, length of service will be the determining factor.

2. Notice

- a. A four week notice will be given to regular managerial employees; a two week notice will be given to regular non-managerial employees; a previous working day notice will be given to temporary employees. A critical shortage of program funding that necessitates an expected short term layoff (30 calendar days or less) may be done with less notice. In cases of expected short term layoffs, the vacation payout policies will not apply until after 30 calendar days from the layoff date.
- b. A copy of the layoff notice shall be submitted to the Human Resources Director for placement in the personnel file within one working day of the notice to the employee.

3. Benefits

An employee who is laid off shall no longer be eligible for benefits. Full-time employees who are laid off may retain their health and/or dental insurance coverage for up to 18 months through COBRA. Premium payments are the responsibility of the laid off employee and must be received by the Fiscal Office no later than the 15th day of each month prior to the due date of the premium or coverage shall be canceled. Accrued sick leave hours will remain banked for the employee for a period of six months. Additional hours will not be earned or accrued during the layoff period.

4. Recall

- a. Recall order for regular employees will be based on the same criteria as layoff, provided that the vacancy occurs within six months of layoff.
- b. The anniversary date for employees recalled to regular status positions will be the original date of employment prior to layoff. Fringe benefits will be based on the original anniversary date.
- c. Temporary employees will not have automatic recall privileges.

D. Termination for Cause

The agency may terminate an employee for cause in accordance with “Section 4 - Discipline” of the Personnel Policies. The effective date of any termination for cause will be the date that notice of termination is presented to the employee. A salaried employee shall be compensated for the portion of the week they worked on a prorated basis. Lump sum settlement of any accrued annual leave earned but not taken will be included in the final pay settlement.

Final pay will not be computed and paid until the payroll clerk is provided with a clearance from the Human Resources Director stating the employee is not in possession of any agency property. The paycheck will then be issued at the next regularly scheduled pay date. A copy of the “Termination for Cause” notice shall be submitted by the department head to the Human Resources Director within one calendar day of the termination.

E. Written Communications

All written communications regarding termination shall be provided to the employee and retained in the employee’s personnel file. Failure by an employee to acknowledge a written communication will be noted by the department director and at least one witness. Such lack of acknowledgment, when duly noted, will not invalidate the written communication.

F. Appeals

Employees shall be fully informed by the department director of their rights to appeal as outlined in Section 10 of this manual.

Section 6

Employee Performance Evaluation

A. Policy

It is the policy of Operation Threshold to conduct and provide for regular, objective and consistent documentation of job performance. It is the agency's goal that through this system involving a two way exchange of information, the performance evaluation process will enhance and improve employee understanding of expected performance, accomplishments, areas needing improvement, achievement of established goals and objectives and ultimately assist in career development.

B. Types of Evaluations

1. Probationary - Evaluations for managerial employees will be completed within 90 calendar days of initial employment, promotion or transfer. Regular non-managerial employees will be evaluated within 90 calendar days and/or upon completion of the probationary period of initial employment, promotion or transfer. Temporary employees will be evaluated within 90 calendar days of initial employment unless the duration of the position is less than 90 days.

2. Annual - Evaluations for all agency staff will be completed at least once per year. These evaluations are typically done in August. The evaluation month for certain departments may vary (within the fiscal year) with the approval of the Executive Director.

Staff who have had a probationary evaluation in the preceding 60 days will not be re-evaluated during these months. Staff who are within a probationary period will be evaluated upon completion of that time.

3. Transfer or Promotion - An employee may be evaluated prior to a contemplated transfer or promotion. Completion of the annual evaluation in the preceding 60 days may serve this purpose.

4. Termination - An employee voluntarily terminating from the agency can ask for a performance evaluation by his/her supervisor. Employees who are laid off from the agency can be evaluated prior to termination. Completion of the annual or probationary evaluation in the preceding 60 days may serve this purpose.

The initial 90 day and annual evaluations thereafter represent minimum requirements for employee performance evaluations. Department directors and supervisors may conduct additional evaluations on an as-needed basis.

C. Evaluation Completion Procedures

1. General

- a. The Human Resources Director will distribute evaluation forms at least two weeks prior to the first day of the scheduled evaluation month.
- b. The department head or supervisor will give the employee the self-rating portion of the evaluation form and arrange with him/her a time to review the completed evaluation. The employee will complete the self-evaluation form and return it to the supervisor prior to the scheduled time for the review.
- c. The employee and supervisor will meet and discuss the evaluation. A copy of the completed evaluation form will be provided to the employee.
- d. The supervisor will forward the completed evaluation form to the department director for review. The department director will then forward the completed evaluation form to the Executive Director for review and signature. All evaluations will be received by the Executive Director no later than the last day of the scheduled evaluation month.
- e. Original signed evaluations will be forwarded to the Human Resources Director for data entry and placement in the employee's personnel file.

2. Performance Evaluation Appeal Process

If an employee is in disagreement with a rating on his/her evaluation that cannot be resolved through discussion with his/her supervisor, s/he may submit a written rebuttal to the file. If the employee wishes to actively pursue a change in a rating, s/he may appeal the evaluation through the employee grievance process outlined in Section 10 of these policies.

D. The Employee Performance Evaluation

(See pages 26-29 this section)

The Operation Threshold Employee Performance Evaluation form will be utilized to rate the performance of all managerial and non-managerial employees. The Executive Director will be evaluated according to procedures outlined in Section 6.E of these policies. There are three parts to be completed for the evaluation process.

1. Employee's Self- Evaluation of General Performance Factors

This section provides the employee with the opportunity to conduct a self-rating of his or her performance according to generalized, work related skills. Additional sections provide opportunities to list personal and professional goals, accomplishments and comments.

2. Supervisor's Evaluation of General Performance Factors

This section provides the supervisor with the opportunity to rate the employee using the same set of generalized, work related skills and issues as the employee.

3. Supervisory/managerial positions will also complete a supplemental self-evaluation and supervisory evaluation specific to those job skills necessary to supervise staff.

E. Executive Director

The Executive Director will be evaluated annually by the Board of Directors. The following guidelines will be used unless altered by the Board of Directors:

1. The evaluation format will be reviewed and approved at a Board meeting. Choice of methods may include, but is not limited to, one or more of the following: current agency format, board devised form, board questionnaire, board polling, community input or agency staff input. If not stated otherwise, the previous years' format will be used.
2. The Executive Director will be given the opportunity to review the evaluation format prior to the evaluation.
3. The Executive Director will be requested to submit a written self-evaluation that will include but not be limited to the criteria approved by the board.
4. An evaluation will be given to each Board member to complete.
5. The Personnel Committee may solicit comments from non-board community persons, representative of the public and private sectors, who have a professional relationship with the Executive Director. Those comments will be kept in confidence by committee members.
6. The Personnel Committee may solicit comments from agency staff members. Those comments will be kept in confidence by committee members.
7. All completed evaluations will be submitted in a sealed envelope to the Human Resources Director to be maintained in a confidential file and forwarded to the Personnel Committee Chairperson.
8. The Personnel Committee Chairperson will remove names and/or other identifying material from each evaluation and create a composite evaluation.
9. The Board will review the composite evaluations and comments, etc. in closed session at the regular July Board of Directors meeting. Pertinent points will be noted and the composite evaluation will be approved.
10. The formal evaluation interview will be conducted in Closed Session at the regular July meeting of the Board of Directors. Recommendations for salary and/or benefit adjustments may be made at this time.

11. The individual evaluations and any other documentation (other than the original self-evaluation and the final signed composite evaluation) will be destroyed within 30 days after the evaluation has been presented to the Executive Director.
12. The Executive Board of Directors reserves the right to address the performance of the Executive Director on an as-needed basis.

Wage and Salary Compensation

A. General Compensation Policy

1. All decisions on wages and salary will be subject to the availability of program funds.
2. Operation Threshold non-exempt employees will be paid an hourly rate based on the current wage scale. Exempt employees will be paid a salary based on the current wage scale.
3. The Board of Directors will approve the salary of the Executive Director. The salary range for the Executive Director will not be reflected on the wage scale.
4. Employees will be paid on a weekly basis. Time sheets are to be completed by each employee, approved by the supervisor and/or department director and submitted to the fiscal office by noon on the first workday following the end of the pay period. Time sheets submitted after that deadline may be paid the following pay period. Incomplete time sheets will be returned to the supervisor/department director.
5. Salary advances **WILL NOT** be given to any employee.
6. All employees will be paid through electronic direct deposit. All employees will be required to have an account that allows for the direct deposit of the employee's pay. The employee will be required to provide that account information to Human Resources before the end of their first pay period worked.

B. Wage Scale

1. Initial wages will be established by the Executive Director in accordance with the Operation Threshold wage scale. (See Appendix B) All employees will be paid within the pay range for their position. No position will be paid at a level higher than the maximum wage amount for that position without the approval of the Board of Directors. An employee may be paid at a lower level than the minimum wage amount for a position due to probationary status or while waiting to achieve/obtain a required credential or failure to achieve an effective performance level on the most recent evaluation, which results in ineligibility for a cost-of-living adjustment. (See #3, this section)
2. Cost of Living Adjustments (COLA), as approved by the Board of Directors, will increase the starting and maximum wages for each position by an across the board percentage or amount.
3. Employees achieving at least a satisfactory level of performance, as documented in their most recent performance evaluation, will receive the cost of living increase to their wage.
4. Employees who have not had an evaluation because they are within a probationary time period will be eligible for the cost of living increase upon achieving a satisfactory performance level and completion of the probationary period.

5. As individual program funds allow, merit increases and/or incentive payments can be considered. This may be done in conjunction with performance evaluations, or any other time deemed necessary and/or appropriate by the Executive Director in consultation with the Board of Directors.

C. Overtime

1. Overtime is defined as actual hours worked in excess of 40 hours in any work week. Non-exempt employees working more than 40 hours a week shall be compensated at a rate of 1-1/2 times their normal hourly wage rate. The work week begins on Saturday and ends the following Friday. Holidays or leave time taken during the week are not considered hours worked for purposes of overtime.
2. The department director may change an employee's hours of work within the work week by requiring additional hours be worked one day and shortened hours on another day (flex-time).
3. Time worked while traveling to attend approved training or conferences is considered work time.
4. It is the responsibility of the department director to monitor overtime, either approved or implied, and to contain overtime costs.
5. All salaried employees are exempt from overtime pay. This exclusion is consistent with the established principle that management officials are expected to work whatever number of hours are required to accomplish their assigned workload during any given period. Conversely, during periods of reduced workloads, administrative discretion allows flexibility in adhering to a formal schedule of hours.
6. Non-exempt employees who are required to respond to work related pager calls outside of their regularly scheduled work hours will follow the policy below:
 - a) **For any "pager work time" that occurs within their first 40 hours of work for the work week**, the employee is required to "flex out" the amount of "pager time" worked by reducing the hours they would normally work later in that work week. To flex the hours, the employee should seek out their supervisor as soon as possible and discuss the need to flex their time. The specifics of schedule changes must be approved by the supervisor. As additional compensation for any "pager work time" employees will receive Admin leave totaling one and a half times the amount of "pager work time" for that work week. This time includes holidays, evenings, weekends, etc..... as long as the hours worked are below 40 for the work week.
 - b) **For any "pager work time" that occurs after their first 40 hours of work for the work week**, the employee will be paid at time and a half for the time worked above 40 hours for the week. The time paid at time and a half will not be eligible for the Admin leave earnings.
 - c) Staff will work with their supervisor to schedule the use of this type of Admin leave in order to balance program operations and manage leave balances. Any unused leave of this type will not be paid out at the end of employment.

D. Pay Period Schedule

Pay periods consist of one week (Saturday through Friday). Pay checks are distributed weekly, one week following the end of the pay period.

Employee Benefits

A. Annual Leave

The intent of the annual leave benefit is to provide paid time off for personal reasons that are either not covered under another leave provision, or for which an employee does not have adequate leave under another provision.

1. Eligibility

All regular employees working at least 20 hours per week on a regular basis* are eligible to earn and use annual leave in accordance with established procedures. Regular part-time employees working less than 20 hours per week will not be eligible for annual leave.

2. Accrual

- a. Regular, full-time employees will earn annual leave as follows (pro-rated when necessary):
 1. Employees with less than 3 years of continuous employment: 2 hours of annual leave for each 40 hour week.
 2. Employees with over 3 years of continuous employment, but less than 6 years of employment: 2.5 hours of annual leave for each 40 hour week.
 3. Employees with 6 or more years of continuous employment: 3.5 hours of annual leave for each 40 hour week.
- b. Regular employees working less than 40 hours per week, but more than 20, will accrue leave proportionate to the hours worked (i.e. 20 hours per week = 1 hour annual leave earned per week).
- c. Changes to the leave accrual rate will become effective at the start of the pay period in which the employee's anniversary date falls.
- d. Employees transferred within the agency will carry their accrued annual leave from the old position to the new.
- e. Employees transferred from a temporary to a regular position will earn leave from the date of the transfer.
- f. For benefits for layed off employees see the recall provision in Section 5(4).

3. Usage and Approval

- a. Annual leave may be taken upon completion of 90 calendar days of employment. Absences necessitated by community response to public health emergencies may be allowed before 90 days with the approval of the Executive Director.
- b. Annual leave may be taken in increments of ¼ hour, with a ¼ hour minimum for all employees. Employees are required to use annual leave hours in conjunction with Holiday hours and/or Floating Holiday hours (and/or sick leave hours when appropriate) ,when necessary, to equal the total amount of the employee's

normally scheduled hours for the day. Accrued annual leave is credited to the employee at the end of the pay period and is available for use at the beginning of the next pay period.

- c. An employee may carry over a maximum of 80 hours of annual leave beyond the end of the fiscal year, which ends September 30.
- d. Employees will be reimbursed upon termination for annual leave earned but not taken. Annual leave earned, but not yet paid, will be paid at the time of the final payroll following termination of employment.
- e. When possible the request for leave scheduling or re-scheduling should be submitted by the employee to the department director (or Executive Director for management staff) no less than 5 calendar days prior to the proposed start of leave. The leave period shall be scheduled to suit the mutual convenience of the employee and the employer.
- f. Department directors may require the use of annual leave when, in their judgment, it is necessary for the efficient operation of the program, and shall have the authority to devise a system of vacation scheduling to suit the needs of the department.
- g. Employees performing fiscal transactions must take a minimum of 5 consecutive days of annual leave each year after the first year of employment. (Policy is based on auditor requirements).

5. Responsibility

a. Department Directors

- 1. Provide proper supervision of annual leave.
- 2. Inform staff of the organizational and departmental requirements for scheduling and securing approval of annual leave.
- 3. Ensure that all annual leave recorded on time sheets is documented with a signed/approved leave request form at the time payroll is submitted.

b. Employees

- 1. Ensure that there is adequate paid leave to cover time requested.
- 2. Ensure that all leave taken is properly recorded on time sheets.

B. Sick Leave

The intent of the sick leave benefit is to prevent hardship in loss of pay due to illness. Improper use or abuse of sick leave benefits is disadvantageous to employees in case of a serious or confining illness.

1. Eligibility

All regular employees working at least 20 hours per week on a *regular basis are eligible

to earn and use sick leave in accordance with established procedures. Regular part-time employees working less than 20 hours per week will not be eligible for sick leave.

2. Accrual

- a. Regular employees earn sick leave with regard to total hours worked. Sick leave will be earned as follows:
 1. Regular, full-time employees will accrue 1.4 hours of sick leave for each 40 hour week..
 2. Part-time employees working at least 20 hours per week will accrue leave proportionate to the hours worked.
- b. Accrued sick leave is credited to the employee at the end of the pay period and is available for use at the beginning of the next pay period.
- c. Sick leave accrued but not taken will be carried over from one fiscal year to the next. An employee may accumulate up to a maximum of 480 hours of sick leave.
- d. When an employee terminates s/he will not be paid for sick leave earned but not taken.

3. Uses of Sick Leave

- a. Sick leave may be taken upon completion of 90 calendar days of employment. Absences necessitated by community response to public health emergencies may be allowed before 90 days with the approval of the Executive Director.
- b. Sick leave may be taken in increments of ¼ hour with a ¼ hour minimum for all employees. Exempt employees are required to use partial sick leave hours (when appropriate) in conjunction with annual, and/or floating holiday pay in order to equal the total amount of the employee's normal working hours for the full day.
- c. Sick leave may be used for the following:
 - Illness or injury of the employee, employee's spouse, employee's dependent child (age 18 or under) and employee's parent (or parent-in-law) who is a member of the immediate household and for whom the employee is primary caregiver.
 - Medical, dental or optical examinations for treatment of any of the above, if requested in advance.
 - Absences occasioned by employee's pregnancy, childbirth or complications resulting therefrom, and for recovery from childbirth or miscarriage.
 - Absences occasioned by employee's spouse's recovery from childbirth, up to the amount of medical recovery time given to the mother by her doctor. (This benefit must be used immediately following the birth.)

Employees who do not have sufficient accumulations of sick leave to cover such absences shall be eligible for unpaid leave subject to the guidelines outlined in Section 8.G.

4. Approval

- a. Use of sick leave is subject to the approval of the department director or the Executive Director for managerial employees. A department director may require a doctor's excuse before approving use of sick leave if that requirement is made known to the employee in writing, in advance of an occasion of illness.
- b. Abuse of sick leave will result in loss of pay for the duration of the absence and may result in further disciplinary action.
- c. An employee who is absent due to illness must call in and speak personally with his/her immediate supervisor or department director no later than 1/2 hour beyond their scheduled start time. Failure to properly notify the department director may result in the absence being charged to leave without pay. Exceptions may be made in cases of serious illness or hospitalization.

In cases of serious illness or injury, a doctor's release must be submitted to the department director in order for the employee to return to work.
- d. Operation Threshold Leave Request Forms shall be used to request sick leave.
- e. If an employee is on annual leave when an illness occurs, the time off will still be counted as annual leave.

5. Responsibility

- a. Department Director
 - 1. Provide proper supervision of sick leave.
 - 2. Inform staff of the organizational and departmental requirements for scheduling and securing approval of sick leave.
 - 3. Ensure that all paid sick leave recorded on time sheets is documented with a signed/approved leave request form at the time payroll is submitted.
- b. Employees
 - 1. Ensure that there is adequate paid sick leave to cover time requested.
 - 2. Ensure that all leave taken is properly recorded on the time sheet.
 - 3. Ensure that leave requests for unforeseen illnesses are submitted to the supervisor/department director the day the employee returns to work.

6. Sick Leave Conversion

- a. When 80 hours of sick leave have been accrued, an employee may elect to convert up to one-half of his/her future sick leave earned (.7 hours per weekly pay period for full-time employees) to annual leave, up to 36 hours per

year. The remaining half of sick leave accrued will remain in the sick leave account.

This policy applies only when the employee has 80 or more hours of accrued sick leave. When the accrued sick leave balance drops below 80 hours, sick leave will not convert to annual leave until the employee has again accumulated 80 hours of sick leave and initiated the conversion.

- b. An employee must initiate a conversion by submitting his/her request on the “Sick Leave Conversion Request Form” available in the Human Resources Office.

C. Emergency Leave

The intent of the emergency leave benefit is to prevent hardship in loss of pay due to death in the family or other unexpected serious situations.

1. Eligibility

All regular employees of Operation Threshold are eligible for emergency leave.

2. Uses of Emergency Leave

- a. Death in the immediate family (children, spouse, parent, parents-in-law, brother, sister, brother-in-law, sister-in-law, step-father, step-mother, step-children, grandparents, great-grandparents, grandchildren, great-grandchildren and/or any other member of the immediate household).
- b. Critical illness or injury of a member of the immediate family as defined above. Critical illness is defined as a health situation, which, at minimum, requires an overnight hospital stay and is of an acute, singular nature. Critical injury is defined, at a minimum, as a severe accident resulting in immediate emergency room services.
- c. Other severe family crisis.

3. Approval

- a. Use of emergency leave is subject to the approval of the department director and Executive Director. Verification of illness, injury, or death may be required for approval.
- b. In the case of death in the immediate family, up to 40 hours with pay may be allowed by the Executive Director. In the case of critical illness or injury of the immediate family, or for other severe family crisis, up to 24 hours with pay may be allowed. The total number of emergency leave hours for any qualifying reason will not exceed 40 per calendar year.
- c. Operation Threshold Leave Request Forms will be used to request emergency leave.

- d. If an employee is on annual leave when the incident occurs, the time off will still be counted as annual leave.
4. Responsibility
- a. Department Director
 - 1. Provide proper supervision of emergency leave.
 - 2. Inform staff of organizational requirements for securing approval of emergency leave.
 - 3. Ensure that emergency leave recorded on time sheets is documented with a signed/approved leave request form at the time payroll is submitted.
 - b. Employees
 - 1. Complete and submit a leave request form for emergency leave as soon as possible when the situation becomes known.
 - 2. Ensure that all emergency leave taken is properly recorded on the time sheet.

D. Military Leave

Regulations protecting an individual's employment rights during the time s/he is in military service and at the time of discharge are provided for in the Universal Military Training Service Act and the Reserve Forces Act of 1955. The employee who leaves his/her job when ordered by proper authorities to active State or Federal service may request and shall be given his/her job back when s/he has been discharged from the service.

A full-time employee, who is or may become a member of the National Guard or of any reserve component of the Armed Forces of the United States, shall be entitled to leave-of-absence. Before any payment of salary or wages is made covering the period of military leave, the employee must supply to the Executive Director a copy of his/her military pay voucher or a statement of his/her commanding officer certifying the amount of compensation received. The agency will pay the difference, if any, to bring the employee's wages for that period up to the regular weekly amount.

If the employee elects to use paid annual time during the reserve time served they will not receive a difference in wages for that same time period. The employee shall present to the Executive Director a copy of the orders calling him/her to duty unless an emergency call is issued which allows no time for such permission. Where the employee is granted any choices as to when s/he may take his/her military service, s/he shall schedule such military service at a time that meets the approval of the department director.

E. Administrative Leave

- 1. Eligibility

All regular employees are eligible for administrative (Admin) leave. Temporary, full-time employees will be eligible for administrative leave after a period of six consecutive months of employment. The intent of the administrative leave benefit is to prevent

hardship in loss of pay due to the agency being closed for short periods of time (days not weeks) throughout the year. It is also earned by non-exempt employees who are required to respond to work related pager calls outside of their regularly scheduled work hours (see the Overtime policy under the “Wage and Salary Compensation” section of this manual for details regarding the earning and usage of the “pager work time” Admin leave).

2. Authorization

a. Leave with pay may be granted by the Executive Director for weather conditions, acts of God or other special reasons. It is understood that the existence of such weather conditions or acts of God would make attendance at work dangerous or hazardous or result in a threat to the safety or well-being of the employee.

The intent of the administrative leave benefit is to prevent hardship in loss of pay due to the agency being closed.

b. Radio and television stations will be notified by the Executive Director, or his/her designee, early enough to allow the media to make the appropriate announcement by 6:30 a.m.

3. When Administrative Leave is granted for a portion of a workday, the amount of leave shall be limited to the number of hours lost by the employee during the working hours the agency is closed, not necessarily the full number of hours the agency is closed.

If an employee is on pre-arranged leave (annual, sick, birthday, etc.) the time off will still be counted as the pre-arranged leave.

4. If an employee believes s/he cannot safely report to work or return home due to adverse weather even though there has not been official agency curtailment of operations, the employee shall personally notify his/her supervisor or Department Director prior to the time the employee is scheduled to report to or leave work. Such time taken shall be used as annual or unpaid leave of absence. If the decision is made later in the day to close the agency those employees will be entitled to administrative leave not to exceed the number of hours the agency is closed.

5. The Executive Director may approve the use of administrative leave for bonus/reward incentives set up on a program-by-program basis. This will be considered upon recommendation of individual department directors. The amount of administrative leave granted will not exceed 4 hours per instance. This incentive reward may be utilized up to twice per employee per fiscal year. Temporary staff may also be eligible to receive administrative leave under the bonus/reward policy.

6. Administrative leave will be requested using the Operation Threshold Leave Request Form, or other approved method.

F. Judicial Leave

1. An employee will be granted time off with pay to comply with a jury summons for jury service. The employee must submit a completed leave request form and a copy of the summons to his/her department director as soon as the summons is received.

2. If an employee serving jury duty is paid less than his/her average earnings with Operation Threshold for a like period of time, Operation Threshold shall pay the employee enough to bring his/her compensation during such duty up to his/her average earnings. The employee shall then reimburse Operation Threshold for the paid jury compensation (excluding any mileage, parking, or other reimbursed expenses).
3. Exempt employees who serve on jury duty and work on the same day, will follow normal procedures for documenting work time and will not take "judicial leave". These employees shall then reimburse Operation Threshold for the paid jury compensation (excluding any mileage, parking, or other reimbursed expenses).
4. All judicial leave taken shall be documented using specific dates and times within our time sheet/payroll system.
5. Time spent in court representing Operation Threshold, as a function of work duties, shall be considered work time not judicial leave.

G. Unpaid Leave

1. Eligibility

Under the guidelines of the Family and Medical Leave Act of 1993 (FMLA) an employee is eligible for 12 weeks (or maximum required by law) of unpaid, job-protected leave if s/he has been an Operation Threshold employee for at least one year and worked for 1250 hours over the previous 12 months. All other applicable accrued leave time (in accordance with uses of other leave as outlined in related sections of Section 8 of these policies) will be utilized prior to unpaid leave. The total of paid leave time and unpaid leave time will not exceed 12 weeks (unless required by law) in any 12-month period using the rolling backward method.

For absences that are not FMLA (or other law) protected, eligibility will be recommended by the department director in concert with the Human Resources Director and approved by the Executive Director.

2. Uses of Unpaid Leave

Unpaid leave of absence may be used for, but is not limited to, the following:

- a. to care for the employee's child after birth, or placement for adoption or foster care (FMLA); or
- b. to care for the employee's spouse, son or daughter, or parent who has a serious health condition (FMLA); or
- c. for a serious health condition that makes the employee unable to perform his/her job (FMLA).
- d. for other special circumstances as approved by the department director and Executive Director (non-FMLA).
- e. Exceptions to unpaid leave approval may apply to "key employees".

3. Approval

- a. In order to receive an unpaid leave of absence, the employee shall submit a written request to his/her department director with 30 days notice given when leave is "foreseeable". This request shall include the reason for the leave and the effective dates. When leave is "unforeseeable" a written request must be submitted as soon as the need for leave is apparent.
- b. Use of unpaid leave of absence is subject to the prior approval of the department director and the Executive Director. Medical certification to support a request for leave because of a serious health condition may be required.
- c. Unpaid leave of absence may be extended beyond 12 weeks under special circumstances as determined by the Executive Director. Job protection and payment of insurance premiums will not extend beyond the original 12 weeks.

4. Return From Leave

When required by law, upon return from an unpaid leave of absence, the employee shall be entitled to his/her former position, or a position of equal standing and shall be reinstated within the pay range occupied at the time s/he began his/her leave; provided s/he is physically fit to assume his/her prior duties.

An employee who fails to return from an unpaid leave of absence on the date specified in the request shall be considered to have resigned his/her position unless a written request for extension has been submitted by the employee and approved by the department director and the Executive Director at least 2 weeks in advance of the original return date.

5. Accrual of Benefits

While on unpaid leave of absence an employee shall not accrue sick leave or annual leave benefits. When required by law, the agency will pay the employer's portion health and life insurance benefit premiums for full-time, regular employees for the duration of the unpaid leave, up to 12 weeks. In the event the leave is extended beyond 12 weeks through the approval procedures outlined above, the employee will be responsible for self-payment of premiums to keep the insurance in force.

H. Insurance Benefits

1. Medical Insurance

All regular employees working at least 30 hours per week on a regular basis* are eligible to enroll in a group medical insurance plan in which the agency is participating. These employees may also choose to cover family members as allowed by the plan. The Board of Directors will determine employee cost-sharing ratios for the various coverages. Employees shall be covered from the first day of the month following the date of eligibility.

2. Dental Insurance

All regular full-time employees are eligible to enroll in a group dental insurance plan in which the agency is participating. These employees may also choose to cover family members as allowed by the plan. The Board of Directors will determine employee cost-sharing ratios for the various coverages. Employees shall be covered from the first day of the month following the date of employment.

3. Life, Accidental Death, Dismemberment and Disability Insurance

All regular full-time employees receive group life, accidental death and dismemberment and short-term disability insurance. Payments are made according to the current insurance policies. The Board of Directors will determine employee cost-sharing ratios. Employees shall be covered the first day of the month following the date of employment.

4. Required Insurance Benefits

As required by law, all employees are insured under the Workers Compensation Laws of the State of Iowa and Iowa Unemployment Insurance. No deductions are made from employee paychecks for these benefits.

ALL PRECEDING INSURANCE BENEFITS ARE SUBJECT TO PROVISIONS OF THE INSURANCE POLICIES IN EFFECT AND APPLICABLE STATE AND FEDERAL LAWS.

I. Holiday Pay

All regular employees working at least 20 hours per week on a regular basis* are eligible to receive holiday pay in accordance with established procedures.

1. Each year, regular, full-time employees will receive 88 hours of yearly holiday pay (8 hours of holiday for each recognized holiday in the calendar year).
2. Temporary full-time employees working 6 consecutive months or longer will receive 88 hours of yearly holiday pay (8 hours of holiday pay for each recognized holiday in the calendar year).
3. Regular part-time employees working at least 20 hours per week on a regular basis* will receive holiday pay according to the following schedule:

Employees working 20-29 hours per week will receive 44 hours of yearly holiday pay (4 hours of holiday pay for each recognized holiday in the calendar year).
Employees working 30-39 hours per week will receive 66 hours of yearly holiday pay (6 hours of holiday pay for each recognized holiday in the calendar year).
4. Employees working less than 20 hours per week are not eligible to receive holiday pay.
5. Recognized holidays:

New Year's Day	Martin Luther King, Jr. Birthday
President's Day	Memorial Day
Juneteenth Independence Day	Labor Day
Thanksgiving (2)	Christmas (2)

These holidays will be observed on the legally recognized dates. When a holiday falls on a Saturday or Sunday, the Holiday will be observed on either the workday(s) before or after the weekend as determined by the Executive Director.

6. Holiday pay can only be used on a work day designated as a recognized holiday. Employees who are eligible for holiday pay must use holiday hours that equal the total number of hours that they are scheduled to work that day (ex: an employee who is scheduled to work a 9 hour day (but for the holiday) would use 9 hours of holiday pay).
7. Employees who exhaust their holiday pay must use annual leave to replace any scheduled hours for recognized holidays. Unused holiday pay will not be carried forward into the new calendar year.
8. Employees starting mid-year or that change regular basis* hours will have their holiday pay prorated based on the number of recognized holidays remaining in the year and their new regular basis* status.

J. Floating Holiday Pay

1. Eligibility

All regular employees working at least 20 hours per week on a regular basis* are eligible to receive floating holiday pay after 90 calendar days from the initial date of employment. Absences necessitated by community response to public health emergencies may be allowed before 90 days with the approval of the Executive Director.

2. Accrual

- a. All regular full-time employees will be entitled to 8 hours of floating holiday pay.
- b. Regular part-time employees working at least 20 hours per week on a regular basis are eligible to receive proportionate floating holiday pay according to the schedule outlined for holiday pay in section 8.I of these policies. Regular part-time employees working less than 20 hours per week are not eligible to receive floating holiday pay.
- c. No reimbursement for unused floating holiday pay will be made upon termination from employment.

3. Approval and Usage

- a. Use of floating holiday pay is subject to the approval of the department director.
- b. Floating holiday pay must be used within the calendar year. Employees will not be allowed to carry unused floating holiday pay into the following year or be “paid out” unused floating holiday pay.
- c. When possible the request for leave scheduling or re-scheduling should be submitted by the employee to the department director (or Executive Director for management staff) no less than 5 calendar days prior to the proposed start of

leave. The leave period shall be scheduled to suit the mutual convenience of the employee and the employer.

- d. Regular non-exempt full-time employees who normally work hours other than eight hours per day will be allowed to use annual leave or (if work is available and approved by the department director) to “flex” time during that work week to reach their 40 hours.
- e. Floating holiday pay may be taken in increments of ¼ hour, with a ¼ hour minimum for employees. Exempt employees are required to use partial floating holiday hours and/or annual leave (and/or sick leave hours when appropriate) in conjunction to equal the total amount of the employee’s normal working hours for the full day.

4. Responsibility

a. Department Director

- 1. Provide proper supervision of floating holiday pay.
- 2. Inform staff of the organizational requirements for scheduling and securing approval of floating holiday pay.
- 3. Ensure that all floating holiday pay is documented with a signed/approved leave request form at the time payroll is submitted.

b. Employees

- 1. Complete and submit a leave request form for floating holiday pay.
- 2. Ensure that floating holiday pay taken is properly recorded on the time sheet.

K. TSA Retirement Contribution

All regular employees are eligible to elect to participate in a TSA retirement/savings contribution plan immediately upon hire.

- 1. Employees may register to start anytime. The effective dates for registration will be the first pay period in the month following registration.
- 2. Changes (increases or decreases) to contribution amounts to individual plans may be made once a month. The effective dates for changes will be the first pay period in the month following the change.
- 3. Agency contributions will be made according to the following schedule:
 - a. Employees participating in IPERS are not eligible to receive an agency contribution to a TSA account.

- b. Employees with 1 to 3 years of continuous employment who elect to make a contribution of at least 1% of their gross income will receive an agency contribution equal to 2-1/2% of their gross income.
- c. Employees with over 3 years of continuous employment, but less than 6 years of employment, who elect to make a contribution of at least 2% of their gross income will receive an agency contribution equal to 3-1/2% of their gross income.
- d. Employees with 6 or more years of continuous employment, who elect to make a contribution of at least 3% of their gross income will receive an agency contribution equal to 4-1/2% of their gross income.
- e. Employees may initiate changes in contribution levels based on tenure eligibility requirements on the qualifying anniversary date or any regular registration month thereafter.
- f. If an employee does not elect to increase their contribution amount on a qualifying date any current contribution level will remain in effect.
- g. For benefits for layed off employees, see the recall provision in Section 5(4).

L. IPERS (Iowa Public Employee Retirement System)

IPERS is a State of Iowa pension plan designed to provide a monthly income upon retirement. All requirements, formulas, contributions and guidelines are administered by the State of Iowa.

As of January 1, 1999 Community Action Agencies statewide are mandated to offer Regular employees the opportunity to participate in IPERS. Temporary employees become eligible after meeting earnings and tenure criteria legislated by the IPERS program.

1. Employees must elect or waive participation within 60 days of hire date. Once elected or waived the decision is final and cannot be changed. IPERS is mandated for the employer. If no decision is made by the employee to waive, the contributions will be automatically deducted each pay period.
2. The employee contribution and the employer match percentages are determined by the Iowa Legislature. This is pre-tax for Federal and State tax purposes. Contribution amounts are mandated by legislation and cannot be changed by the employee or employer.
3. The attainment of vesting and other rules are determined by the State of Iowa.
4. Monthly payment amount is determined by a formula based on age at retirement, number of years as an IPERS member, pay plan choice, and the income earned while an IPERS member.
5. Employees may elect participation in both IPERS and TSA. If both are elected Operation Threshold will contribute only to IPERS.
6. Upon hire eligible each employee will receive an IPERS information with program guidelines and requirements.

M. EAP - Employee Assistance Program

All regular employees have access to off-site counseling services provided by the current Employee Assistance program contract holder. The EAP will provide up to four counseling sessions per calendar year for each eligible employee. The specific nature of services received is held confidential by the provider agency. Operation Threshold receives notification of the number of sessions provided for billing purposes only. Employees may use paid sick leave to attend session appointments that fall within working hours.

N. Wellness Committee Activities

Operation Threshold believes in the value of wellness based activities for its employees including the improvement of health, wellness, and employee morale. Within funding capability the agency may cover costs for various wellness activities including purchasing plants and/or bouquets for hospitalized and seriously ill employees. Specific benefits, activities and events will be organized by a Wellness Committee comprised of volunteers from agency departments.

O. Flexible Reimbursement Cafeteria (IRS 125) Plan

As part of a continuing effort to provide high quality employee benefits at a reasonable cost, health and dental insurance premiums are paid on a pre-tax basis. In addition, all regular full-time and part-time employees working at least 30 hours per week on a regular basis are eligible to participate in Operation Threshold's Healthcare and/or Dependent Care Reimbursement Programs. Employee's predetermined allocations to these accounts are contributed on a "pre-tax" basis. The amount the employee allocates is subtracted from gross pay before taxes are applied. The result is that the employees' taxable pay is reduced, decreasing the amount of taxes paid. Employees submit expenses to the plan administrator are then reimbursed the amount of eligible expenses as allowed under the plan. A third party provider will handle administration, eligibility, and reimbursement.

**For purposes of benefits qualification "regular basis" is defined as working or being expected to work 20 (or 30 or 40) hours per week for 24 consecutive weeks. If hours paid fall below 20 (or 30 or 40) per week for four consecutive weeks, the employee will lose "regular basis" status until the regular basis test is again met.*

Section 9

Travel

A. General

1. Routine travel from home to assigned places of work will not be reimbursed.
2. Authorized travel for official agency duties will be reimbursed at a rate established by the Board of Directors.
3. All mileage costs begin and are initiated from the employee's regular office site. The only exceptions are when an employee is leaving from a non-work site and it is shorter from the non-work site than from the office site or for the Housing staff responding to a beeper call after hours (mileage will be paid from the location of the staff person).
4. **Mileage will not be reimbursed if mileage forms are not completed and received by the Department Director by the established deadline.** Request for payment must be made on Form FD116. Staff is required to turn in mileage to their Department Director no later than the first business day following the end of the month in which they completed their travel. All information must be completed, signed by the employee and approved by the Department Director before submission to the Fiscal Department.
5. Extensive travel, or travel requiring an overnight stay, must be approved in advance by the Department Director (or Executive Director for managerial employees).
6. Travel reimbursement will be subject to the rules of the Operation Threshold Fiscal Policy Manual.
7. Time spent traveling to attend approved trainings or conferences is considered work time.
8. Travel reimbursement is separated into two categories'; "in service area" and "out of service area".

B. In Service Area

1. "In service area" is defined as Black Hawk, Buchanan and Grundy counties. Additional counties can be considered "in service areas" as determined by grant requirements and Executive Director approval.
2. Mileage is the only allowable expense in the "in service area". Any exception must be approved in advance by the Department Director and the Executive Director.

C. Out of Service Area

1. "Out of service area" is any area not defined as an "in service area" (above).
2. Allowable expenses include mileage, airfare, parking and surface transportation to and from airport and lodging and/or lodging and meeting sites. Receipts for these expenses, including odometer readings for mileage, must accompany the report for reimbursement. For trips requiring the use of public/mass transportation, the agency will reimburse the cost of long-term parking at a local airport. Out-of-town airport parking reimbursement will be considered on a case-by-case basis.

3. Lodging is allowed at the current rate at destination.
4. No meal reimbursement shall be made (in or out of service area) without an overnight stay.
5. Reimbursement rates for meal reimbursements shall be made according to the rules and procedures within the Operation Threshold Fiscal Policy on the basis of the federal and state per diem maximums. Meals within the State of Iowa will be paid according to the per diem maximums set forth by the State of Iowa. For out of state meals, the Regular Federal Per Diem Rate Method amount listed with the US General Services Administration (www.gsa.gov) will be paid. Operation Threshold follows the IRS regulations regarding the taxability of meal reimbursement. The Fiscal Department is responsible for applying the IRS regulations.

If trip departure time is earlier than 7:00 a.m., breakfast will be an allowable meal expense. If trip return time is later than 6:30 p.m., supper will be an allowable meal expense. If any meal is provided by the event or place of lodging, the per diem will not apply.

Managerial employees may be reimbursed for other business related expenses as approved by the Executive Director.

D. Travel Advances

1. Requests for travel advance must be submitted on Request Form FD112 and be approved by the Department Director and the Executive Director.
2. Completed request for travel advances must be submitted to the Fiscal Department at least 10 working days prior to travel.
3. Within 5 business days of return, the Department Director must receive the completed Expense Voucher Form FD116 accounting for all expenses and funds advanced. To be complete you must have all necessary signatures, receipts, and an attached copy of the Request Form FD112. All excess funds must be presented to the Receptionist/Secretary and a copy of the receipt submitted with this report to the Fiscal Department. Any payment due to the employee will be made in the next accounts payable cycle.

Failure to meet the 5 business day deadline will result in the full amount of the travel advance being deducted from the employee's next pay check. Receipts are required for all reimbursable expenses except meals which will be paid out on a per diem basis (see section 9,C,4).

4. The travel advance meal allowance may not exceed The State of Iowa's per diem unless a greater amount is authorized by the Executive Director due to the unusual circumstances of the travel assignment or location. Advance amounts for travel are based on the projected expenses for the length of time out of the area.
5. A copy of conference/training schedule agenda or meeting notice must be attached to Advance Request and Expense Reports.

Section 10

Employee Grievances and Appeals

A. Policy

It is the policy of Operation Threshold to treat all employees equitably and fairly in matters affecting their employment. Each employee will be provided ample opportunity to understand and resolve matters affecting his/her employment which the employee believes are unjust. All employees shall have the right to present grievances without fear of reprisal.

1. Success of the grievance procedure depends heavily upon an active interest of all individuals involved in the process in assuring an employee's satisfaction by:
 - a. The employee's willingness to observe the procedures established to conduct grievances.
 - b. The supervisor's sincere efforts in resolving or explaining the situation at an informal level and informing a dissatisfied employee as to the further steps in the grievance procedure.
 - c. The department director's sincere efforts in resolving the grievance at the formal level and informing a dissatisfied employee as to the further steps in the grievance procedure.
 - d. The Executive Director's sincere efforts in resolving the matter at a formal level to the employee's satisfaction.
2. Employees may be terminated during the initial probationary period without recourse to the grievance procedures.
3. Temporary employees may be terminated without recourse to the grievance procedure.

B. Definition

A grievance shall be defined as an employee's complaint regarding perceived unjust application, interpretation or violation of the rules and policies of the employer.

C. Procedures and Responsibilities

1. Step One

When a grievance occurs, the employee(s) must present a written statement specifically outlining the incident or circumstance which is being grieved, and the outcome desired to the immediate supervisor within five working days from the date of the incident for the grievance to be considered.

At the informal level, employees whose supervisor is a department director must present the grievance in writing to the department director. The supervisor or department director will forward a copy of the grievance to the Human Resources Director. Management employees shall submit their written statement to their immediate supervisor, the Executive Director.

2. Step Two

The immediate supervisor shall, within five working days of receipt of the grievance, meet and discuss the grievance with the employee(s) and then reply in writing to the employee(s) within five working days of said meeting. The Human Resources Director or designee shall be present at the meeting.

3. Step Three

If the immediate supervisor's decision is not satisfactory to the employee(s), the employee(s) may, within five working days, present the grievance in writing to the department director. A copy shall be forwarded to the Human Resources Director. The department director shall, within five working days of receipt of the grievance, meet and discuss the grievance with the employee(s) and the supervisor. The Human Resources Director or designee shall be present at the meeting.

Three calendar days prior to this meeting, the supervisor shall furnish to the department director a written summary of his/her discussion with the employee(s), and a copy of his/her written decision. The employee(s) may, if s/he desires, have a representative present for this meeting. The department director shall render a decision in writing within five working days to the supervisor and the employee(s). For employees whose immediate supervisor is the Executive Director, Step Three will not apply.

4. Step Four

If the department director's decision is not satisfactory to the employee(s), the employee(s) may, within five working days, present the grievance, in writing to the Executive Director. The Executive Director shall, within five working days of receipt of the grievance, meet and discuss the grievance with the employee(s), the department director and the supervisor.

The Human Resources Director or designee shall be present at the meeting.

Three calendar days prior to this meeting, the department director shall furnish the Executive Director a written summary of his/her discussion with the employee(s), and a copy of his/her written decision. The employee(s) may, if s/he desires, have a representative present for this meeting. The Executive Director shall render a decision in writing within five working days to the department director and the employee(s).

D. Rights of Appeal

1. Any employee(s) dissatisfied with the final action of the Executive Director shall have the right to appeal his/her matter to the Board of Directors within five working days of receipt of the decision. The employee(s) shall present the grievance in writing to the Chairperson of the Personnel Committee.

2. The Personnel Committee will meet within 15 working days to hear the grievance. The employee(s) originating the grievance must be in attendance and may have a representative present who will be allowed the opportunity to be heard and present evidence on the employee's behalf. The Executive Director shall present to the Personnel Committee, copies of his/her decision on the grievance along with information obtained previously.
3. The Personnel Committee shall take final action on the grievance and shall notify the employee(s), department director and Executive Director in writing within five working days of the meeting of their decision. The decision of the Personnel Committee shall be final.

E. Freedom of Restraint

In the presentation of grievances, at any level, the employee shall be free of restraint, interference, discrimination or reprisal. Retaliation of any kind against an employee for exercising his/her right under the grievance procedure shall not be tolerated at any level of management.

F. Documentation

1. A written report shall be filed by the Human Resources Director, or a designee of the Executive Director, who will be in attendance at each meeting in the process, recording details of the meeting and any resolutions reached.
2. The documentation shall be kept in a separate file from the employee's personnel file. These files shall be maintained by the Human Resources Director.

Section 11

Discrimination Complaint Procedure

A. Introduction

1. Operation Threshold will make every attempt to resolve an informal allegation of discrimination through its “Informal Complaint Procedure.”
2. The purpose of this section is to state policy, establish procedure and define responsibility for the solution to discriminatory actions alleged to have been committed by the agency against job applicants, program participants or agency employees.

B. Who May File a Complaint

Any person who feels that s/he suffered discrimination in application for employment, program participation, or representation because of race, religion, national origin, sex, sexual orientation, age, political/ religious affiliation or opinion, or disability, in any program or activity operated or conducted by Operation Threshold, may file a complaint of discrimination. There are two types of complaints of discrimination. They are:

- Informal - Filed with Operation Threshold’s Equal Opportunity Officer (Human Resources Director) wherein an attempt is made to informally resolve the allegation;
- Formal - Filed with the local Human Rights Commission or the Iowa Civil Rights Commission. The person should file a complaint within 30 calendar days and must file it within 180 calendar days of the act(s) which caused the person to feel that s/he has been discriminated against.

C. The Informal Complaint Process

The purpose of the informal discrimination procedure is to informally resolve the allegation of the discrimination to the satisfaction of all persons involved as soon as possible within the prescribed time limits herein.

Step I.

Any complainant must first consult with the Equal Opportunity Officer (EOO) of Operation Threshold to file an informal complaint.

Step II.

The initial interview by the Equal Opportunity Officer establishes the basis for complaint. A fundamental question that will be asked during the interview is, “How were you treated differently?” If the complaint is against the Equal Opportunity Officer, complainant shall consult with the Executive Director. The complaint must be signed by the complainant and the Equal Opportunity Officer, with each person keeping a copy of the complaint.

Step III.

The Equal Opportunity Officer will conduct an inquiry to identify and collect data relevant to the complaint.

Step IV.

A written follow-up report must be completed and filed. The signature of the person interviewed must be included on this report.

Step V.

Findings - Findings are a summary of the facts of the case as determined by the Equal Opportunity Officer during the inquiry.

Step VI.

Final Interview - Within 20 calendar days following the initiation of the complaint, the Equal Opportunity Officer must conduct a final interview with the complainant. The interview presents the facts acquired by the Equal Opportunity Officer during the inquiry.

The complainant may use these results to:

1. File a formal complaint.
2. Attempt conciliation of the matter.
3. Use the grievance procedure to resolve the matter.
4. Drop the matter if facts do not sustain the allegation.
5. Obtain additional information, present new evidence or pursue the inquiry.

The Equal Opportunity Officer should not influence the complainant's decision.

During the final interview, the Equal Opportunity Officer will review the complaint, produce the findings and present supporting documentation and conclusions. The Equal Opportunity Officer will maintain an objective perspective throughout the investigation.

D. The Formal Complaint Process

If the complainant decides to file a formal complaint, the Equal Opportunity Officer will refer them to the local Human Rights Commission or the Iowa Civil Rights Commission.

Section 12

Sexual Harassment Policy and Procedure Guidelines

A. Policy Purpose

Title VII of the Civil Rights Act of 1964 prohibits discrimination because of race, color, religion, sex or national origin in all employment practices, including terms, conditions, and privileges of employment. The policy of Operation Threshold is to avoid sexual harassment in the work place. Acts that constitute sexual harassment include, but are not limited to, sexual advances and suggestions where:

1. Submission to such conduct is either an expressed or implied term or condition of employment.
2. Submission to or rejection of such conduct is used as a basis for an employment decision affecting the harassed person.
3. The conduct has the purpose or effect of substantially interfering with an affected person's work performance or creating an intimidating, hostile or offensive work environment.

Sexual harassment by any employee, supervisor, manager or others will not be tolerated. Appropriate disciplinary action will be taken against any employee who violates this policy. All supervisors and managers, as part of their job requirements, will be responsible for recognizing, preventing and eliminating sexual harassment in their respective departments or work areas.

B. Policy Statement

The policy of Operation Threshold is that all personnel will work in an environment free from sexual harassment. The agency will actively investigate any allegation of sexual harassment. If it is determined that sexual harassment has occurred, the agency will take appropriate disciplinary action, which may include discharge of the offending employee.

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when an employee's response to such conduct affects that employee's job status or work environment.

Activities of this nature distract employees from legitimate agency functions and serve no useful purpose within the agency. Therefore, sexual advances, requests for sexual favors, or verbal or physical conduct that has sexual connotations will not be tolerated. Such behavior by contractors and other non-employees who have reason to be on agency premises will also not be tolerated.

C. Policy Implementation Procedures

1. Employee Responsibility: Any employee who believes that s/he is being sexually harassed by anyone on the premises of the agency should promptly take the following steps:
 - a. Politely, but firmly, confront whoever is doing the harassing. State how you feel about his or her actions and request that the person cease harassing you immediately.
 - b. If the harassment continues, or if you believe some employment consequences may result from your confrontation, go to your immediate supervisor. If the circumstances prohibit this response, report the behavior to the Human Resources Director. Orally, or in writing, state specific details of the sexually harassing behavior.
 - c. If after a reasonable length of time you believe inadequate action is being taken to resolve your complaint, go directly to the Executive Director for resolution of your problem. The policy of this agency is to listen to all reasonable complaints, seek early corroboration, and quickly apply sanctions when appropriate.
 - d. Sanctions against sexual harassment will depend upon the circumstances surrounding the incident. Minor first offenses will lead to written reprimands and/or suspension without pay. Serious or multiple offenses will lead to the termination of the offender.

2. Management Responsibility: Every member of Operation Threshold's management staff is responsible for ensuring that no sexual harassment occurs within his/her area of authority.
 - a. Any complaint of sexual harassment should receive the immediate attention of the supervisor or manager to whom it is made and should be reported immediately to the Executive Director.
 - b. Investigation of a complaint of sexual harassment normally will include conferring with the parties and witnesses named by the complaining employee.
 - c. Because of their sensitive nature, complaints of sexual harassment should be investigated with particular care and should remain, to the extent possible, strictly confidential.
 - d. In no event will information concerning a complaint of sexual harassment be released by the agency to third parties or to anyone with the agency who is not involved with the investigation. More specifically, information will not be released to an affected

employee's family, the news media, or a prospective employer seeking a reference. The purpose of the provision is to protect the confidentiality of the employee who files the complaint, encourage the reporting of any incidents of sexual harassment and to protect the reputation of all parties involved.

- e. If the investigation reveals that the complaint is valid, prompt disciplinary action designed to stop harassment immediately and to prevent its recurrence will be taken.

Section 13

Drug-Free Workplace

A. Policy Purpose

According to the 1989 Public Law 100-690 (Title V, Subtitle D, 41 USC 701), grantees receiving grants from any Federal agency must certify that their workplace will be maintained as drug-free. The policy of Operation Threshold is to prohibit the unlawful manufacture, distribution, dispensing or use of a controlled substance during working hours and on agency property or work-sites at any time.

1. As a condition of employment at Operation Threshold, all employees will:
 - a. Be provided with a copy of this Drug-Free Workplace Policy; with the receipt of the policy, the employee will be expected to comply with the policy and abide by all regulations contained within it.
 - b. Notify Operation Threshold in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction.
2. In accord with Public Law 100-690, Operation Threshold will notify any and all federal agencies and related offices from which grant monies are received of an employee violation of this policy resulting in conviction.
 - a. When an employee has been convicted of the unlawful manufacture, distribution, dispensing, or use of a controlled substance in the workplace, Operation Threshold's Executive Director will notify all federal agencies from which federal monies are received to support the particular program or area in which that employee works.
 - b. This written notice will be sent to the appropriate federal agencies within 10 calendar days after Operation Threshold has received the conviction notice from the employee as required in Section A.2. of this policy.
 - c. Operation Threshold will immediately terminate the employment of any employee who is convicted of a drug violation occurring on the agency premises or any employee work-site during working and/or non-working hours.

B. Policy Implementation Procedures

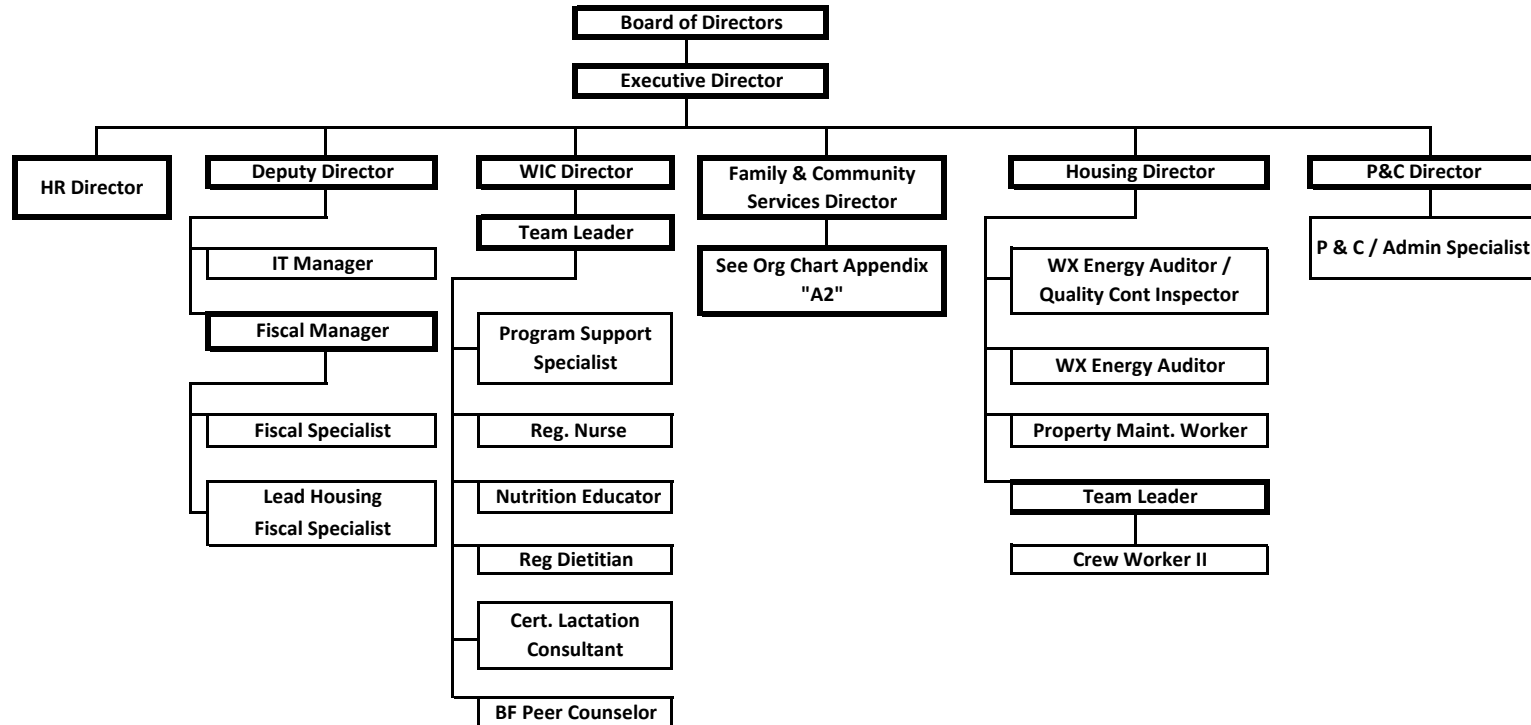
1. Employee Responsibility: It is the employee's responsibility to perform all duties of his/her job in a drug-free condition.
 - a. Employees will be required to attend all Operation Threshold sponsored drug-free awareness programs or meetings called by the agency. Failure to do so will result in disciplinary action as determined appropriate by the Executive Director.

- b. Employees will be responsible for assisting Operation Threshold in its policy of maintaining a drug-free workplace. An employee must notify his/her immediate supervisor if there is cause to believe the drug-free workplace policy is being violated by another employee.
 - c. If the drug-free workplace violation continues, or if the employee believes some employment consequences may result from going to the immediate supervisor, the alleged violation should be reported to the Human Resources Director.
 - d. Employees suspected of abusing controlled substances while carrying out regular or specially assigned job responsibilities may be required at the discretion of the Executive Director to submit to drug testing laboratory procedures. The results of this testing will determine the necessity for disciplinary action. The Executive Director will be responsible for setting appropriate discipline.
 - e. Operation Threshold may require any employee to participate in a drug abuse assistance or rehabilitation program as a condition of employment with the agency. Such treatment must be from an accredited treatment center or counselor. Payment for this treatment will be the responsibility of the employee, who may choose to utilize any existing employee insurance benefits available for such treatment. An employee's refusal to do so will result in disciplinary action to be determined by the Executive Director.
 - f. Operation Threshold may institute a general or random employee drug testing program upon the approval of such testing by the Board of Directors. Implementation of such a program would be the joint responsibility of the Executive Director and Human Resources Director. Disciplinary action toward any employee based upon the results of the individual testing will be determined by the Executive Director.
2. Management Responsibility: Every member of the Operation Threshold's management staff is responsible for ensuring that the policy of a drug-free work place is maintained within his/her area of authority.
- a. Any complaint or suspicion of a violation in compliance with a drug-free work place should receive the immediate attention of the supervisor or manager to whom it is made and should be reported immediately to the Executive Director.
 - b. Operation Threshold's investigation of a suspected violation to the drug-free workplace will be conducted with particular attention to strict confidentiality. The Executive Director or the Human Resources Director (in absence of the Executive Director or in the event of the implication of the Executive Director) will determine the need to notify local law enforcement officials of the alleged drug-free workplace violation. Such a notification decision will be made after consultation with the Board of Directors Chairperson and/or Personnel Committee Chairperson.

- c. Disciplinary action for confirmed use of controlled substances on the agency's property or at work-sites during regular or specially assigned work hours may consist of immediate termination of the employee(s).
- d. Management staff will provide drug-free awareness information to all employees at least once a year through agency staff meeting and/or in publications distributed to all employees. The dangers of drug abuse in the workplace will be emphasized.
- e. If deemed beneficial to agency staff, Operation Threshold may select to offer on-site rehabilitation drug services such as drug counseling, employee assistance programs and/or rehabilitation. Such a decision would be a management decision approved by the Board of Directors.

Appendix "A1"

Operation Threshold Organizational Chart 10/1/2021



**APPENDIX B - OPERATION THRESHOLD WAGE SCALE
October 1, 2021 (FY 2022)**

POSITION	Evaluation Point Value	Starting Wage	Maximum Wage
Deputy Director*	680	26.31	38.94
Family & Community Services Director	640	22.43	33.51
Housing Director *	640	22.43	33.51
WIC Director*	620	22.43	33.51
Human Resources Director	610	21.69	32.48
Planning & Compliance Director	610	21.69	32.48
Family Development Manager	580	18.75	26.49
PAT/PHF Manager	580	18.75	26.49
Fiscal Manager*	580	20.66	28.97
Community Resources Manager	540	17.75	25.19
Buchanan County Coordinator	510	17.00	24.21
Grundy County Coordinator	510	17.00	24.21
Dietitian* +	485	21.81	30.46
Home Visiting Parent Educator	485	16.38	23.40
Registered Nurse*	475	20.29	28.49
Nutrition Educator*	475	20.29	28.49
Housing Fiscal Specialist +	475	16.13	23.08
Fiscal Specialist	475	16.13	23.08
Planning & Compliance Specialist	475	16.13	23.08
WX Energy Auditor/Quality Control Inspector*	475	19.47	27.42
Weatherization (WX) Energy Auditor*	470	18.97	26.77
Family Development Specialist	460	15.75	22.59
Housing Case Management/Outreach Spec	460	15.75	22.59
Property Maintenance Worker*	410	18.04	25.56
Administrative Coordinator	410	14.50	20.96
CV Newcomer Case Advocate (/Interpreter)	410	14.50	20.96
Community Resource Specialist	385	13.88	20.15
Nest Program Coordinator	385	13.88	20.15
Certified Lactation Consultant	385	13.88	20.15
WIC/Program Support Specialist	380	13.75	19.99
Crew Worker II*+	350	14.35	20.77
WIC Breast Feeding Peer Counselor	290	11.50	17.06

* Special Market Position

+ Team Leader/Sup positions will extend \$1.50 above the maximum wage for the regular position.

Appendix C

2022 Calendar Year Cut Off Dates and Deadlines

Final check date that annual leave is earned to compute 80 hour maximum carryover	9/30/22
Final day to use annual leave to meet 80 hour maximum carryover (Last day of the pay period with a pay date in September)	9/23/22
Final day in which the floating holiday leave can be used (or else lost for the year)	12/23/22
Final day to receive any non-emergency purchase order	9/15/22
Travel advance requests (including all necessary approvals) must be submitted to the Fiscal Dept. a minimum of 10 days before actual travel and before the year end cutoff date of	9/15/22
Final day that purchases must be received	9/30/22
Final day to submit completed fiscal year end reimbursement request to Fiscal.....	9/30/22
Final day to submit travel expenditure report for travel advances.....	9/30/22
Final day to incur Section 125 “flex” plan expenses	12/31/22
Date range to submit wellness reimbursements for the previous 3 calendar months:	
(for Jan, Feb, March expenses)	4/1 - 4/15/22
(for April, May, June expenses)	7/1 - 7/15/22
(for July, August, Sept expenses)	by 9/30/22
(for Oct, Nov, Dec expenses)	1/1/23 - 1/15/23

2022 HOLIDAY SCHEDULE

Christmas Holiday 2021	Thursday, December 23, 2021 (observed) Friday, December 24, 2021
New Year's Day 2022	Friday, December 31, 2021 (observed)
Martin Luther King, Jr. Birthday	Monday, January 17, 2022
President's Day	Monday, February 21, 2022
Memorial Day	Monday, May 30, 2022
Juneteenth	Monday, June 20, 2022 (observed)
Independence Day	Monday, July 4, 2022
Labor Day	Monday, September 5, 2022
Thanksgiving	Thursday, November 24, 2022 Friday, November 25, 2022
Christmas Holiday 2022	Friday, December 23, 2022 (observed) Monday, December 26, 2022 (observed)
New Year's Day 2023	Monday, January 2, 2023 (observed)