

Community Action Team

Personnel Policies and Procedures

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Community Action Team, Inc. Employee Policy Handbook

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ARTICLE 1. GENERAL STATEMENT

a.01 Introduction; Your Employment Relationship.

Whether you are a new employee or have been with us a long time, we are pleased to have you as a part of our organization. Throughout this Handbook, "Community Action Team, Inc." may be referred to as "the Agency."

The Agency was started to help individuals and communities develop resources and strategies to gain greater prosperity. Today, Community Action Team, Inc. is comprised of the following departments: Child and Family Development (including Head Start, Healthy Families and Family Support Connections), Human Investment, and Community Investment.

We are committed to making our mission and vision a reality and our staff is critical in our ability to provide the highest quality services to individuals and families in our community. As an agency, we strive to create a fair and consistent work environment. This Handbook outlines some of the policies and expectations we have established to meet that goal.

Please note that this Handbook is not a formal or complete statement of employee responsibilities. Additional information and expectations of employment may be found in Fiscal policies, agency training documents, and other places. If you cannot find the answer to a question in this Handbook, the Human Resource Department or a member of the management team may provide further guidance.

This Handbook becomes effective January 1, 2023. In order to avoid misunderstandings, any past or future written or verbal statements contrary to those outlined in this Handbook, except for the policy of employment at-will, must be approved in writing by the Board of Directors in order to be valid. With respect to employment at-will, only the Executive Director has the authority to enter into an agreement for employment other than at-will, and then only in writing.

Please read this handbook carefully. If you have any questions, please contact the Human Resource Department.

a.02 Notification of Policy; Acknowledgment.^{1 2 3}

You shall be provided with a copy of these policies at the time of your employment. In case of revision, you will be given a copy of the revision. When you receive this Handbook, you must review its terms, and sign an acknowledgement form stating that you have received a copy of these Personnel Policies and that the policies contained herein have been reviewed with you. This acknowledgement form will be kept in your personnel file.

a. Implementation of Policies. Except as otherwise provided in these Personnel Policies, the Executive Director, in their functions of management, shall exercise the right to interpret the policies and determine the methods, safety rules, direction of employees, assignment of work, and equipment to be used in the operation of Community Action Team, Inc.'s business.

b. Severance of Invalid Provisions. If a provision of these Personnel Policies becomes invalid under any Federal or State law, judicial or administrative decision, regulation, rule, order, or direction,

¹ Head Start Program Performance Standards 1302.90(a)

² Office of Community Services CSBG Standards 7.1

³ Office of Community Services CSBG Standards 7.2

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such provision shall be superseded to conform therewith; all other provisions of these Personnel Policies shall continue in full force and effect.

- c. Changes to Policies. Changes in these Personnel Policies may be made at any time by a vote of the Board, and only by a vote of the Board, except that in exceptional circumstances these policies may be minimally varied by the Executive Director to meet special problems that arise. In such instances, the Executive Director shall report any variance to the Board at its next board meeting.
- d. Joint Resolution Committee. In the event that the Head Start Policy Council and the Board of Directors of Community Action Team, Inc. fail to reach a mutually satisfactory resolution of a dispute between the Board and the Council on their own motions, a Joint Resolution Committee shall be convened.

a.03 Mission and Vision.

Vision: Vibrant communities with hope and opportunity where basic needs are met.

Mission: Community Action Team, Inc. connects people with resources needed to become self-sufficient.

a.04 Ethical Standards.

The Agency's ethical standards are founded on our commitment to upholding individual worth, dignity, and rights. Community Action Team, Inc. expects all employees to engage in ethical practices in their work for Community Action Team, Inc. and the people we serve. The principals outlined below provide guidance to employees on how to make sound ethical decisions at work:

- a. Employees must provide services with full professional consideration and proficiency, maintaining professional boundaries with clients at all times.
- b. Employees must maintain and respect the individual rights and personal dignity of all clients by providing services in a non-discriminatory manner.
- c. Employees must consistently encourage and cultivate the client's growth toward self-determination and not create dependencies.
- d. Employees must abide by the Confidentiality policy and fully explain the limits of confidentiality to the client when appropriate.
- e. Employees must be aware of their influential position with respect to clients and must never exploit that position, trust, or dependency for private gain.
- f. Employees may not accept gratuities from clients and may not give gifts to clients. If a client wishes to provide monetary compensation to Community Action Team, Inc., the client may make a donation to the Agency. Donations may only be accepted by supervisory staff.
- g. Employees may accept a personal gift valued at \$25.00 or less from a client if, in the sound professional judgment of the employee, acceptance of the gift would have a therapeutic value to the client. Acceptance of personal gifts valued at more than \$25.00 is prohibited in all cases.
- h. Employees must avoid relationships with clients that could result in physical, emotional, psychological, financial, social, or any other harm to the client or that would interfere with the exercise of sound professional judgment by the employee or client. If a client behaves inappropriately towards an employee (i.e. seductive, hostile, dependent, etc.), the employee should consult a supervisor immediately.

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- i. Employees must respect and promote the unique identity of each client and refrain from stereotyping a client on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or gender identity.
- j. Employees should consult with a supervisor before engaging in any business transaction or contact with a client outside of or separate from their work for the Agency.
- k. Employees must never invite clients to the employee's private residence.
- l. No employee may participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would occur. Such a conflict would arise if the employee, their agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the individuals identified above, had a financial or other interest in Community Action Team, Inc. being selected for the award. Employees must neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to sub-agreements.⁴

The guidelines above do not address every possible ethically challenging situation. Therefore, employees are also encouraged to seek advice and counsel from their supervisors whenever such situations arise.

Community Action Team, Inc. conducts business lawfully and ethically. The Agency encourages the reporting of any unlawful or unethical practice. Community Action Team, Inc. will not retaliate against anyone who, in good faith, reports information that the employee believes is evidence of a violation of this Ethical Standard policy or any state or federal law, rule, or regulation.

a.05 Organization and Position Classification.

The Community Action Team, Inc. Administrative Office shall maintain an organizational plan consisting of:

- a. An organizational chart showing each program;
- b. A list of classes and compensation plan, i.e., the salary scales; and
- c. Specifications for each position, i.e., the job descriptions.

a.06 Drug Free Workplace.

The purpose of this policy is to provide a safe and healthy workplace for all employees, to comply with Federal and State regulations, and to prevent accidents. Employees are Community Action Team, Inc.'s most valuable resource and their health and safety is a priority. Community Action Team, Inc. believes that a working environment unaffected by drugs and alcohol fosters safety, quality, service, and productivity. All employees share in the responsibility to support a drug and alcohol-free work environment.

- a. Definitions.
 1. Alcohol: Ethyl alcohol (ethanol). Reference to the use or possession of alcohol includes any beverage, mixture, or preparation, containing alcohol.
 2. Drug: Any controlled substance (as defined in the Controlled Substances Act) or medication containing a controlled substance that is illegally obtained or used in a manner inconsistent with prescription conditions. For purposes of this policy, marijuana is

⁴ Uniform Guidance 2 CFR Part 200.318

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considered a drug because under federal law it is a controlled substance and defined in the Controlled Substances Act.

3. Drug Paraphernalia: All equipment, products, and materials of any kind that are marketed for use or designed for use in growing, harvesting, manufacturing, converting, producing, processing, preparing, testing, analyzing, packaging, storing, containing, concealing, or consuming a Drug.
 4. Medical Facility: A hospital, clinic, physician's office, or laboratory where testing samples can be collected according to recognized professional standards.
 5. Possession: On the employee's person, in the employee's personal belongings, in any vehicle an employee brings onto Community Action Team, Inc. premises, or in any Community Action Team, Inc. owned property (including vehicles) borrowed or controlled by the employee.
 6. Reasonable Suspicion: Exists when a person observes unusual or uncharacteristic behavior or job performance of another for which there is no reasonable or acceptable explanation.
 7. Under the Influence of Alcohol: A person with a blood alcohol content of .04 or above.
 8. Community Action Team, Inc. Premises: Includes, but is not limited to, all Community Action Team, Inc.-owned or leased buildings and parking lots, garages, work places, Community Action Team, Inc.-owned vehicles and equipment, assets, and storage facilities.
- b. Prohibitions. Community Action Team, Inc. prohibits the following conduct:
1. Consuming, possessing, manufacturing, distributing, dispensing, buying, selling, or sharing Alcohol, Drugs, or Drug Paraphernalia on Community Action Team, Inc. premises, regardless of whether the employee is on paid time;
 2. Storing a Drug, Drug Paraphernalia, or Alcohol (except for over-the-counter medications which may contain small amounts of Alcohol) in a locker, desk, automobile, or other repository on Community Action Team, Inc. premises;
 3. Reporting to work or returning to duty following breaks or meal periods Under the Influence of Alcohol or with any amount of drugs in the employee's system, regardless of when or where the Alcohol or Drug was consumed;
 4. Failing to promptly and fully disclose directly to a supervisor or Human Resource all felony convictions, plea bargains, and parole/probationary terms that involve buying, selling, transportation, manufacture, cultivation, possession, or consumption of any controlled substance, including Alcohol. This disclosure requirement applies to all convictions, plea bargains, and parole/probationary terms that occur or are finalized after the effective date of this policy; and,
 5. Failing to fully cooperate with any aspect of Community Action Team, Inc.'s enforcement of this policy, including, but not limited to, inspections, professional evaluation for Drug and Alcohol dependency, refusal to submit to required testing, providing diluted or altered samples, or failure to comply with rehabilitation conditions imposed by Community Action Team, Inc. or rehabilitation counselors.
- c. Marijuana. Oregon law may allow certain marijuana related activities, such as limited medical marijuana use and other recreational use and possession. However, using and possessing marijuana in any form remains a crime under federal law. At the federal level, the Controlled Substances Act ("CSA") criminalizes the growing and use of marijuana, and it is well settled that federal enforcement agencies can prosecute users and growers of

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marijuana. As a controlled substance, use and possession of marijuana is also prohibited by Community Action Team, Inc. employees. For purposes of this policy, marijuana is treated as an illegal Drug, even if an employee possesses a medical marijuana card.

- d. Prescription Medications. Using medically prescribed Drugs (other than marijuana) before reporting to work and during work hours is approved, provided there is no medically stated caution preventing the employee from performing their job safely and adequately (for example, driving or operating equipment). If a prescribed medication affects job performance, an employee must inform their supervisor that they are taking Drugs prescribed by the employee's treating physician prior to beginning work. An employee is subject to this requirement each day they are taking the prescribed medication. The Agency will determine whether Community Action Team, Inc. should temporarily change the employee's job assignment during the period of treatment. Employees must keep all prescribed medication in its original container, which identifies the drug, date of prescription, prescribing physician, and patient. Employee misuse of prescription medication will be treated the same as the use of prohibited drugs.
- e. Drug and Alcohol Testing and Testing Safeguards. Community Action Team, Inc. employees and applicants may be subject to any of the following types of testing:
 1. Pre-employment (Post-Offer) Screening: Community Action Team, Inc. requires that every prospective employee complete a toxicology screening for the presence of controlled or illegal substances. Each offer of employment is conditioned upon passing the toxicology screening. A re-hired employee will be subject to pre-employment (post-offer) screening if their lapse of employment exceeds 90 days.
 2. Reasonable Suspicion Testing: When reasonable grounds exist to believe an employee has reported to work Under the Influence of Alcohol or with any Drugs present in their system, Community Action Team, Inc. will require the employee to submit to reasonable suspicion testing. Failure to promptly permit testing upon The Agency's request is grounds for immediate termination of employment.
 - i. Examples of observations which may form the basis of Reasonable Suspicion include but are not limited to: poor balance or coordination, slurred speech, glazed or glassy eyes, dilated pupils, odor of drugs, reportable accidents, severe insubordination, fighting, significant safety violations, excessive absenteeism or tardiness, erratic behavior, criminal conviction involving drugs and/or alcohol, and declining work performance.
 - ii. Employees required to submit to reasonable suspicion testing are prohibited from transporting themselves to the Medical Facility. The Agency will provide transportation. Confirmation that the employee's blood alcohol content is .04 or above, as well as any detectable presence of Drugs in an employee's system will constitute a "positive" test. A positive test will result in disciplinary action, up to and including termination of employment.
 3. Post-Accident Testing: Any employee who is involved in a job-related accident that results in bodily injury to anyone (other than an injury that requires only minor first-aid treatment), and/or that results in damage to Community Action Team, Inc.'s property or the property of another, may be required to immediately submit to post-accident testing for the detection of Drugs or Alcohol, unless the employee's supervisor concludes at the onset that the employee's action or inaction was clearly not a factor causing the accident. Failure

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to promptly permit post-accident testing is grounds for immediate termination of employment.

- i. If the Medical Facility is closed, the employee will be required to submit to post-accident testing as soon as the Medical Facility opens the next business day. Confirmation that the employee's blood alcohol content is .04 or above, as well as any detectable presence of Drugs in an employee's system will constitute a "positive" test. A positive test will result in disciplinary action, up to and including termination of employment.
 - ii. If an employee is incapacitated, Community Action Team, Inc.'s first concern is medical treatment for the employee. However, upon the Agency's request, the employee will be required to authorize the release of medical records to reveal whether Drugs or Alcohol was present in the employee's system.
 4. Testing Safeguards: Community Action Team, Inc. recognizes the sensitivity of enforcement of this policy and will use qualified medical personnel to administer it.
 - i. Equipment, procedures, and Medical Facilities that have a high degree of accuracy and integrity in testing and analysis will be utilized. All positive test results will be confirmed using the GC/MS or LC/MS/MS testing methods, depending on the substance, and then reviewed by a qualified Medical Review officer (MRO). The MRO may contact the employee or applicant to ask about prescription and/or over-the-counter medications that may have been taken prior to testing.
 - ii. Any employee or applicant who wishes to challenge a positive test result must notify the MRO as soon as possible, but no later than 10 days after notification of the test result.
 - iii. Test results and other information concerning Drug and Alcohol investigations will be treated confidentially and released only when there is a need to know.
 - f. Inspections. When Community Action Team, Inc. believes there is Reasonable Suspicion that an employee is in possession of drugs or alcohol during work time or on Community Action Team, Inc. premises, as described above, all personal items (such as packages, bags, and lunch boxes) the employee carries on or removes from the Community Action Team, Inc. premises are subject to search. This right to search includes searches of personal vehicles parked in Agency parking lots and adjacent areas. Likewise, all Community Action Team, Inc.-owned property, including, but not limited to, desks, equipment, and vehicles, are subject to search.
 1. No employee or another person will be forcibly searched or detained. Reasonable efforts will be made to respect integrity and privacy.
 2. All illegal drugs or drug paraphernalia found in the possession of an employee or on Community Action Team, Inc. premises will be released to law enforcement.
 - g. Rehabilitation Assistance. Employees who have an addiction or dependency to Drugs and/or Alcohol or feel the need to talk to someone about addiction or dependency, should contact the Employee Assistance Plan or their health care provider. Although Community Action Team, Inc. will support voluntary treatment efforts for employees with Drug and Alcohol dependency problems who voluntarily seek assistance, it is up to each employee to pursue treatment before dependency problems result in unsatisfactory performance or attendance, safety violations, etc., and before the employee violates this Drug and Alcohol policy.

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1. When an employee voluntarily reports a Drug or Alcohol dependency problem and seeks assistance, Community Action Team, Inc. will grant their reasonable request for a leave of absence or adjusted work schedule to allow for inpatient or outpatient rehabilitation treatment so long as the request does not constitute an undue hardship on Community Action Team, Inc. All costs of the treatment program (other than the initial evaluation) are the sole responsibility of the employee. The employee must comply with all treatment and after-care recommended by the treatment program or a substance abuse professional. The employee will not be permitted to work until such time as a competent medical authority has certified that the employee has controlled the addiction and is able to safely perform the job assignment.
 2. The time an employee is off work undergoing rehabilitation is unpaid. However, employees may draw their unused, accumulated paid sick leave and personal leave.
 3. Any employee who discloses Alcohol and/or Drug dependency problems after the employee has been notified that they must submit to Drug or Alcohol testing and/or after dependency problems have resulted in unsatisfactory performance or attendance, safety violations, or violations of Community Action Team, Inc. rules or policies is not entitled to take advantage of the rehabilitation assistance program discussed above.
 4. An employee undergoing a treatment program with Community Action Team, Inc.'s agreement in order to avoid discharge will be required, as a condition of continued employment, to agree in writing to:
 - i. Comply with all treatment, rehabilitation, and after-care, as determined by a substance abuse professional or treatment program (Community Action Team, Inc. will pay for the initial evaluation by the substance abuse professional); and
 - ii. The terms of a Rehabilitation and Return to Work Agreement, including follow-up testing, as may be required by Community Action Team, Inc.
 5. Entering into a Rehabilitation and Return to Work Agreement does not alter the at-will relationship.
 - h. Consequences for Policy Violation. Refusal to submit to any of the above tests or otherwise cooperate in Community Action Team, Inc. investigations and enforcement of this policy will subject an employee to discipline, up to and including, termination. Violation of this Drug and Alcohol Policy may result in corrective action, including discharge for a first offense, at the Agency's sole discretion.
- a.07 Harassment in the Workplace.
- a. Community Action Team, Inc. is committed to providing a work environment free of discrimination. In keeping with this commitment, the Agency maintains a strict policy prohibiting unlawful harassment in any form (verbal, physical, visual, etc.).
 - b. Harassment is prohibited behavior that is unwelcome and personally offensive, weakens morale, and therefore interferes with workplace effectiveness. Harassment is a form of misconduct that undermines the integrity of the employment relationship. Such conduct is prohibited when it affects either an individual's work performance or creates an intimidating, hostile, or offensive work environment, including at off-duty employer-sponsored events. Any conduct that could reasonably be viewed as harassment of our clients, vendors, suppliers, or other business visitors by our employees (and vice versa) is also prohibited.

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- c. No employee should be subjected to unsolicited and unwelcome conduct in any form if the conduct is based on the person's sex, race, age, gender, sexual orientation, gender identity, national origin, marital status, religion, disability, veteran status, or any other characteristic protected by applicable law ("Protected Classes"). Conduct which may be considered a violation of this policy includes, but is not limited to:
 - 1. Unwanted sexual advances;
 - 2. Making or threatening reprisals after a negative response to sexual advances;
 - 3. Visual conduct, including leering and making sexual gestures;
 - 4. Displaying sexually suggestive objects, pictures, cartoons, or posters;
 - 5. Displaying objects, pictures, cartoons, or posters that are degrading to members of a Protected Class;
 - 6. Verbal conduct, such as making or using derogatory comments, epithets, slurs, or jokes about a Protected Class;
 - 7. Verbal sexual advances or propositions;
 - 8. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual;
 - 9. Suggestive or obscene letters, notes, or invitations; and/or
 - 10. Inappropriate physical conduct, including touching, assaulting, impeding, or blocking movements.
- d. In addition, no one may imply or threaten that an applicant's or employee's "cooperation" or refusal of a sexual nature, or toleration of Protected Class discrimination, will have any effect on the individual's employment, assignment, compensation, advancement, career development, or any other condition of employment. Any such action will bring prompt and certain disciplinary action, including possible termination.
- e. If an employee believes they have been harassed by a person they come in contact with on the job, they should promptly report the facts of the incident(s) and the name of the individual(s) involved directly to the employee's supervisor. If, for any reason, an employee feels uncomfortable reporting to his or her supervisor, they will promptly contact the Human Resource department or the Executive Director with the concerns.
- f. Complaints of harassment will be investigated appropriately, as determined by the Agency, consistent with the nature of the complaint. Information about the complaint will be kept as confidential as possible under the circumstances required to complete the investigation and implement any corrective action. Prompt and appropriate action will be taken based on the results of the investigation.
- g. Managers and supervisors who fail to report known harassment, or fail to take prompt, appropriate corrective action, may be subject to disciplinary action, including potential dismissal.
- h. Retaliation of any kind directed against an employee who reports harassment in good faith or speaks as a witness in a harassment investigation is absolutely prohibited. Retaliation is broadly construed to include, but is not limited to, the "cold shoulder," change of duties or assignments, undesirable tasks, reduction of pay, etc. Reports of retaliation should be made to Human

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Resource Department. Any employee found guilty of retaliation shall be subject to disciplinary action, up to and including dismissal.

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

1. A nondisparagement agreement is any agreement by which one or more parties agree not to discredit or make negative or disparaging written or oral statements about any other party or the company.
2. A no-rehire provision is an agreement that prohibits an employee from seeking reemployment with the company and allows a company to not rehire that individual in the future.
3. The company will not require an employee to enter into any agreement if the purpose or effect of the agreement prevents the employee from disclosing or discussing conduct constituting discrimination, harassment, or sexual assault.
4. An employee claiming to be aggrieved by discrimination, harassment, or sexual assault may, however, voluntarily request to enter into a settlement, separation, or severance agreement which contains a nondisclosure, nondisparagement, or no-rehire provision and will have at least seven days to revoke any such agreement.

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

a.08 Violence in the Workplace.

- a. The Agency holds in high regard the safety, welfare, and health of our employees. Therefore, the Agency has a policy of zero tolerance for violence. If employees display any violence in the workplace or threaten violence in the workplace, they will be subject to immediate disciplinary action up to, and including, termination. No talk of violence or joking about violence will be tolerated. Threats, threatening behavior, acts of violence, or intimidation against employees, visitors, or other individuals will not be tolerated by anyone on Agency property.
- b. Weapons are prohibited on Agency property (including parking lots). The Agency reserves the right to inspect all packages, lockers, automobiles, and other items on Agency property. No obscene, racially or ethnically derogatory, or violence-oriented material is allowed on Agency property.
- c. The Agency defines "violence" to include physically harming another, shoving, pushing, harassment, intimidation, coercion, brandishing weapons, and threats or talk of violence. Employees found guilty of acts or threats of violence will be subject to discipline, up to and including immediate termination.
- d. Employees are required to promptly report any violent incident, whether or not physical injury has occurred. All reports will be investigated immediately and kept confidential, except when there is a legitimate need to know.

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- e. Employees who obtain a protective restraining order listing Community Action Team, Inc. locations as protected areas should provide their supervisor and the Human Resource Department with a copy of the temporary or permanent protective or restraining orders. Community Action Team, Inc. understands the sensitivity of the information requested and will take reasonable steps to protect the privacy of the reporting employee(s).

a.09 Privacy of Health Information Policy.

Community Action Team, Inc. has adopted a policy with respect to the Standards for Privacy of Individually Identifiable Health Information. The policy regarding HIPAA (Health Insurance Portability and Accountability Act), PHI (Protected Health Information) and ERISA (Employment Retirement Income Securities Act) are available at each of our locations as well as in the Human Resource Department office. If you are insured by the health plan sponsored by Community Action Team, Inc., you have received a copy of the policy.

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ARTICLE 2. TYPES OF APPOINTMENTS

a.10 Definition of Employee.

An employee is a person who enters into service for Community Action Team, Inc. in a position that is titled and classified according to these Personnel Policies. A salary scale or hourly rate shall be assigned to each classification. A bona fide independent contractor is not considered to be an employee.

a.11 Employment Status.

Employment status is determined on the following basis:

- a. REGULAR FULL TIME - this status is to identify an employee who is hired to work no less than forty (40) hours per week.
- b. REGULAR PART TIME - this status is to identify an employee who is hired to work less than forty (40) hours per week.
- c. INTRODUCTORY (PROBATIONARY) –All exempt and non-exempt regular full-time and regular part-time employees are on an introductory period for 90 (Ninety) days of employment. Before the end of the introductory period, a written evaluation will be made by the employee's immediate supervisor based on Community Action Team, Inc. organization standards, for the purpose of determining the employee's continued employment with the Agency. Employees who satisfactorily complete the introductory period will be notified of their new employment category.
- d. TEMPORARY - this status is assigned to those employees whose length of employment is predetermined and/or employees who are hired as substitutes to fill positions on an as needed basis only.
 1. Community Action Team, Inc., may, but is not obligated to offer benefits to temporary employees on the basis of different job duties, department, or location, but cannot offer different benefits to employees on the basis of any protected qualities.
 2. For the purpose of these policies, a predetermined terminal point of employment shall mean those positions where the tenure of the position lasts only for the time provided by the temporary funds and continued employment is not anticipated.
 3. Persons hired with temporary sources of funds shall be so informed in writing that their positions are temporary and continued employment is not anticipated.
- e. EXEMPT - This status, exempting an employee from wage and hour overtime rules, is assigned to staff who meet the criteria outlined in Oregon's Bureau of Labor and Industries "A Handbook of Oregon Wage and Hour Laws". Exempt employees may be regular or temporary employees. You will be informed of the status of your job at the time of your employment. You should contact your supervisor or the Human Resource Department if you have any questions regarding your exemption status.
- f. NON-EXEMPT - This status is assigned to all employees who meet the criteria outlined in Oregon's Bureau of Labor and Industries "A Handbook of Oregon Wage and Hour Laws" and who do not fall within the parameters of 2.02e. Non-exempt employees may be regular or temporary employees.

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a.12 Non-Compensated Staff.

Non-Compensated Staff include Volunteers, Work Study participants, Interns, and any other staff not paid a salary or hourly rate for services by Community Action Team, Inc.

- a. Orientation. Staff not compensated by Community Action Team, Inc. will participate in an orientation the same as compensated employees.
- b. Head Start Non-Compensated Staff. Non-compensated staff working in Head Start will be screened for appropriate communicable diseases and must never be left alone with children.⁵
- c. Records of Agreement. All written agreements for use of non-compensated staff will be on file with the Human Resource Department office.
- d. Employees as Volunteers. If you wish to volunteer time to Community Action Team, Inc. the following regulations apply:
 1. You must volunteer time at your own initiative.
 2. You must be performing a religious, charitable, or other community service without any expectation of pay.
 3. Your volunteer duties may not be the same type of duties you perform in the course of regular employment.
 4. You must perform the volunteer duties outside your normal work hours.

⁵ Head Start Program Performance Standards 1302.94(a-b)

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ARTICLE 3. HIRING POLICIES

a.13 Commitment to Equal Employment Opportunities.

- a. Community Action Team, Inc. provides equal employment opportunities to all individuals in all job classifications, including full time, part time and temporary employment, regardless of race, color, creed, religion, ancestry, national origin, mental or physical disability, sex, age, affectional preference, marital status, familial status, sexual orientation, gender identity or expression, genetic information or family medical history, source of income, status with regard to public assistance, any political affiliation or beliefs, or membership in any other protected class. Rates of pay, work assignments, training opportunities, promotions, and all other terms and conditions of employment will be determined on a non-discriminatory basis.
- b. The Agency will grant requests for reasonable religious and disability related accommodations to qualified applicants and employees, absent undue hardship. Such requests should be presented verbally or in writing to the Human Resource department. Community Action Team, Inc. will keep all medical information confidential and only share such information with management personnel who have a legitimate business need to know.
- c. Current and former Head Start program parents will be considered for employment vacancies for which such parents apply and are qualified.⁶
- d. Merit-Based Employment. Community Action Team, Inc. is committed to recruiting and hiring individuals according to their demonstrated and potential ability to perform the tasks assigned with competence and integrity, and in accordance with its Equal Employment Opportunity. Qualifications and performance standards set by federal and state grantors will be the basic determination for hiring.

a.14 Nepotism and Politically Influenced Hiring.

Employees shall not practice nepotism. No hiring decision shall be made based on friendship, family relationship, or as a reward for political support of a particular candidate, or which is otherwise politically influenced.

- a. Community Action Team, Inc. prohibits employment of relatives in a direct reporting relationship to avoid creating or perpetuating circumstances in which the possibility of favoritism, conflict of interest, or impairment of efficient operations may occur.
- b. Employees are prohibited from using their positions for a purpose that is, or gives the appearance of, being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other relationships.
- c. A person with an immediate family member serving on a board or committee, which either by rule or practice, regularly nominates, recommends, or screens candidates for positions with Community Action Team, Inc. may not be employed.
- d. For purpose of this policy, relatives are defined as "immediate family" meaning spouse or spousal equivalent, mother, mother-in-law, father, father-in-law, brother, brother-in-law, sister, sister-in-law, son, son-in-law, daughter, daughter-in-law, step children, step parents, step brother or sister, niece, nephew, step-in-laws, significant other, fiancé, or any relative, unless specified differently by law.

⁶ Head Start Program Performance Standards 1302.90(b)

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a.15 Drug Screens, Background Checks and Immunizations.

- a. Pre-Employment Drug Screening. All applicants for employment will be required to pass a preemployment drug test as a condition of receiving an offer of employment. Community Action Team, Inc. will pay the costs of such tests.
 1. All bus drivers, as required by the Department of Transportation, will also be informed on the date of hire that they will be required to participate in random drug and/or alcohol screenings as directed in compliance with the Federal Motor Carrier Safety Administration.
- b. Background Checks Required for Vulnerable Population Programs. A criminal background check is required for all employees/volunteers working in Community Action Team, Inc. The background check is processed through the Department of Human Services, Criminal Records Unit. The cost of the criminal background check will be paid by Community Action Team, Inc.
 1. Employees and volunteers of record with Community Action Team, Inc. will be required to pass the criminal history background check before being allowed to work alone with vulnerable population clients. If the employee/volunteer has not passed the criminal history background check, they may only work with the clients in a supervised setting.
 2. Anyone applying for an employment or volunteer position with Community Action Team, Inc. in our Human Investment or Community Investment programs will be required to pass the criminal history background check prior to beginning work.
 3. If FBI fingerprinting is mandated by the criminal history background check for any employee or applicant for Community Action Team, Inc. programs, Community Action Team, Inc. will pay for the cost of fingerprinting.
 - k. Volunteers and non-employees of Community Action Team, Inc. will be responsible for the cost of the fingerprinting.
 4. An individual may be terminated if they have been convicted of a crime related to the performance requirements of their employment or if Community Action Team, Inc. discovers that the individual has made false statements about a conviction.
- c. Background Checks Required for Child and Family Development Programs. All children service programs will require a criminal history check for new hires and volunteers. The criminal history check is done through the State of Oregon Employment Department, Child Care Division. If FBI fingerprinting is mandated by the criminal history check, the procedure will be initiated within a 21-day period. Community Action Team, Inc. will pay for the cost of fingerprinting.
 1. Employees and volunteers of programs that serve children must be enrolled in the Criminal History Registry, as required by Oregon State Law. Applicants, volunteers and employees are responsible for any cost incurred in this registration.
 2. After an employee is hired, the employee may be terminated if the employee is convicted of a crime related to the performance requirements of their employment, or if Community Action Team, Inc. discovers that the employee has made false statements about a conviction.
- d. Background Checks Required for the Head Start Program. The Head Start program will require a thorough background check process, including verification of personal and professional references, criminal history records including fingerprint checks, sex offender registry check, and child abuse and neglect state registry check. Community Action Team, Inc. will pay for the cost of the background checks.^{vi}

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1. Before a person is hired, the following must be obtained:
 - i. A sex offender registry check.
 - ii. State or tribal criminal history records, including fingerprint checks

OR

 - iii. FBI criminal history records, including fingerprint checks.
2. Within 90 days of hire, the background check process must be completed by obtaining:
 - i. Whichever check listed in 1b (State/tribal or FBI) was not obtained prior to the date of hire.
 - ii. Child abuse and neglect state registry check, if available.
3. Unsupervised access to children must not be allowed until the complete background check process (described in paragraphs 1 and 2 above) is complete.
4. The complete background check (described in paragraphs 1 and 2 above) must be conducted at least once every five years.
5. The Child Care and Development Fund (CCDF) disqualification factors or tribal disqualification factors must be used to determine whether the prospective employee can be hired or the current employee must be terminated.
- e. Immunizations Required for the Early Head Start/Head Start Program. After employment has been offered, a health exam including TB screening is required for Early Head Start/Head Start staff and regular volunteers. Periodic reexaminations are also required.⁷
- f. COVID Immunizations for All Staff.
 1. Current staff are to report any vaccination status changes to HR
 2. All new staff members need to report their vaccination status to HR when hired.

⁷ Head Start Program Performance Standards 1302.93(a)

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ARTICLE 4. CONFLICTS OF INTEREST

a.16 Conflict of Interest – Overview.

In the course of business, situations may arise in which an Organization decisionmaker has a conflict of interest, or in which the process of making a decision may create an appearance of a conflict of interest. This Conflict of Interest policy is to protect the tax-exempt Organization's interest when it considers entering into a transaction or arrangement that might benefit the private interest of a director or employee of the Organization or might result in a possible excess benefit transaction.

All directors and employees have an obligation to:

- a. Avoid conflicts of interest, or the appearance of conflicts, between their personal interests and those of the Organization in dealing with outside entities or individuals.
- b. Disclose real and apparent conflicts of interest to the Executive Director and the Board of Directors.
- c. Refrain from participation in any decisions on matters that involve a real conflict of interest or the appearance of a conflict.

a.17 Conflict of Interest – Limited Activities.

As an employee, or member of the Community Action Team Board of Directors, you are prohibited from engaging in conflicts of interest with respect to your employment or service on the governing Board. Specifically, the following activities are limited as stipulated:

- a. **Membership on Various Boards, Committees, and Groups.** As an employee of Community Action Team, you shall not serve as elected member of Community Action Team, Inc. Board, committee or board of a grantee or delegate agency or Community Action Team, Inc. program component. You may not serve on the policy council or policy committee at the delegate level (parents who occasionally substitute as staff may serve).⁸You may serve on citizens' advisory groups which are strictly advisory in nature, and which do not contract with Community Action Team, Inc.
- b. **Membership on Governmental Commission or Board.** You may, on your own time, serve on a governmental commission or board in your home community. You may, with written authorization from the Executive Director, serve on such a commission and/or board during working hours and without loss of pay provided that:
 1. Your membership on such commissions and/or boards does not conflict with the provisions of this section.
 2. Your participation is consistent with your job description.
 3. Your participation will enhance and/or benefit the purpose of Community Action Team, Inc.
 4. Such participation will not conflict with the conditions under which you were hired.
- c. **Certain Federal Rehabilitation Loans Prohibited.** You shall not be eligible to obtain a local or federal rehabilitation loan administered by Community Action Team, Inc. without Board approval.
- d. **Ownership of Community Action Team, Inc. Property.** You are not prohibited from owning or purchasing Community Action Team, Inc. property so long as the property was obtained prior

⁸ Head Start Program Performance Standards 1301.3(b)(2)

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to employment and the interest is disclosed in writing and recorded in the minutes of the Board. Further, you may purchase Community Action Team, Inc. property put up for public sale provided that there is an open bid process with 30 days advance public notification.

a.18 Conflict of Interest – Interested Persons.

All employees and directors of Community Action Team owe a duty of loyalty to the Organization. This duty necessitates that in serving the Organization they act solely in the interests of the Organization, not in their personal interests or the interests of others.

The persons covered under this policy will hereinafter be referred to as “Interested Persons.” Interested Persons include all members of the Board of Directors and all employees, as well as persons with the following relationships to directors or employees:

- a. Spouses or domestic partners
- b. Brothers and sisters
- c. Parents, children, grandchildren, and great-grandchildren
- d. Spouses of individuals listed in 2 and 3
- e. Corporations, partnerships, limited liability companies (LLCs), and other forms of businesses in which an employee or director, either individually or in combination with individuals listed in 1, 2, 3, or 4, collectively possess a 35% or more ownership or beneficial interest
- f. Entity or business that employs, or is about to employ, any of the parties indicated here
- g. Any individual related by blood or affinity whose close association with an employee or director is the equivalent of a family relationship

a.19 Understanding Conflicts of Interest.

Conflicts of interest arise when the interests of an Interested Person may be seen as competing with those of the Organization. Conflicts of interest may be financial (where an interested party benefits financially directly or indirectly) or non-financial (e.g., seeking preferential treatment, using confidential information).

A conflict of interest arises when an Interested Person involved in making a decision is in the position to benefit, directly or indirectly, from his or her dealings with the Organization or person conducting business with the Organization. (A potential conflict of interest exists when the director or employee, or his or her immediate family {spouse, domestic partner, parent, child, brother, sister and spouse of parent, child, brother, or sister, niece, nephew or any relative} owes/receives more than 1% of the benefiting business/profits.)

Examples of conflicts of interest include, but are not limited to, situations in which an officer, Board member, employee, or any interested person:

- a. Negotiates or approves a contract, purchase, or lease on behalf of the Organization and has a direct or indirect interest in, or receives personal benefit from, the entity or individual providing the goods or services.
- b. Negotiates or approves a contract, sale, or lease on behalf of the Organization and has a direct or indirect interest in, or receives personal benefit from, the entity or individual receiving the goods or services.
- c. Employs, is about to employ, or approves the employment of, or supervises a person who is, an immediate family member of the director or employee.

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- d. Sells products or services in competition with the Organization.
- e. Uses the Organization's facilities, other assets, employees, or other resources for personal gain.
- f. Receives a substantial gift from a contractor if the director or employee is responsible for initiating or approving purchases from that contractor.

a.20 Organizational Conflicts of Interest.

All organizational relationships will be identified and disclosed to the Board of Directors as they are made known. Each individual contracting situation will be examined on the basis of its particular facts and the nature of the proposed work. Community Action Team will exercise common sense, good judgment, and sound discretion when evaluating the decision on whether a significant potential conflict exists and, if it does, the development of an appropriate means for resolving it. This evaluation will help prevent the existence of conflicting roles that might bias judgment; and help preventing unfair competitive advantage.

a.21 Honoraria Acceptance.

- a. A Community Action Team employee will not accept an honorarium for an activity conducted where:
 - 1. Organization-reimbursed travel, work time, or resources are used
 - 2. Activity can be construed as having a relationship to the employee's position with Community Action Team
 - 3. Such activity would be considered official duty on behalf of Community Action Team
 - 4. A relationship exists between the activity and the employee's position with Community Action Team if the employee would not participate in the activity in the same manner or capacity if he or she did not hold his or her position with Community Action Team. The employee should make every attempt to avoid the appearance of impropriety.
- b. An employee may receive an honorarium for activities performed during regular non-working hours or while on annual leave if the following conditions are met:
 - 1. All expenses are the total responsibility of the employee or the sponsor of the activity in which the employee is participating.
 - 2. The activity has no relationship to the employee's Community Action Team duties.
- c. Nothing in this policy will be interpreted as preventing the payment to Community Action Team by an outside source for actual expenses incurred by an employee in an activity, or the payment of a fee to Community Action Team (in lieu of an honorarium to the individual) for the services of the employee. Any such payments made to Community Action Team should be deposited to Community Action Team's account and an appropriate entry should be coded to the same program or department to which the employee's corresponding time and related expenses were charged.
- d. In some circumstances, acceptance of a gift of de minimus value may be acceptable; please contact the Community Action Team, Inc. Human Resource Department office for more information regarding this policy.
 - 1. A gift or gratuity that is prohibited herein shall be returned to the donor. Any question regarding the acceptance of gratuities is to be brought to the attention of the Executive Director.

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2. Failure to comply with this prohibition shall be considered just cause for disciplinary action up to and including termination of the employee, agent, or volunteer.

a.22 Disclosure Requirements.

A director or employee who believes that he or she may be perceived as having a conflict of interest in a discussion or decision must disclose that conflict to the group making the decision. Most concerns about conflicts of interest may be resolved and appropriately addressed through prompt and complete disclosure.

- a. A person who has a conflict of interest will not participate in or be permitted to hear management's, the Board, or the committee's discussion of the matter except to disclose material facts and to respond to questions. Such person will not attempt to exert his or her personal influence with respect to the matter.
- b. A person who has a conflict of interest with respect to a contract or transaction that will be voted on at a meeting will not be counted in determining a quorum for purposes of the vote. The person having a conflict of interest may not vote on the contract or transaction and will not be present in the meeting room when the vote is taken, unless the vote is by secret ballot. Such person's ineligibility to vote and abstention from voting will be reflected in the minutes of the meeting. For purposes of this paragraph, a member of the Board of Directors of Community Action Team has a conflict of interest when he or she stands for election as an officer or for re-election as a member of the Board of Directors.
- c. If required by federal awarding agencies or pass-through entity, Community Action Team will notify those agencies in writing of any potential conflict of interest.⁹
- d. The Board of Directors will review and sign the Conflicts of Interest policies of the Organization every year.

a.23 Resolution of Conflicts of Interest.

- a. Conflicts will be resolved as follows:
 1. The Executive Committee will be responsible for making all decisions concerning resolutions of conflicts involving directors, the Executive Director, and other members of senior management.
 2. The chair of the committee will be responsible for making all decisions concerning resolutions of conflicts involving Executive Committee members.
 3. The chair of the Board of Directors will be responsible for making all decisions concerning resolutions of the conflict involving the chair of the Executive Committee.
 4. The Executive Director will be responsible for making all decisions concerning resolutions of conflicts involving employees below the senior management level, subject to the approval of the Executive Committee.
- b. An employee or director may appeal the decision that a conflict (or appearance of conflict) exists as follows:
 1. An appeal must be directed to the chair of the Board.
 2. Appeals must be made within 30 days of the initial determination.
 3. Resolution of the appeal will be made by vote of the full Board of Directors.

⁹ 2 CFR Part 200.112, 45 CFR 75.112, Conflict of Interest

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4. Board members who are the subject of the appeal, or who have a conflict of interest with respect to the subject of the appeal, will abstain from participating in, discussing, or voting on the resolution, unless their discussion is requested by the remaining members of the Board.

a.01 Disciplinary Action for Violations of this Policy.

Failure to comply with the standards contained in this policy will result in disciplinary action that may include termination, referral for criminal prosecution, and reimbursement to the Organization or to the government, for any loss or damage resulting from the violation. As with all matters involving disciplinary action, principles of fairness will apply. Any employee charged with a violation of this policy will be afforded an opportunity to explain her or his actions before disciplinary action is taken.

- a. Disciplinary action will be taken:
 1. Against any employee who authorizes or participates directly in actions that are a violation of this policy.
 2. Against any employee who has deliberately failed to report a violation or deliberately withheld relevant and material information concerning a violation of this policy.
 3. Against any director, manager, or supervisor who attempts to retaliate, directly or indirectly, or encourages others to do so, against any employee who reports a violation of this policy.
- b. A Board member who violates this policy will be removed from the Board of Directors.

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ARTICLE 5. CONDITIONS OF EMPLOYMENT

a.02 Political Activities and Lobbying.¹⁰

- a. Political Activities. Employees may not engage in any partisan political activity or openly support any candidate for public office on Community Action Team, Inc. property or during any Community Action Team, Inc. paid time. Employees also may not use their association with Community Action Team, Inc. to support any candidate or political issue. Some employees are prohibited from providing voters or prospective voters with transportation to the polls or provide assistance in connection with an election during scheduled work time, during Community Action Team, Inc. paid time off, or as a representative of Community Action Team, Inc. (Please consult with your Program Director or the Executive Director for clarification on whether you are covered under this specific policy.)
- b. Lobbying. Lobbying and advocacy are two very distinct but separate activities. Lobbying is a promise of support, or the threat of the loss of support related to legislative decision-making. Advocacy is providing information regarding the needs of clients, and the impact the legislation or other political decisions may have on clients. Community Action Team, Inc. employees may not engage in lobbying, but they may advocate for the welfare and well-being of clients.
 1. Community Action Team, Inc. employees are not to engage in lobbying with local, state, or federal lawmakers. Employees may, however, provide information to lawmakers as an educational service or to advocate on behalf of the people we serve.
 2. Employees are to check with their Program Directors or Executive Director to clarify whether an activity is lobbying or advocacy before engaging in the activity.

a.03 Outside Employment (Moonlighting).

- a. Conditions of Outside Employment. While employed with Community Action Team, Inc. employees may not work for a competing community action agency. For purposes of this policy, concerted activities pursuant to the National Labor Relations Act are not considered to be outside employment. Employees may pursue work as an individual for extra income as long as:
 1. They do not represent themselves as an employee, representative, agent, contractor, or other entity associated with Community Action Team, Inc.;
 2. They do not compete with Community Action Team, Inc. business or clients;
 3. Secondary jobs do not compromise their work at Community Action Team, Inc., including, but not limited to: absenteeism, tardiness, performance, or divulging of confidential Community Action Team, Inc. information; and
 4. Community Action Team, Inc.'s assets are not used for such work.

a.04 Gratuity.

See Community Action Team, Inc. Financial Policy on Gift Acceptance.

a.05 Solicitation and Distribution.

- a. Solicitation is verbal communication for the purpose of selling, political campaigning, organizing for civic activities, or any other cause. Distribution is an exchange of printed materials such as handbills, letters, and pamphlets for any sale, candidate or any cause.

¹⁰ Improving Head Start for School Readiness Act of 2007 Sec. 656

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- b. In order to prevent disruptions and interference with work, Community Action Team, Inc. has established the following rules to govern solicitations and distribution of literature on Community Action Team, Inc. premises:
 - 1. Persons not employed by Community Action Team, Inc. may not solicit or distribute literature on Community Action Team, Inc. property for any purpose at any time.
 - 2. Employees may not solicit clients at any time.
 - 3. Solicitation by one employee of another employee is prohibited while either the person doing the soliciting or the person being solicited is on working time.
 - 4. Employees may not distribute literature for any purpose during working time or in working areas. However, literature may be left in break areas.
- a.06 Codes of Conduct.
 - a. Discretion and Confidentiality Required. You must exercise the utmost discretion regarding all matters of official business of Community Action Team, Inc. You shall not communicate to any person information that has not been made public, except in the course of regular duties or by authorization of the Executive Director. All staff, client and case matters are confidential.
 - b. Quality of Work. Quality work is expected from employees so that Community Action Team, Inc. can fulfill its obligation to provide quality services to its clients. Employee evaluations, recognizing achievement as well as areas needing improvement, will take place periodically to assure quality performance (see Article 12).
 - c. Professional Conduct Required. You are considered a representative of Community Action Team, Inc. Your conduct both in the office and in the field should at all times be consistent with the inherent expectations of a professional position, as demonstrated through such behaviors as:
 - 1. Commitment to and completion of all contractual obligations.
 - 2. High regard for the professional and personal integrity of all Community Action Team, Inc. staff and clients.
 - 3. Clear concern for the needs and wishes of the clients being served.
 - 4. Consistent efforts to represent the Community Action Team, Inc. as an organization dedicated to eliminating poverty.
 - d. Employee Conduct. All staff, as well as Child and Family Development staff, consultants, and volunteers, must abide by the program's standard of conduct. These employees, consultants and volunteers:
 - 1. Must use positive strategies to support children's well-being and prevent and address challenging behavior;
 - 2. Must not maltreat or endanger the health or safety of children, including, at a minimum, staff must not use corporal punishment; use isolation to discipline a child; bind or tie to restrict movement or tape a child's mouth; use or withhold food, physical activity, or outdoor time as a punishment or reward; use toilet learning/training methods that punish, demean, or humiliate a child; or use any form of verbal, physical, or emotional abuse;
 - 3. Must respect and promote the unique identity of each child and family and must not stereotype on any basis, including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition;

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4. Must follow program confidentiality policies concerning personally identifiable information about children, families and other staff members;
5. Must not leave any child alone or unsupervised while under their care.
- e. Notification of Incidents. If you are involved in an incident that potentially reflects negatively on the organization, you must report this incident to your supervisor as soon as possible. Supervisors should notify the Executive Director.
- f. Professional Image and Dress. You are expected to present a professional image in the workplace, as well as the community when representing Community Action Team, Inc. In general, you are expected to come to work clean, and your attire must be clean and free of holes and wrinkles. The site supervisor is responsible for monitoring the dress policy.
 1. Dress which is not acceptable includes items such as:
 - i. Form fitting stretch clothing (spandex, lycra, etc.)
 - ii. Sweat pants; sweat suits/jogging suits/warm-up suits/gym shorts, nylon or spandex shorts
 - iii. Halter tops/low cut tops/cropped tops/spaghetti straps
 - iv. Clothing with graphics, logos or wording
(Manufacturers/Designers labels and logos are allowed)
 2. Dress which is acceptable includes:
 - i. Clothing that contains logos, graphics or wording that is work related
 - ii. Dresses, skirts and shorts, but length must be at or below the knee
 3. Employees working with children and/or going to the playground
 - i. Must wear closed toe and closed heel shoes with heels less than three (3) inches
 - ii. Should not have long fingernails
 - iii. Should not wear long or loose flowing garments that can be caught or pulled
 4. If an employee/volunteer is inappropriately dressed or groomed, they will be instructed to go home, make necessary changes, and to return to work in a reasonable amount of time. This time will not be compensated. Any questions regarding what is or is not appropriate attire at the Organization should be directed to your supervisor.
 5. Employees in violation of any of the above codes of conduct will be subject to immediate and appropriate disciplinary action, up to and including termination.

a.07 Confidentiality Policy.

- a. Community Action Team respects the privacy of its clients, former clients, donors, staff, and volunteers. As a basic component of business ethics, employees, volunteers, and board members will take care to ensure that personal information, financial information, and proprietary information remain confidential and not be disclosed or discussed with anyone without permission or authorization from the Executive Director. Care should also be taken to ensure that unauthorized individuals do not overhear any discussion of confidential information and that documents containing confidential information are not left in the open or inadvertently shared.

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- b. Confidentiality is the safeguarding of privileged information. Community Action Team is provided with personal and private information, including protected personally identifiable information (PII), to provide services to clients and participants. Unauthorized disclosure of confidential information could result in legal liability, damage to relationship with client, staff, and public. Violation of this policy and any statutes regarding confidentiality may result in termination of employment or other corrective action.

a.08 Practice of Ethical Behavior.

Community Action Team requires Board members, committee members, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities, and all directors, committee members, and employees to comply with all applicable laws and regulatory requirements. Unethical actions, or the appearance of unethical actions, are unacceptable under any conditions. The policies and reputation of Community Action Team depend to a large extent on the following considerations.

- Each employee must apply her or his own sense of personal ethics, which should extend beyond compliance with applicable laws and regulations in business situations, to govern behavior where no existing regulation provides a guideline.
- Each employee is responsible for applying common sense in business decisions where specific rules do not provide all the answers.

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

- Is my action legal?
- Is my action ethical?
- Does my action comply with Community Action Team policy?
- Am I sure my action does not *appear* inappropriate?
- Am I sure that I would not be embarrassed or compromised if my action became known with the Organization or publicly?
- Am I sure that my action meets my personal code of ethics and behavior?
- Would I feel comfortable defending my actions?

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

Directors, Board members, Policy Council members, Committee members, managers, supervisors, employees, and volunteers must carefully weigh all courses of action suggested in ethical, as well as economic, terms and base their final decisions on the guidelines provided by this policy, as well as their personal sense of right and wrong.

a.09 Compliance with Laws, Regulations, and Organization Policies.

Community Action Team does not tolerate

- The willful violation of circumvention of any federal, state, local, or foreign law by an employee during the course of that person's employment.
- The disregard or circumvention of Community Action Team policy or engagement in unscrupulous dealings.

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Employees should not attempt to accomplish by indirect means, through agents or intermediaries, that which is directly prohibited. The performance of all levels of employees will be measured against implementation of the provisions of these standards. Employees will cooperate with management and authorities regarding any investigation into the violation of policies and statutes.

a.10 Communications and Computer Use Policy.

- a. Computers, communications, voice-mail, e-mail and Internet access systems are provided by Community Action Team, Inc. for use in performing the business of the Agency. Agency communications systems (cell phones, voice mail, electronic mail, computers, internet network, telephone systems, etc.) are not always secure and are subject to monitoring by the Agency. This should be kept in mind if employees need to store private information, or need to have a private conversation. Employees should not expect any degree of privacy in connection with their use of or exposure to Community Action Team, Inc. communications systems even if a password is used. The Agency reserves the right to override any individual password and access all information stored on Agency property. All voice-mail, e-mail, text messaging, Instant Messaging, and Internet access systems and the information, content, or images transmitted by, received from, or stored in these systems, including copies in any form, are the property of Community Action Team, Inc.
- b. All software provided by Community Action Team, Inc. is to be used for business purposes and shall not be altered in any way. Employees are prohibited from adding software or applications (including screen-savers) that interfere with the business of Community Action Team, Inc. or are inconsistent with Community Action Team, Inc. policies.
- c. Employees should treat e-mail as means of formal written business communication. When corresponding by e-mail, employees should consider content, accuracy, spelling, grammar, and potential liability. Community Action Team, Inc. may not archive e-mail and may automatically destroy e-mail on a regular basis.
- d. Unless specifically authorized by law, Community Action Team, Inc.'s computers, e-mail, phones, cellular phones, and Internet systems may not be used to solicit or proselytize for personal reasons. Community Action Team, Inc. computers, e-mail, landline, cellular, smart phones, and Internet systems may not be used to send (upload) or receive (download) copyrighted materials, trade secrets, or proprietary financial information without prior authorization.
- e. Cell Phone Use While Driving. Oregon law prohibits drivers over the age of 18 from using a mobile communication device while operating a motor vehicle without the use of a hands free accessory, allowing you to keep both hands on the wheel while driving. This is a primary offence, which means a police officer may stop a driver solely for using a cell phone without using a hands-free accessory. For the purpose of the new law, "mobile communications device" is defined as a text messaging device or a wireless two-way communication device to receive and transmit voice or text communication. Any driver under the age of 18 is prohibited from using a mobile communication device while driving, even with a hands-free accessory.
 1. Community Action Team, Inc. requires that any employee who drives during the course of their employment will comply with this law.
 2. Community Action Team, Inc. will not be responsible for or pay for any traffic citations or fines for failure to comply with this law.

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3. Employees are required to report to their supervisor any citations or arrests that arise from the misuse of mobile communication devices during the course of their employment and could be subject to disciplinary action up to and including termination.
 - f. Community Action Team, Inc. computers, e-mail and Internet access systems may not be used to access, create, display, or send any messages, images, and content that would violate the Agency's policies against harassment and/or violence. Such content could include: sexual comments, jokes, or images; racial slurs; or any comments, jokes, or images that would offend someone on the basis of his or her age, disability, gender, race, religion, national origin, physical attributes, sexual orientation, or any other classification protected by federal, state, or local law. Employees have a responsibility to notify a supervisor of receipt of any message, image, or content received via Community Action Team, Inc. e-mail or Internet access system that violates this policy.
 - g. Employees will not use a password, access a file, or retrieve stored communications unless authorized to do so. The use of a password or code does not restrict Community Action Team, Inc.'s right to access electronic communications. All individual passwords to Agency communications systems and equipment must be provided to Community Action Team, Inc. so that all accounts and devices can be accessed at any time. No password or encryption may be used on Agency communications systems or equipment that is unknown to Community Action Team, Inc. Employees agree to notify Community Action Team, Inc. if they discover a violation of this policy.
 - h. Employees agree to only access messages, files, or programs, whether computerized or not, that they have permission to access or use. Unauthorized access, review, duplication, dissemination, removal, damage or alteration of files, passwords, computer systems or programs, voicemail messages, text messages, instant messages, or other property of Community Action Team, Inc., or improper use of information obtained by unauthorized means, may be grounds for corrective action, including termination.
- a.11 Children in the Workplace.
- a. Employees are welcome to bring their children to visit their worksite, provided that the visits are infrequent, brief and planned with their supervisor, in a fashion that limits disruption to the workplace.
 - b. While children are in the workplace, they must be directly supervised by the host/parent at all times. If the frequency, length or nature of visits becomes problematic, the employee will be advised of the situation and will be expected to take corrective action.
 - c. Confidentiality must be maintained at all times, so the employee and supervisor must be sure that children are not exposed to client or work-related conversations while at the workplace.
 - d. Employees are not permitted to bring ill children to work. This policy is not to be utilized as a backup childcare arrangement. Employees are provided paid time off benefits which should be used for personal reasons or to care for an ill child.
 - e. Children cannot be brought to the worksite during periods of emergency (e.g., natural and/or man-made disasters, disaster recovery, health pandemics) either on an intermittent or reoccurring basis. Employees should contact their supervisor in such cases to determine alternate solutions to balance work activities and childcare needs.
 - f. At any time, if the supervisor determines that health or safety risks are too great, or that the children's presence is disruptive, a supervisor may ask the employee to remove their children from the workplace.

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a.12 Pets in the Workplace.

Community Action Team, Inc. feels it is not appropriate to bring pets into the workplace, and thus, prohibits employees from doing so. Some of the reasons for this are:

- With consideration of Health and Safety issues, pets can spur allergic reactions among co-workers, which can cause interruptions to their ability to work effectively.
- Work is disruptive because of the need to take pets outside.
- Some employees have a genuine fear of dogs, cats, etc., which needs to be respected.
- Finally, there are concerns of liability for an organization should an employee be bitten or injured by a pet brought into work.

Violation of this policy will result in disciplinary action up to and including termination.

a.13 Keys.

- a. Program directors/center managers/direct supervisors will determine who will be issued keys to locks on or in their facilities. This will include locks on doors, desks, cabinets, computers and any other item on the premises that can be locked.
- b. A list of who has received keys, with date of issue and date of return will be kept on file by program director, center manager, or direct supervisor for their facilities.
- c. No duplicate keys may be made by anyone other than program director, center manager or supervisor.
- d. A fee of \$5.00 will be charged to replace a lost key.
- e. All keys will be returned to program director or designee at termination or exit interview. All staff of the Child and Family Development Programs will also be required to turn all keys in to the Program Director/or designee prior to break periods, except winter and spring break periods may be exempt from this requirement upon approval of the Program Director.

a.14 Reporting Arrests.

Any employee who is arrested for any crime must report the arrest to his or her supervisor by the end of the next business day or before reporting to work following the arrest. An arrest will not necessarily disqualify the employee from employment; however, the Agency will consider the circumstances on a case-by-case basis. Any employee who fails to report an arrest as indicated above is subject to disciplinary action, up to and including immediate termination.

a.15 Reporting Information Changes.

Employees must notify the Human Resource Department when certain personal information changes, such as a name change, a new address, phone number, or emergency contact, changes to tax withholdings, and any other information relating to accurate record keeping or accounting. Supervisors must also be informed of any issue or circumstance that prevents the employee from performing the essential functions of their job.

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ARTICLE 6. COMPENSATION

a.16 Pay Scales.

- a. Payment According to Pay Scale. Community Action Team, Inc. will pay its employees based on each employee's placement on one of the two salary scales in place. Employees may be paid an hourly rate or a monthly salary rate.
 1. Community Action Team, Inc. Administration Salary Scale will be used for all non-Child and Family Development Program employees and all Healthy Families employees as well as all Child and Family Development management employees.
 2. Child and Family Development Programs Salary Scale will be used for
 - i. Child and Family Development Program non-exempt employees.
- b. Wage Reviews. Employees that consistently show enthusiastic growth in their skill level, job performance, and commitment to safety will be considered for Wage reviews. Employee wage adjustments are considered in accordance with program funding and budgets.

a.17 Cost of Living Adjustment (COLA).

When a cost of living adjustment is provided through a specific grant for specific employees funded through that specific program, those employees designated in the grant will receive a COLA. Head Start employees will not receive a COLA if it would increase their pay above the maximum of their salary range.¹¹ Community Action Team, Inc. will review the increase in cost of living on an annual basis and COLA's may be given to all employees of the agency as funding permits.

a.18 Merit Increases.

Employees may be considered for a merit increase based upon some or all of the following criteria:

- a. Availability of grant funds;
- b. Job performance;
- c. Training hours;
- d. Evaluation by the supervisor; and
- e. Approval by the Executive Director.

a.19 Incentive/Retention/Bonus Pay

CAT may at times provide Incentive/Retention/Bonus pay to employees based on outstanding performance in a program. Incentive/Retention/Bonus pay will only be given when funding is available, and the circumstance are allowable under [48 CFR 31.205-6](https://www.ecfr.gov/current/title-48/chapter-1/subchapter-E/part-31/subpart-31.2/section-31.205-6) (<https://www.ecfr.gov/current/title-48/chapter-1/subchapter-E/part-31/subpart-31.2/section-31.205-6>). Incentive/Retention/Bonus pay to individual employees is only permissible with approval of the Supervisor, Executive Director and Funder.

¹¹ Improving Head Start for School Readiness Act of 2007 Sec. 653

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ARTICLE 7. WORKING HOURS AND PAY DAYS

a.20 Work Schedules.

Community Action Team, Inc.'s workweek begins at 12:00 AM on Sunday and extends through 11:59 PM on Saturday. Employee work schedules are established on an individual basis by program supervisors. Work schedules may change based on program needs. Although Community Action Team, Inc. is interested in providing employees with a stable work schedule, Community Action Team, Inc.'s ability to do so depends on an assessment of work needs and business conditions. Employee hours may be reduced if the supervisor believes it is necessary due to lack of work, interruptions in workflow, lack of funding, or other business reasons.

a.21 Meals and Rest Breaks.

Rest breaks and lunch periods are scheduled by the program supervisors. Employees must take their scheduled paid 15-minute rest breaks and unpaid 30-minute lunch periods, if applicable, as scheduled. Employees are prohibited from taking meal periods and rest breaks concurrently or consecutively. Employees also may not skip a scheduled meal period or rest break in order to leave early.

a.22 Smoking and Tobacco Use.

- a. Employees may not smoke or use tobacco or vaporizers during paid time, with the exception of designated break periods. Except for specific designated smoking areas, smoking and tobacco use is not allowed on Community Action Team, Inc. premises, program sites, client homes, parking lots, or in Community Action Team, Inc.-owned vehicles.
- b. Additionally, all Head Start employees on the Head Start property must comply with the following:
 1. Refrain from all forms of tobacco use, including smoking and use of chew/spitless tobacco, during working time or on any Head Start grounds or any Head Start program sponsored event, on or off premises.
 2. Maintain a tobacco-free environment by refraining from bringing tobacco products onto Head Start grounds.
 3. Refrain from tobacco use within sight of children and from bringing or wearing clothing that smells of tobacco smoke into Head Start centers, buildings, playgrounds, at any Head Start activity, and other locations where children are present.
 4. Refrain from the sale or advertisement of tobacco on Head Start property, Head Start sponsored activities, vehicles, or Head Start publications/materials.
 5. Refrain from wearing or bringing tobacco-related clothing, gear, paraphernalia, or any other item advertising tobacco on Head Start grounds and at Head Start sponsored activities, on or off premises.
- c. For the purposes of this policy Head Start grounds are defined as indoor and outdoor areas including buildings, facilities, parking lots, playgrounds, or vehicles owned, leased, rented, or chartered by Head Start.

a.23 Overtime.

- a. Overtime hours are hours worked beyond forty hours per week and are paid at one and one-half times the employee's regular wage rate. Holidays and Paid Time Off (personal leave) are not counted in the computation of overtime.

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- b. There are two types of employee status, Exempt and Non-Exempt. Employees who are entitled to overtime pay under the Fair Labor Standards Act are Non-Exempt. Salaried employees holding executive, administrative, professional, or outside sales positions, as defined by law, are Exempt.
- c. There are three (3) types of employee classifications:
 - 1. Regular Full-Time: Employees who are hired to work regularly no less than forty (40) hours per week and are hired for an indefinite duration.
 - 2. Regular Part-Time: Employees who are hired to regularly work less than forty (40) hours per week and are hired for an indefinite duration.
 - 3. Temporary: Employees who are hired for a limited duration, predetermined period or as substitutes to fill positions on an as needed basis only.
 - i. For the purpose of these policies, a predetermined terminal point of employment shall mean those positions where the tenure of the position lasts only for the time provided by the temporary funds and continued employment is not anticipated.
 - ii. Persons hired with temporary sources of funds shall be so informed in writing that their positions are temporary and continued employment is not anticipated.
 - 4. Eligibility for Agency benefits depends in part on the employee's classification and full or part-time status. More information regarding benefits may be found in the Employee Benefits section of this Handbook.
- d. Non-Exempt Employees. Non-exempt employees are not allowed to work more than 40 hours per week in a seven-day work period except with prior authorization from the employee's supervisor. Any unauthorized overtime may be grounds for disciplinary action.
 - 1. If you work more than eight (8) hours in one work day, you may be able to take off those excess hours at sometime within the same work week in order to avoid working an excess of 40 hours in that week. Such time off must be approved in advance by your supervisor. If, however, you must work an excess of 40 hours in a work week, Community Action Team, Inc. will compensate you for your excess hours as noted in Article 7.04(d)(2).
 - 2. Any overtime hours worked by non-exempt employees will be paid at one and a half times their regular rate. Hours calculated for overtime will not include holiday, sick days, personal leave days or any other hours not actually worked.
- e. Exempt Employees. Exempt employees are not entitled to overtime pay for hours worked in excess of 40 hours per week.
 - 1. Community Action Team, Inc. recognizes that some of your work weeks will be busier than others. Therefore, if you are an exempt employee and you work more than 40 hours in one week, you may be able to take the excess hours off in later work weeks without using any of your accumulated leave time. Such time off must be approved in advance by your supervisor. The number of hours that you may be able to take off will be calculated using a straight time formula.
 - 2. The excess time off must be used by the end of the following month.
 - 3. If your workload requires that you remain at work in the weeks following the week(s) in which you worked more than 40 hours, it is possible that you will not be able to use this accrued time. If you do not or cannot use this accrued time, Community Action Team, Inc. will not compensate you for it.

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a.24 Time Off Requests and Attendance.

- a. Vacation and personal hour requests must be approved in advance by the employee's supervisor. Such requests will be granted if the employee's absence does not adversely affect the program activities or their co-workers. If two or more employees request the same dates off, vacation and personal hour leave will be granted on a first come, first served basis. In the event of an emergency, supervisors may rescind an employee's vacation or personal hour approval.
- b. An employee who is unable to come to work, or will be tardy, must call and personally speak with or leave a voice message for their immediate supervisor no later than one hour before their start time, or as soon as reasonably practicable. It is unacceptable for anyone other than the employee to call or leave a message except when circumstances make the employee's personal phone call impossible (such as hospitalization or incarceration).
- c. Community Action Team, Inc. may require and verify documentation of authorized reasons for absence, such as sick leave exceeding three (3) consecutive work days or jury duty. If Community Action Team, Inc. requires health care provider verification, the Agency will pay all reasonable costs (including lost wages) that are not paid by the employee's health insurance provider. All health information received by Community Action Team, Inc. will be treated as confidential and will not be released without the employee's permission.
- d. Absences covered by sick leave, approved vacation, approved personal hours, and/or state or federal leave laws will typically be excused. Excused absences must be arranged with an employee's immediate supervisor or another member of the management team if their immediate supervisor is not available. Examples of excused absence reasons include, but are not limited to absences for vacation, health concerns, pre-scheduled medical/professional appointments, such as with lawyers, clergy, or counselors, or other compelling reasons.
- e. Absences in excess of an employee's sick leave bank that are not pre-approved or covered by state or federal leave laws are generally unexcused. Unexcused absences will be carefully considered in wage review and promotion processes. Excessive unexcused absenteeism may be grounds for discipline or termination.
- f. Employees who do not call in or report to work for two consecutive workdays will be considered to have voluntarily resigned, unless extenuating circumstances existed to justify the lack of notice. For example, an employee unexpectedly hospitalized may not be able to provide such notice.

a.25 Emergency Schedule/Inclement Weather.

- a. Closure. It is the policy of Community Action Team, Inc. to be open each scheduled business day. In case of emergency the Executive Director or designated person will determine whether closure of a Community Action Team, Inc. worksite is appropriate. All program directors will be responsible for notifying the Executive Director or the designated person, and their employees of needed closures for their worksite. It shall be Community Action Team, Inc. policy that closures shall be authorized by worksite and not as an agency in mass.
 1. The services Community Action Team provide have been determined to be essential to meeting basic human needs. As a result, all CAT staff are considered essential employees and are expected to continue their normal work, if at all possible, during an emergency.
 2. It may be necessary for staff, who are able, to work remotely. We may also stagger work schedules to accommodate a smaller number of staff in the building at any one time. Staff who are available to work will be paid their regular wages and benefits, *based on the*

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availability of funds. Community Action Team, Inc. does not imply this to be a contract and retains the right to make changes as the need arises.

- b. Expected Attendance. When the worksite is open, you are expected to report to work as scheduled unless to do so would risk life or limb. Therefore, as with an absence, you are required to report to your supervisor when you are unable to report to work or when you will be late in reporting to work due to inclement weather and/or emergency schedule, within an hour of your starting time. Failure to report tardiness or absences as required may result in disciplinary action.
- c. Use of Accrued Leave. If the worksite is closed due to an emergency or inclement weather, with the exception of Article 7.06(a)(2), or if the worksite is open but you are unable to report to work, you must use either a personal leave day, floating holiday, or a day without pay.

a.26 Pay Period.

All employees shall be paid once per month on the fifth day of the month. If the fifth day of the month occurs on the weekend, paychecks will be issued on the preceding Friday. All checks will be mailed or direct deposited. No check will be picked up by employees at the Administration office unless approved by the Human Resource Department office.

a.27 Paychecks.

Paychecks are issued to employees according to the payday schedule approved by the Executive Director. Employees who would like to have their paychecks released to another person must submit a written authorization form.

a.28 Salary Advance.

All regular employees of Community Action Team, Inc. may request salary advances. To request a salary advance, employees must submit a written request to the employee's immediate supervisor for processing no later than the morning of the last workday before the 15th day of the month. If the 15th of the month falls on a weekend the requests are due to the fiscal office no later than the Thursday morning before. No advance will be approved in an amount that is more than 75% of the employee's gross earnings to date. Advances will be mailed on or around the 15th of each month.

a.29 Time Sheets.

All exempt and non-exempt employees will track on a monthly time sheet all hours actually worked, as well as holidays, personal leave days, sick days and hours taken off pursuant to Article 7.06. All employee time sheets should be verified and signed by the direct supervisor. The Human Resource Department office will provide supervisors with a date schedule when time sheets are due to the office.

a.30 Payroll Deductions.

- a. Community Action Team, Inc. withholds two types of payroll deductions, mandatory and voluntary. Mandatory deductions include federal and state income taxes, social security tax, Medicare, state required worker's compensation and state required contributions for paid family and medical leave. Voluntary deductions must be authorized in writing by the employee and will be withheld from the net pay of the employee's paycheck, unless otherwise arranged.
- b. In general, salaries of exempt employees are not subject to reduction because of the quality of work performed or the quantity of work performed. An exempt employee will usually receive their full salary (including any vacation taken during that week) for any week in which the employee performs any work.

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- c. Community Action Team, Inc. prohibits improper deductions from the salaries of exempt employees. It is the Agency's intent to pay each employee, exempt or non-exempt, the proper and appropriate pay. If an exempt employee believes that their salary has been improperly reduced, he or she should report the matter to the Human Resource Department. If the matter is not resolved to the employee's satisfaction, he or she may report the matter to the Executive Director. The decision of the Executive Director will be final in matters regarding allegations of improper deductions from the salaries of exempt employees.
- d. Any employee who has been subject to improper deductions will be reimbursed no later than the payday following the date that the determination of the improper deduction was first made, unless otherwise required by law. Community Action Team, Inc. will make good-faith efforts to ensure compliance with the rules concerning deductions from the salaries of exempt employees in the future.

a.31 Direct Deposits.

Community Action Team, Inc. encourages all employees to directly deposit paychecks. This service is offered free of charge and paychecks can be deposited into multiple bank accounts.

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ARTICLE 8. EMPLOYMENT BENEFITS

a.32 Benefits.

Community Action Team, Inc. pays all benefits that are required by state and federal law. Please contact the Community Action Team, Inc. Human Resource Department if you have questions regarding your specific benefits package.

a.33 Eligible Employee Defined.

Unless otherwise specified in this Handbook, only employees who are regularly scheduled to work an average of 50% FTE per month (20 or more hours per week) if hired prior to July 1, 2010, and an average of 62.5% FTE (25 hours per week) if hired after July 1, 2010, are eligible to participate in Community Action Team, Inc.'s employee benefits.

- a. Coverage for all insurance benefits begins on the first day of the month following 60 days of employment for those employees who meet the above eligibility. Summaries of all insurance benefits are available from the Human Resource department. Employees may also refer to the Summary Plan Descriptions.
- b. Benefit eligibility for any employee whose employment with Community Action Team, Inc. has terminated will follow Community Action Team, Inc. policy 7.02 in the Personnel and Policy Handbook.
 1. For clarification, this means that for an employee who resigns or is terminated, benefits will terminate the last day of the month in which they meet the eligibility requirement for minimum hours worked.

a.34 Health Insurance Benefits.

- a. Community Action Team, Inc. offers medical, dental, vision, and prescription drug insurance to eligible employees. The Agency contributes up to 100% of the benefit premium for employee-only coverage. The exact contribution amount may change from time to time as insurance rates fluctuate. Employees are responsible for the full cost of benefit coverage for their dependents. Dependent premiums are paid by the employee under a Section 125 Cafeteria Plan, before taxes.
- b. Community Action Team, Inc. reserves the right to change insurance carriers, plans, or benefits at any time. However, the Agency will make reasonable efforts to notify all affected employees in advance of any such change.

a.35 Employee Assistance Program (EAP).

Community Action Team, Inc. values healthy and productive employees. Community Action Team, Inc. offers a variety of counseling benefits for its employees and their families through the Employee Assistance Program. EAP provides the opportunity to seek professional assistance for personal day-to-day issues that may affect an employee's ability to perform their job duties. The EAP provides three (3) free confidential visits, per topic, each calendar year. Additional visits are generally covered at a percentage of the cost by insurance; however, employees should contact their insurance carrier for verification of preferred providers. They also provide wellness coaches, healthy recipes, legal advice with discounted rates, financial advice; help victims of Identity theft, etc. For more information about EAP, employees can contact the Human Resource Department.

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a.36 Life Insurance / Voluntary Benefits.

Basic life and AD&D (Accidental Death and Dismemberment) insurance is paid by Community Action Team, Inc. for each eligible, enrolled employee, spouse, and their dependents. Additional coverage is available at the employee's expense. Please contact the Human Resource department for further information on these benefits.

a.37 Retirement.

- a. Community Action Team, Inc. offers a 401(k) retirement plan. All employees who are at least 18 years old are eligible to participate in the 401(k) plan from the first day of hire. Eligible employees who work at least one year with 700 hours of service in the plan year are eligible for an Agency contribution.
- b. Employee contributions to the 401(k) plan are calculated as a percentage or a lump sum of eligible gross wages. Contributions can be made to this account through a pre-tax or post-tax payroll deduction. Contribution amounts can be changed at any time. Employees should refer to their individual Summary Plan Description for further details.

a.38 Eligibility for Other Employee Benefits.

- a. For benefits other than those required by law, the eligibility requirements stated in Article 8.02 apply:
 1. Any former employee terminated due to a lack of work who was eligible for benefits and is re-hired within three (3) months of the termination date shall be immediately eligible to receive benefits.
 - b. Family Leave (includes FMLA/OFLA and Oregon Paid Family & Medical Leave). Benefit-eligible employees granted leave under FMLA, OFLA, or Oregon Paid Family & Medical Leave will continue to receive health insurance benefits while on approved Family Leave.
 1. An employee will not be paid holiday pay while on Family Leave.
 2. An employee will not accrue personal leave while on Family Leave.
 3. An employee will not receive retirement contributions while on Family Leave.
- c. Disability Insurance.
 1. Any employee receiving short-term disability insurance benefits will continue to be eligible for all benefits during the approved short-term disability period.
 2. If an employee's short-term disability converts to long-term disability, the employee will no longer be considered benefit eligible.
 - i. The employee will have the option to apply for and self-pay the continuation of medical/dental coverage through COBRA.
- d. Mandatory Lay-Off Periods. Regular employees who are eligible for benefits may continue to receive benefits during mandatory layoff periods, if there is a pre-determined date of return scheduled. This receipt of benefits is based on availability of funds.

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ARTICLE 9. LEAVE REGULATIONS

a.39 Leaves of Absence.

- a. When employees are hired, it is expected that they will work continuously as needed. However, the Agency recognizes that uncontrollable conditions may arise that require employees to take a temporary absence from employment.
- b. During the period of any leave of absence, no wages or benefits are accrued or paid, unless specifically stated in this Handbook or required by law. Employees who wish to continue their medical/dental insurance benefits during the period of a leave of absence should review the policies below for an explanation of how Community Action Team, Inc. will continue to pay its portion of the insurance contribution.
- c. Unless otherwise required by law, employees should submit a written request for leave as soon as practicable so that arrangements may be made for proper staffing. Supervisor approval is required for all leaves up to thirty (30) days. Leaves exceeding 30 days must be approved by the Executive Director. Leaves of sixty (60) days or more must be approved by the Board of Directors. Employees who do not notify the proper authority or who do not receive approval for their leave will be considered absent without authorization.
- d. Leaves of absence are generally unpaid (with the exception of leaves taken under the Oregon Paid Family and Medical Leave program – see Article 9.01(f)(4)), but eligible employees may use accrued paid time off (“Personal Leave”), and/or accrued sick leave (for qualifying reasons), during such absences.
- e. When an employee is on leave for more than fifteen (15) consecutive days, they may at the discretion of their supervisor, be asked to turn in all of Community Action Team, Inc. property in their possession, including keys, laptop, cell phone and files. The items may be returned when the employee has returned to work.
- f. Types of Leaves: Below, briefly described, are the types of leaves of absence Community Action Team, Inc. employees may use:
 1. Crime Victim or Leave Due to Domestic Violence or Stalking. Eligible employees may be granted a leave of absence to seek law enforcement assistance, medical treatment, victim services, and to take necessary steps to secure the health and safety of the employee and/or the employee’s minor child/dependent.
 2. Oregon Family Medical Leave (OFLA): Eligible employees may be granted an OFLA leave of absence for the following reasons (see Attachment 9-2):
 - i. To care for a newborn child, a newly adopted child, a newly placed foster child under age 18, or an adult “child” who is incapable of self-care because of a physiological or mental impairment. This includes time to effectuate the legal process required for placement of a foster child or adoption of a child;
 - ii. To care for a family member with a serious health condition;
 - iii. To recover from or seek treatment for the employee’s own serious health condition;
 - iv. To care for the eligible employee’s child if the child is suffering from an illness, injury, or condition that is not a serious health condition but requires home care; sick child leave is also available if a child’s school or care provider is closed due to a declared public health emergency;

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- v. The eligible employee's spouse or domestic partner has been notified of an impending call or order to active duty or is on leave from deployment; and
 - vi. To grieve the death of a family member, make necessary arrangements resulting from the family member's death, and to attend the family member's funeral or funeral alternative.
3. Federal Family and Medical Leave (FMLA): Eligible employees may be granted an FMLA leave of absence for the following reasons:
- i. The birth or placement of a child for adoption or foster care;
 - ii. To care for an immediate family member with a serious health condition;
 - iii. When the employee is unable to work because of a serious health condition; and
 - iv. For any qualifying exigency arising out of the fact that the employee's immediate family member is on, or has been notified of an impending call to, "covered active duty" in the Armed Forces.
4. Oregon Paid Family and Medical Leave: Beginning September 3, 2023, Paid Leave Oregon, a statewide program administered by the Oregon Employment Department (OED) will provide Oregon employees with paid time off for most of the reasons covered by FMLA/OFLA, excepting military-related leaves (see Attachment 9-5).
- i. Eligibility. Employees who have earned at least \$1,000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. Individuals experiencing pregnancy-related disability may be able to take an additional 2 weeks, for a total of 14 weeks paid leave. Leave may be taken one day at a time or on a weekly basis. Paid Leave Oregon, not Community Action Team, will decide whether an employee is eligible for benefits.
 - ii. Wage Replacement. While on leave, Paid Leave Oregon will pay you a percentage of your average weekly wage. Your benefit amount will depend on what you earned in the prior year. Minimum and maximum benefit amounts are determined by Paid Leave Oregon every July 1.
 - iii. Qualifying Purposes. Employees may request family and medical leave for the following reasons:
 - 1. To care for the employee's child after birth, or after placement for adoption or foster care ("parental leave")
 - 2. To care for a family member with a serious health condition ("family member leave")
 - 3. For your own serious health condition; and
 - 4. For safe leave for survivors of sexual assaults, domestic violence, harassment, or stalking.
 - iv. Notice. If your leave is foreseeable, you are required to give us at least 30 days' advance written notice before starting your leave. If you do not give the required notice, Paid Leave Oregon may reduce your first weekly benefit by 25%.
 - v. Employee Protections. Employees who return from paid leave under this program will be restored to a same or equivalent job if they have worked for Community Action Team for at least 90 consecutive days.

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Employees can also keep their health benefits while on leave. If you contribute to the cost of your health insurance, you must continue to pay your portion of the premium cost while on leave.

- vi. Any paid leave taken under Paid Leave Oregon will run concurrently with your FMLA/OFLA entitlement.
- vii. No Retaliation. Community Action Team will not discriminate or retaliate against any employee who requests information about or claims paid leave benefits.
5. Extended Medical Leave: Eligible employees in good standing who suffer from serious health conditions may be granted an extended leave of absence after they have exhausted their FMLA and OFLA entitlements.
6. Military Leave: Eligible employees who are absent from work because of service in the U.S. uniformed services will be granted a leave of absence in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA).
7. Jury Duty Leave: Employees who are called to jury duty will be granted a leave of absence for jury duty service. Community Action Team, Inc. will pay employees for their regularly scheduled hours missed due to serving on jury duty. Any compensation for jury duty received from the courts will be submitted to the fiscal office.
8. Workers' Compensation Leave: Employees who sustain work-related injuries or illnesses will be granted a leave of absence to recover. Workers' Compensation leave may be paid or unpaid, depending on whether the workers' compensation claim is accepted and whether it meets the insurance carrier's other requirements.
9. Additional Information Available. Leave of absence eligibility requirements, length, documentation, and usage rules vary depending on the type of leave sought. Additionally, employees seeking reinstatement at the end of a leave may be required to provide medical evidence confirming their recovery and release for regular duty work. For more information about applying for, using, or requesting reinstatement from a leave of absence, please contact the Human Resource Department.

a.40 Sick Leave.

Employees are provided paid sick leave in accordance with the Oregon Paid Sick Time law and administrative rules. Community Action Team provides sick leave benefits to both benefitted and non-benefitted employees. Employees should refer to the policy specific to their benefitted or non-benefitted status by reviewing Attachment 9-3 (Benefitted) or Attachment 9-4 (Non-Benefitted). Sick leave runs concurrently with Oregon Family Medical Leave (OFLA), federal Family and Medical Leave (FMLA), but is provided in addition to Oregon Paid Family and Medical Leave.

a.41 Holiday Leave.

- a. Eligible employees, after thirty-one (31) days of employment, receive eleven (11) paid holidays annually: New Year's Day, Martin Luther King's Birthday, President's Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, and Christmas Day. Employees also receive one floating holiday that may be taken at any time during the calendar year. Employees must schedule their floating holidays in advance with their supervisors before taking such days off.
- b. Subject to the conditions below, eligible employees will be paid for the above-listed holidays at their regular hourly wage rates. Pay will be based on the regularly scheduled hours the employee otherwise would have worked that day. Holiday pay is not considered in the

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calculation of overtime. Eligible employees who are required to work on a holiday will be given an alternative day off with pay.

1. Employees who are on leave without pay or who are on lay-off status will not receive holiday pay, except for the following exception.
 - i. The exception to Article 9.02(b)(1) is for Head Start employees who are laid off for Spring and Winter break. These individuals will be paid holidays that occur during these breaks if they would have normally worked, dependent on availability of funds.
 - c. Community Action Team will be closed on December 24, Christmas Eve day, if this falls on a regular workday. This will be an unpaid holiday, unless the employee chooses to use paid personal leave or their floating holiday. As this is an unpaid holiday, an employee may choose to work at regular wages, with the approval of their supervisor, unless the employee is in a lay-off status.
 - d. Community Action Team will not be closed on Indigenous Peoples' Day/Columbus Day. An employee can request an accommodation for this day off in needed. Employees who are off for this day will be required to use paid personal leave, their floating holiday, or take the day without pay if no paid leave is available.
 - e. Holidays Falling on Weekends. When a holiday falls on Sunday, the following Monday is considered a holiday. When it falls on Saturday, the preceding Friday is considered a holiday.
 - f. Lay-offs. Employees will not be entitled to any paid holidays during a lay-off period unless all of the following are met:
 1. Employee must have a pre-determined date of return, and
 2. The layoff period cannot exceed thirty-five (35) days, and
 3. Funds must be available.
- a.42 Personal Leave.
- a. Purpose of Policy. Community Action Team, Inc. provides a paid personal leave benefit program to help employees manage and schedule their time away from the job.
 - b. Eligibility. All employees are eligible for paid personal leave after meeting Community Action Team, Inc.'s eligibility requirements as noted in Article 8.02 - Eligible Employee Defined.
 - c. Permissible Uses of Leave. Personal leave may be used for vacation, illness, doctor/dentist appointments, personal business, family needs, inclement weather and any other time off from regularly scheduled work. Personal leave may also be used for Oregon Paid Sick Leave qualifying events once the Oregon Paid Sick Leave has been exhausted. The time-off can be requested by the quarter-hour or by the day. After considering all factors the supervisor may deny or approve the time off request.
 1. Personal leave may not be used if the total hours paid to an employee, for any work week, will exceed the total hours an employee was scheduled to work that week. This rule does not apply to the "cash out" option (see Article 9.04(h)).
 2. Non-exempt employees, for any regularly scheduled full or part day not worked, are required to use any paid time available to them, i.e., personal leave or Oregon Paid Sick Time (if applicable) for the hours not worked.
 3. Exempt employees only, for any full or part day NOT worked, are required to use personal leave, holiday hours, time accrued pursuant to Article 7.04(e)(1), to bring the work week

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hours to the required forty (40) hours. For part day absences in a work week, the exempt employee will be compensated his or her regular salary if all of the employee’s accrued holiday leave, personal leave, or other time off are exhausted. Part day leave taken under FMLA/OFLA leave may result in a reduction in pay for the exempt employee, unless some form of paid leave is used.

- 4. Head Start employees are required to use any available personal leave during the spring and winter break layoffs. They are not required to use available leave during the summer break layoff, but may choose to at their discretion.

d. Period in which Leave Accrues. Personal leave for a new regular employee shall not accrue during the first sixty (60) days of employment. Personal leave will begin to accrue at the beginning of the first of the month following this sixty-day period.

e. Hourly Accrual of Leave. Personal Leave is accrued on an hourly basis, determined by the years of continuous service. Accrued hours are calculated using the full-time equivalent hours for that month and prorated based on actual hours paid for that month, excluding the cash out option. This time is accrued as follows, with a portion of this time eligible for carryover for use in the following calendar year, as stated below:

	Maximum Accrued Leave Monthly	Maximum Annual Accrual	Maximum Accumulated
	(Hours)	(Hours)	Carryover Hours Allowed Per Calendar Year
1st Yr.	4.00	40	160
2nd Yr.	8.75	105	160
3rd Yr.	9.75	117	160
4th Yr.	11.75	141	160
5th Yr.+	14.75	177	160
10th Yr.+	17.75	213	160
15th Yr. +	20.75	249	160
20 th Yr. +	23.75	285	160

f. Sick Leave Converted to Personal Leave. On December 31 of each calendar year, if still employed by Community Action Team Inc., an employee who is eligible for and accrues personal leave may convert up to 40 hours of any unused sick leave accrued under the Oregon Paid Sick Time law to personal leave as of January 1. Once converted these hours will be treated as any other personal leave hours, per this Article 9.04.

g. Treatment of Leave at Termination. If at the time of termination, an employee has accrued personal leave, such time shall be paid at the time of termination. The amount of leave for which an employee will be paid shall not exceed a total of 160 hours of paid personal leave. The

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Executive Director, in their discretion, may pay out more than 160 hours based on an employee's tenure of at least fifteen (15) years of service and reaching the age of at least 62.

h. "Cash-out" Option.

1. **Non-Exempt Employees:** Accumulated personal leave hours may be converted to cash by a non-exempt employees after two (2) years of continuous service. In order to cash out personal leave, the non-exempt employee must have used at least eighty (80) hours of personal leave in the current calendar year prior to requesting the conversion. Requests can be made up to two (2) times in a calendar year and must coincide with the scheduled payroll dates. Non-exempt employees are allowed to cash out part or all of the balance of personal leave they have available, not to exceed a maximum of one-hundred-sixty (160) hours in a calendar year.
2. **Exempt Employees:** Accumulated personal leave hours may be converted to cash by an exempt employee after two (2) years of continuous service. In order to cash out personal leave, the exempt employee is encouraged but not required to use at least eighty (80) hours of personal leave in the current calendar year prior to requesting the conversion. Requests can be made up to two (2) times in a calendar year and must coincide with scheduled payroll dates. Exempt employees are allowed to cash out part or all of the balance of personal leave they have available.

a.43 Voluntary Shared Leave Policy.

Shared leave is a voluntary transfer of personal leave, as defined in Article 9.04, earned by an employee and given to another employee according to the following conditions.

- a. Eligibility. To be eligible to receive this benefit, an employee must have been employed for a minimum of one year. The employee receiving shared leave must be a regular employee, eligible for benefits according to Article 8.02 and must have exhausted all of the employee's own personal leave.
- b. Minimum Duration of Time Off Work. The recipient must be off work a minimum of five (5) consecutive working days (according to the employee's personal work schedule). Physician's statements may be required following existing personnel policy.
- c. Permissible Uses of Shared Leave. Shared leave can only be used for injuries, illnesses or family emergencies and must be approved by the donor's supervisor, Program Director and Executive Director.
- d. Hourly Donation of Leave. Donated leave will be donated in the form of hours.
- e. Limits on Donation Amount. No employee may reduce that employee's own supply of personal leave to less than 40 hours by making a donation to someone else.
- f. Anonymity of Donors. Donors will remain anonymous to the rest of the employees of Community Action Team, Inc. except as necessary to facilitate the transfer.
- g. No Credit for Leftover Leave. Any voluntary donated leave not used will be left in the credit of the person who received the donation.

a.44 Leave Without Pay.

Leave without pay may be authorized by the Program Director for a period not to exceed thirty (30) days. Leave without pay for more than thirty days, but not to exceed sixty (60) days, may be granted to an

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employee by the Executive Director. Leave for greater periods must be authorized by the Board of Directors.

- a. No Accrual of Benefits. No employee benefits will be earned by an employee while on leave without pay.
 1. An employee will not be paid holiday pay while on leave without pay.
 2. An employee will not accrue personal leave while on leave without pay.
 3. An employee will not receive retirement contributions while on leave without pay.
 4. Health care benefits will terminate on the first of the following month except:
 - i. If an employee returns to work within thirty-one (31) days of leave, health benefits will not be terminated.
 - ii. Employees who are on qualified leave under FMLA, Oregon Paid Family and Medical Leave, and short-term disability will continue to receive health care coverage for themselves as allowed by law. Any premiums for health care of employee's dependents will be the responsibility of the employee.
 - iii. Employees on leave without pay may qualify for continuation of health coverage through COBRA, contact the Human Resource Department office for more information on COBRA rights.
- b. Temporary Disabilities. Employees who experience temporary disabilities, including pregnancy and work-related injuries, may qualify for leave without pay consistent with the term of applicable law. Extensions may be granted as medical conditions warrant.

a.45 Emergency Leave.

As an employee, you may be allowed unpaid emergency leave approved by the Executive Director.

- a. Eligibility for State and Federal Leave. If you meet the eligibility requirements for FMLA/OFLA, you will be granted leave according to allowances of those specific laws (see Article 9.01(f)).
- b. Family Crisis. Crisis in an employee's family, including sickness or death, will be considered for emergency leave on presentation of sufficient data to establish the necessity for the employee's absence from work. Cases involving a crisis other than in an employee's immediate family will be considered.
- c. Personal Leave. An employee may use available personal leave for unpaid time off.

a.46 Bereavement Leave.

In the case of death in your immediate family, you may charge the days you miss work to your accumulated sick leave, personal leave or you may take time off pursuant to Article 9.01(f)(2)(vi), or you may apply for leave without pay, which may be granted according to the terms of Article 9.06.

a.47 Religious Leave.

If you observe a religious holiday on a day which does not fall on a Sunday or legal holiday, you shall be entitled to that day off from your employment for such observance with the approval of the supervisor. You may use accumulated personal leave or you may apply for leave without pay, which may be granted according to the terms of Article 9.06.

a.48 Maternity Leave/Paternity Leave.

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Any employee becoming pregnant or adopting a child shall be granted unpaid leave in accordance with applicable law.

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ARTICLE 10. EMPLOYEE TRAINING and CONTINUING EDUCATION

a.49 In-Service Training.

In-service training shall be provided to aid employees to gain efficiency in their present and future work through the development of their skills, knowledge, and aptitudes (including ROMA).¹² This may include organized training and educational seminars, lectures, workshop sessions, and orientation sessions. Training time is considered "on the job" training, and will be counted toward overtime when applicable.

a.50 Orientation.

All staff will participate in a new employee orientation within 60 days of hire.¹³ All new Head Start staff, consultants, and volunteers will participate in an orientation that, at a minimum, focuses on the goals and underlying philosophy of the program and on the ways they are implemented.¹⁴

a.51 Training Through Supervisor.

Supervisors shall be responsible for employee training.

a.52 Designated Training.

A training program for new employees may be provided for certain positions designated by the Program Director.

a.53 Informal Training.

Training of employees will be a continuous function and shall be considered a supervisory responsibility and may be of an informal nature. Informal training should be the aim and purpose of the conversations between supervisors and employees and should be the subject matter of regular staff meetings.

a.54 Head Start Training.

Head Start staff must complete a minimum of 15 clock hours of professional development per year focused on the following¹⁵:

- a. Methods to handle suspected or known child abuse and neglect cases;
- b. Best practices for implementing family engagement strategies;
- c. Building knowledge, experience, and competencies to improve child and family outcomes;
- d. Research-based approaches to effective curricula implementation, HSELOF content, partnering with families, supporting children with disabilities and their families, providing effective adult-child interactions, supporting dual language learners, addressing challenging behaviors, preparing for transitions, and using data for individualized learning.

Education staff will be assessed to identify strengths and areas for improvement in order to develop an appropriate training and professional development plan, which may include intensive coaching and/or research-based professional development aligned with performance goals.¹⁶

¹² Office of Community Services CSBG Standards 7.9

¹³ Office of Community Services CSBG Standards 7.8

¹⁴ Head Start Program Performance Standards 1302.92(a)

¹⁵ Head Start Program Performance Standards 1302.92(b)

¹⁶ Head Start Program Performance Standards 1302.92(c)

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a.55 Training Policy and Goals.

Every attempt will be made to design training programs not only leading to skills necessary to perform assigned tasks, but to prepare employees for work in other agencies and promotion to higher positions within Community Action Team, Inc. Time off for training or classroom training will follow training policies.

a.56 Non-Credit Training.

- a. Prior Approval Required. All such training must have the prior approval of the employee's supervisor and program director.
- b. Payment for Non-Credit Classes. Non-credit classes or training may be paid by the respective program, based on the availability of funds at the time of the request.

a.57 College Credit.

- a. Preference for Use of Non-Work Time. College course work taken for credit must take place during non-working hours.
- b. Payment of Tuition Costs by Employees. Employees shall investigate and attempt to obtain financial assistance for college tuition.
- c. Reimbursement for Tuition Costs. In the event an employee cannot obtain financial assistance, Community Action Team, Inc. may reimburse the employee for up to one-half of the cost of tuition for college credit course work. This benefit is based on availability of funds. An employee's requests for college tuition reimbursement must be turned in to the fiscal office within ninety (90) days of completion of the course. The employee must submit proof of a passing grade of C or better with the employee's request, to qualify for tuition reimbursement.
- d. Work Related Requirement. Such course work must be related to the field in which the employee is currently working or may be reasonably expected to work in the near future.
- e. Prior Approval Required. All college credit training must have the prior approval of the employee's supervisor and program director.
- f. Tuition Loan Advances. Tuition loans may be available to employees for college credit classes based on availability of funds and upon approval of the Program Director and Executive Director. Please contact Community Action Team, Inc.'s fiscal office for more information regarding tuition loan advances.

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ARTICLE 11. TRAVEL EXPENSES

a.58 Travel Time.

- a. Local Travel. Travel time between local job sites (i.e., job sites within thirty (30) miles of Community Action Teams, Inc.) will be considered compensated time.
- b. Normal Work Site Commute. An employee is not entitled to receive compensation for travel time for normal work site commute. Normal work site commute is defined as "portal to portal travel," which includes travel from an employee's home to work and from the employee's place of work to home at the beginning or ending of a workday.
 1. If Community Action Team, Inc. requires an employee to report to a "one-day assignment," where an employee who usually works at one location is required to report to an alternative work site in a city over thirty (30) miles away, Community Action Team, Inc. will compensate the employee for this travel time.
- c. Overnight Travel. If an employee must travel to a location that requires an overnight stay, all time spent traveling during an employee's regularly scheduled work hours, including travel time during the same hours on non-working days, is considered compensable time. Travel as a passenger in an airplane, train, bus, or automobile outside of regular work hours is not compensable; however, any time an employee spends driving themselves to a work location outside of regularly scheduled work hours is compensable.

a.59 Travel Advances.

Community Action Team will advance funds for upcoming travel only upon receipt of a completed and properly approved request for travel advance. Travel advances are generally limited to meal per diems unless there is an extraordinary need for additional funds. Additional funds require prior approval by the Executive Director. Travel advances are to be used only for the purpose intended. Travel expenses are to be incurred and reimbursed in accordance with the Agency's travel policies as explained in this section.

- a. Travel advances may be requested using the authorized form, available from the supervisor. Travel advances will be payable to the employee and mailed to their payroll address, unless arrangements have been made to pick up check at the Fiscal Department. Please include the following information on the travel advance form:
 1. The basis of the advance must be approved business travel. Include estimated departure time and date, and expected return time and date. This is required information.
 2. Community Action Team will reimburse employees for meals and incidentals at per diem rates established by the General Services Administration (GSA) for the location to which they travel.
 3. Expected miscellaneous expenses (lodging, ride share/taxi/bus fare, etc.) can be added to travel advance requests.
 4. Attach a copy of the meeting agenda and registration form for the travel request. Where exact itinerary and costs are unknown, amounts of monies should be based upon prudent estimates.
- b. It is the responsibility of the employee and/or supervisor to have travel advance requests turned in to the Fiscal Department in a timely manner following regularly scheduled payable runs. No travel advances will be issued outside the regular scheduled payable runs.

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- c. Employees must sign the statement on the travel advance form certifying that if receipts are not submitted within five (5) business days after travel is completed, the travel advance will be deducted from their paycheck on the next scheduled payday.
 - 1. Accepted receipts include: overnight stay hotel receipts, meal receipts (day trips only), taxi/bus/rideshare receipts, parking receipts.
- d. Travel advance forms must be signed by a Program Director and/or Executive Director.
- e. All employees receiving a travel advance are required to complete a travel reimbursement form within ninety (90) days after travel is completed. The employee will be held responsible for submitting reimbursement forms. The Fiscal Department must ascertain that all travel advances are account for promptly and appropriate documentation is received.
- f. Any unused portion of the travel advance must be returned to Community Action Team, Inc. within ninety (90) days after completion of travel. No further advances will be issued to any employee who has an outstanding balance due to Community Action Team from previous business trips.

a.60 Travel Expense Reconciliation Preparation.

At the conclusion of a Community Action Team business trip, the employee or member of the Board of Directors who has incurred business-related expenses should complete a travel reimbursement report in accordance with the following policies and procedures. Procedures for travel expense report preparation and reconciliation include the following:

- a. Complete travel reimbursement or reconciliation form, available from the supervisor, upon returning, attaching original receipts. Supporting documentation and reconciliation of travel expenses must be remitted within ninety (90) days of completion of business travel. Late or incomplete request for reimbursement will not be paid. Reconciliation of travel advances is due in accordance with Article 11.02.
- b. Obtain proper signatures, employee, Department Director/Program Manager.
- c. Forward to Fiscal Department within ninety (90) days for reimbursement of travel expenses. Expenses submitted after ninety (90) day limit will not be reimbursed.
- d. Documentation must justify that travel costs incurred by the business traveler is necessary for the organization, program objectives, and the federal award, and costs are reasonable and consistent with Community Action Team's travel policy. Travel costs for individuals accompanying the business traveler are not allowable or reimbursable (see Article 11.06 – Spouse/Partner and Dependent Travel).¹⁷
- e. Identify each separately incurred business expense (i.e., do not group all expenses associated with one trip together).
- f. With the exception of tips (not including meals), tolls, reimbursed mileage, all business expenses must be supported with invoices/receipts.
- g. Meals (see Article 11.04 – Reasonableness of Travel Costs for per diem rates)
 - 1. Per diem for day travel-meals will be reimbursed with original receipt for the amount of the receipt not to exceed the per diem allowance for the meal. For day travel:

¹⁷ 2 CFR Part 200.475(b)(1) and (2), 45 CFR Part 75.474(b)(1) and (2)

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- i. Meal reimbursement is for staff only
 - ii. Alcohol will not be reimbursed
 - iii. Meals for overnight travel will be reimbursed at the approved per diem rate.
2. Per diem for overnight travel-meals will be reimbursed at the per diem rate in effect at time of travel. Employees will complete a travel form listing the dates of travel and the meals, for which per diem reimbursement is being requested. Lodging receipts will be acceptable support for overnight travel and meal per diem reimbursement.
3. For all meals not reimbursed as a per diem and other business expenditures, the following must be clearly identified:
 - i. Names, titles, organizations and business relationships of all persons
 - ii. The business purpose of the meal or other business event (topics discussed etc.)
 - iii. Meal receipts should be the actual, detailed receipt, not the credit/debit card receipt. (The credit/debit card receipt may not provide enough detail).
- h. Trainings, Conferences, Meetings. Be sure to note the name of the event, who is attending, the dates and location. An agenda and copy of registration should be attached. Note if registration has already been submitted.
- i. Contractor receipts/invoices must be submitted for all lodging and any expenditure other than meals and incidentals reimbursed with per diems. For hotel reservations, obtain a PO number before making your reservation, note the confirmation number on the PO. Also include the names of those attending and the dates. Hotels may not work with our purchase order system and may require payment in advance; the employee must verify this when making reservation. Plan for this by submitting in a timely manner for processing. It is imperative the Fiscal department receive the original hotel receipt for the hotel payable within ninety (90) days after the stay.
- j. For airfare, airline-issued receipts must be obtained. If a traveler fails to obtain a receipt, other evidence must be submitted indicating that a trip was taken and the amount paid (for example, a combination of an itinerary, certificate of attendance, a credit/debit card receipt, and return trip boarding pass(es)).
- k. Mileage will be reimbursed at the rate stated in Article 11.04.
 1. Submit mileage reimbursement forms, available from the supervisor, with time sheets to be processed with payroll.
 2. Mileage sheets must contain the following, as applicable:
 - i. Dates, total miles, destination from and to where, and the reason for the travel;
 - ii. Names of trainings, what meeting and names (or initials) of clients must be included when applicable;
 - iii. Note the number of miles traveled per trip;
 - iv. Employees cannot project mileage. It must have happened to be paid for;
 - v. Note the department the miles should be charged to. If mileage is to be charged to more than one department, the supervisor must show the mileage breakdown by department.

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- i. Local travel, in respect to travel expense reimbursement is defined as travel to a point of destination within the State of Oregon.
 - 1. Travel expenses must have prior approval of the Director/Program Manager based on availability of funds before travel is granted,
 - 2. Travel time and mileage will not be reimbursed for normal work site commute. Normal work site commute is defined as portal-to-portal travel, home to work/work to home travel at the beginning or ending of one workday. The Program Director can make exception to this rule for special work assignment locations, based on availability of funds.
- m. Out of State or Overnight Travel. Out of state travel is defined as travel to a point of destination other than the local area. All reimbursable travel must have been properly authorized, actually incurred, essential and conducted in the most economical and practical manner.
- n. General ledger account coding must be identified for all expenditures.
- o. All expense reports must be signed and dated by the employee.
- p. All expense reports must be reviewed and approved by the employee's Director/Program Manager.
- q. Only one expense report form should be prepared for each business trip.

An employee will not be reimbursed for expense reports not meeting the preceding criteria. If the expense report results in a balance due to Community Action Team (as a result of receiving a travel advance greater than actual business expenditures), the employee must remit reimbursement via check or cash. If the expense report results in a balance due to the employee, the employee will be reimbursed through the next payroll or accounts payable payment cycle.

Employees and directors who travel for the purpose of attending training or conference on behalf of Community Action Team are required to request and obtain a certificate of attendance from the training or conference sponsor. A copy of this certificate is to be provided to the Human Resource Director to be included in the employee or director file, attached to the reimbursement packet associated with the travel as supporting documentation.

a.61 Reasonableness of Travel Costs.

Community Action Team will reimburse travelers only for those business-related costs that are necessary and reasonably incurred. Accordingly, the following guidelines will apply:

- a. Transportation.
 - 1. The employee shall use the most economical & practical mode of travel, from the standpoint of time & expense, and shall utilize the most standard route of travel. The Executive Director may allow exceptions with unusual circumstances.
 - 2. Actual transportation cost will be reimbursed to the employee when public transportation is used, providing that it is the normally lowest cost passage and the most practical. Receipts are required for reimbursement.
 - 3. Where public transportation is either impossible or impractical, Community Action Team, Inc. shall be authorized to reimburse mileage, at the standard rate in effect at the time of travel, as published by the Internal Revenue Service (IRS), for use of personal vehicle.
 - 4. Insured Personal Vehicle. Any employee required by Community Action Team, Inc. to use a personal vehicle in the performance of job duties associated with their employment must

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certify that insurance coverage on the vehicle is at least the minimum required by the State of Oregon. Community Action Team, Inc. does not insure any personal vehicles.

5. Automobile storage or parking fees will be an allowable expense when necessary. Claims for these fees must be substantiated by receipts.
 6. Automobile rental will be an allowable expense when the use of such conveyance is the most economical & practical means of transportation. When utilizing rental cars, travelers should rent mid-size or smaller vehicles, unless safety considerations require a larger vehicle. Rental of a vehicle larger than midsized must be approved by a supervisor. Travelers will share rental cars whenever possible. Receipts are required.
 7. Traffic and/or parking violations are the sole responsibility of the employee. Community Action Team, Inc. will not pay for any traffic or parking tickets, including those that involve a CAT owned vehicle.
- b. Lodging.
1. The actual cost of lodging, plus applicable tax, may be reimbursed. Employees are expected to obtain practical & economical lodging.
 2. Payment for suites and other upgraded rooms at hotels will not be allowed, unless required by a medical condition which must be documented by Human Resources and approved by a supervisor. Travelers should stay in standard rooms.
 3. Community Action Team staff will ask hotels for any available discounts – nonprofit, government, or corporate rates.
 4. Reasonable tips for baggage handling will be reimbursed. No receipts are required.
- c. Meals.
1. An employee may be reimbursed for meals during travel, pending approval of the Director/Program Manager and based on availability of funds
 2. Per diem for overnight travel. Community Action Team will reimburse employees for meals and incidentals at per diem rates established by the General Services Administration (GSA) for the location to which they travel. Therefore, meal receipts are not required, except for business meals not reimbursed as a per diem which is addressed in this section below.
 - i. It is Community Action Team’s policy that payment for the first and last day of travel will be at 75% of the full per diem OR other criteria established by the Agency for first and last day of travel.
 - ii. If the conference or meeting which the traveler attends provides a meal, the value of that meal, as determined by GSA tables, will be deducted from that day’s per diem.
- d. Miscellaneous. Expense for the following items may be allowable. Claims for reimbursement must be substantiated with receipts.
- Taxi/bus fares/ride-sharing to and from depots and hotels or meetings;
 - Baggage storage and handling, unless it is a gratuity;
 - Registration fees which are required as admittance or attendance fees for conferences, conventions or other meetings;
 - Items not specifically described in these regulations as an allowable expense, but which are, nevertheless, deemed necessary and authorized by the Executive Director;

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- If required by the funding source, foreign travel charged to federal grants must be approved in writing by the funding source prior to travel;
- As stated under Meals, Community Action Team will reimburse employees for meals and incidentals at per diem rates established by the General Services Administration (GSA) for the location to which they travel. The incidental portion of the per diem covers tips to porters, baggage carriers, hotel staff, and other incidental costs.

a.62 Special Rules Pertaining to Air Travel.

The following additional rules apply to air travel:

- a. Air travel should be at coach class or the lowest commercial discount fare at the time the ticket is purchased except when this fare would:
 1. Require circuitous routing,
 2. Require travel during unreasonable hours,
 3. Excessively prolong travel,
 4. Result in additional costs (e.g., baggage fees) that would offset the transportation savings, or
 5. Offer accommodations not reasonably adequate for the traveler's medical needs.
- b. First class or business class air travel will not be reimbursed unless there is a medical reason which must be documented by Human Resources and approved by a supervisor.
- c. Memberships in airline flight clubs are not reimbursable.
- d. Cost of flight insurance is not reimbursable.
- e. Cost of upgrade certificates is not reimbursable.
- f. The cost of baggage fees required by airlines to either check or carry-on luggage is allowable and reimbursable.
- g. Cost of canceling and rebooking flights is not reimbursable, unless it can be documented that it was necessary or required for legitimate business reasons (such as changed meeting dates, etc.).
- h. Travelers must identify and pay for all personal flights, even if such flights are incorporated into a flight schedule that serves business purposes (i.e., Community Action Team will not reimburse for the personal legs of a trip).
- i. Frequent flyer miles will accrue to the traveler, not the Agency.

a.63 Spouse/Partner and Dependent Travel

Community Action Team does not reimburse any employee or Board member for separate travel costs (airfare, etc.) associated with his or her spouse, partner, dependents, or travel companion. The cost of a shared hotel room need not be allocated between employee/director and spouse, partner, dependent, or other for the purpose of this policy.

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ARTICLE 12. PERFORMANCE EVALUATIONS

a.64 Performance Evaluations.

Performance evaluations are generally completed on an annual basis. They provide a structured process in which employees develop professional goals and receive feedback on their job performance.¹⁸

- a. Written performance evaluations are signed by the employee and the supervisor conducting the evaluation, whereupon they become part of the employee's permanent record. A performance evaluation is in no way a promise of an increase in pay, though wage reviews may be held in conjunction with performance evaluations.
- b. Evaluation on Request. An employee may request a performance evaluation.
- c. Potential Effects of Evaluation. An evaluation may result in a promotion, reclassification, demotion, transfer, or termination, but need not result in any such action.

a.65 Record of Evaluation.

Community Action Team, Inc. shall maintain performance evaluations in employee personnel records, and shall consider such Evaluations in effecting personnel actions.

a.66 Discussion of Evaluations.

In all cases, the performance evaluation shall be discussed with the employee, and the employee shall be given a chance to comment or add a statement of an appropriate nature.

a.67 Promotion.

Promotions are possible as vacancies occur or new positions are established. A supervisor recommending an employee for promotion must recommend and substantiate that the employee is ready for increased responsibilities. The promotion must be based on previous high levels of performance, as well as the employee's previous ability to accept new and increased responsibilities. Promotions may not be made for the sake of longevity or merely to affect a change in title or compensation. In so far as possible and consistent with the current employee career development plan, promotions will be made from employees currently employed at Community Action Team, Inc. However, this does not indicate that a current employee will be promoted to a position if that position could be better filled with an applicant from outside the organization.

a.68 Reclassification.

A recommendation for an employee's reclassification shall be made on the basis of the employee's current job responsibilities. Reclassifications may be warranted if there have been significant changes in kind, difficulty, or responsibility of the work performed by the employee. A reclassification may warrant an upward or downward change in salary classification.

a.69 Transfer.

Employees who are interested in transferring to another program or job within their own program may apply for a transfer to an open position and compete with other applicants through the Agency's normal recruitment and selection procedures. If the internal employee is selected for the open position, the two Program Directors will determine a transfer date that works for both programs.

¹⁸ Office of Community Services CSBG Standards 7.6

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a.70 Demotion.

An employee shall be subject to a demotion under the following conditions:

- a. Unsuitable performance. If the employee has been found unsuitable for the employee's position, but is expected to perform satisfactorily in a lesser position, or
- b. Reclassification. If the employee's position has been either abolished or reallocated to a lower classification and the employee cannot be transferred to a position of equal pay for which the employee is qualified.

a.71 Seniority.

Employment, promotion and demotion shall be on the basis of merit and efficiency. Where all factors considered are reasonably equal between Community Action Team, Inc. employees, the action shall be on the basis of seniority.

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ARTICLE 13. SAFETY

a.72 Commitment to Safety.

- a. Community Action Team, Inc. is committed to providing a safe and healthy work environment for its employees. Reasonable processes, actions, and training are undertaken by the Agency and its employees to foster safe and efficient operations.
- b. Community Action Team, Inc. employees' full cooperation and active participation in creating and maintaining a safe working environment is required. Awareness of risks and knowledge of correct safety procedures are keys to a successful safety program. Employees are expected to think "safety first", be aware of the dangers involved in the work they are performing, familiarize themselves with their surroundings, know and enforce all safety regulations, and be familiar with the location and contents of first aid kits and fire extinguishers.
- c. All Community Action Team, Inc. employees are expected to lead by example. While working quickly and efficiently, employees will not compromise the safety of themselves, co-workers, or the general public. Employees are expected to look for the safest, most efficient ways to perform their duties while adhering to Agency requirements; not engaging in horseplay; using proper ergonomic techniques; not taking chances or shortcuts; and getting help when needed. Attentiveness and situational awareness are critical to safe workmanship whether at the jobsite, on the road, or in the office.
- d. Readily available, fully equipped and up-to-date first aid kits appropriate for the ages served are maintained at each location and available on outings away from the site. Each kit is accessible to staff members at all times and is kept out of the reach of children.¹⁹
- e. All Community Action Team, Inc. employees are expected to adhere to appropriate guidelines regarding the administration, handling, and storage of medication, as necessary.²⁰

a.73 Safety Committee.

- a. Made up of representatives from the various departments of the Agency, including both management and non-management employees, the Safety Committee makes recommendations to minimize workplace hazards and promote safe work practices. The Safety Committee holds regular meetings, maintains agendas and records of the proceedings, and posts those records at each work site.
- b. Among the responsibilities of the safety committee is the regular evaluation of Agency safety policies, procedures, vehicles, equipment, and facilities. This is accomplished through establishing, monitoring, investigating, and acting upon all safety related incidents, suggestions, procedures, and injury prevention programs. As a consequence of this work, the committee makes recommendations for corrective action to management, and strives to improve the safety culture of the Agency.

a.74 Accident/Incident Reporting.

- a. On-the-Job Employees shall verbally report to a member of the management team immediately all injuries requiring medical attention and/or basic first aid or incidences of property damage and may also be instructed to complete an internal Accident / Incident Report form to be submitted to the Human Resource Department. Furthermore, any employee who sustains an

¹⁹ Head Start Program Performance Standards 1302.47(b)(1)

²⁰ Head Start Program Performance Standards 1302.47(b)(7)

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injury on the job that requires medical attention or is involved in an incident involving property damage may be required to submit to a drug and alcohol test the same day of the accident or at the opening of the testing facility the next business day. Failure to submit to a drug and alcohol test will result in suspension or termination.

- b. Accident / Incident Reports will be reviewed and discussed by the Safety Committee to determine if any additional precautions might have prevented the injury. Employees are expected to cooperate during any such investigation. If, after investigation, management determines that a safety policy violation occurred, the Agency may take disciplinary action. If an incident is referred to the Safety Committee, management will take reasonable steps to protect the privacy of the individuals who were involved in the incident; to the extent privacy is possible under the circumstances.

a.75 On-the-Job Injuries.

- a. If an employee needs to see a doctor because of a work-related injury, the employee must complete the "worker" portion of a Report of Occupational Injury or Disease Form 801 as soon as is practical following the injury. The Human Resource department or the Supervisor can provide assistance in completing this form.
- b. If an injured employee's physician determines that the employee is unable to return to unmodified work for one or more calendar days, the employee should inform the physician that light/modified duty may be available. The employee should then ask their physician to complete a Work Release / Physical Capacities form. The employee is expected to report the physician's findings within one workday to their immediate supervisor and Human Resource Department. In cases of continuing treatment, the employee must request an updated Work Release / Physical Capacities form from their physician with each visit. Such forms should be returned to the Human Resource department within one work day. Upon release by the physician, the employee must report to work for the next scheduled shift, be it part time, light, modified, or regular duty.
- c. Any employee receiving benefits under Worker Compensation shall be allowed time from work to keep appointments with the physician in charge or for needed treatment at no loss of pay not to exceed forty (40) hours per calendar year.

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ARTICLE 14. MISCONDUCT & GRIEVANCES

a.76 Policy on Suspected Misconduct

- a. Overview of Misconduct (Ethics, Fraud). This policy communicates the actions to be taken for suspected misconduct committed, encountered, or observed by employees and volunteers.

Like all entities, Community Action Team faces many risks associated with fraud, abuse, and other forms of misconduct. The impact of these acts, collectively referred to as misconduct throughout this policy, may include, but is not limited to:

- Financial losses and liabilities
- Loss of current and future revenue and customers
- Negative publicity and damage to the Organization's good public image
- Loss of employees and difficulty in attracting new personnel
- Deterioration of employee morale
- Harm to relationships with clients, contractors, bankers, and subcontractors
- Litigation and related costs of investigations, etc.

Our Organization is committed to establishing and maintaining a work environment of the highest ethical standards. Achievement of this goal requires the cooperation and assistance of every employee and volunteer at all levels of the Organization.

- b. Definition of Misconduct. For the purposes of this policy, misconduct includes, but is not limited to:

- Actions that violate the Organization's Code of Conduct (and any underlying policies) or any of the financial policies included in this manual.
- Fraud (see below).
- Forgery or alteration of checks, bank drafts, documents or other records (including electronic records).
- Destruction, alteration, mutilation, or concealment of any document or record with the intent to obstruct or influence an investigation, or potential investigation, carried out by a department or agency of the federal government, or by the Organization in connection with this policy.
- Disclosure to any external party of proprietary information or confidential personal information (protected personally identifiable information-PPII) obtained in connection with employment with or service to the Organization.
- Unauthorized personal or other inappropriate (non-business) use of equipment, assets, services, personnel, or other resources.
- Acts that violate federal, state, or local laws or regulations.
- Accepting or seeking anything of material value from contractors or persons providing goods or services to Community Action Team. The exception is unsolicited gifts; see Article 1.04 - Ethical Standards.
- Impropriety of the handling or reporting of money in financial transactions.

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- Failure to report known instances of misconduct in accordance with the reporting responsibilities described herein (including tolerance by supervisory employees of misconduct of subordinates).
- c. Definition of Fraud. Fraud is further defined to include, but not limited to:
- Theft, embezzlement, or other misappropriation of assets (including assets of or intended for the Organization, as well as those of our clients, subcontractors, contractors, suppliers, and others with whom the Organization has a business relationship).
 - Intentional misstatements in the Organization's records, including intentional misstatements of accounting records or financial statements.
 - Authorizing or receiving payment for goods not received or services not performed.
 - Authorizing or receiving payments for hours not worked.
 - Forgery or alteration of paper or electronic documents, including but not limited to checks, timesheets, contracts, purchase orders, receiving reports, approval forms.

Community Action Team prohibits each of the preceding acts of misconduct on the part of employees, officers, executives, volunteers, and other responsible for carrying out the Organization's activities.

- d. Reporting Procedures. If an employee of Community Action Team has a reasonable belief that an employee of this Organization has engaged in any action that violates any applicable law, or regulation, including those concerning accounting and auditing, or constitutes a fraudulent practice, the employee is expected to immediately report as stated in Article 14.01(f) – Reporting Individual Protections.

All employees, officers, and volunteers are responsible for immediately reporting suspected misconduct to their supervisor, Fiscal Director, or the Chair of the Executive Committee. When supervisors have received a report of suspected misconduct, they must immediately report such acts to their manager, Fiscal Director, or the Executive Committee Chair. If the reporting individual wishes to remain anonymous, the individual will submit a written statement to one of the designated individuals listed.

- e. Whistleblower Protection. The Organization will consider any reprisal against a reporting individual an act of misconduct subject to disciplinary procedures. A "reporting individual" is one who, in good faith, reported a suspected act of misconduct in accordance with this policy, or provided to a law enforcement officer any truthful information relating to the commission or possible commission of a federal offense or any other possible violation of the Organization's Code of Conduct.
- f. Reporting Individual Protections. A reporting individual may disclose suspected misconduct to a member of management or other employee of Community Action Team who has investigative responsibilities. The reporting individual may not be discharged, demoted, or otherwise discriminated against for reporting misconduct the individual reasonably believes is suspected misconduct as described in Article 14.01(b) – Definition of Misconduct.

An employee who discovers or suspects fraudulent activity may remain anonymous. All inquiries concerning the activity under investigation from the suspected individual(s), his or her attorney or representative(s), or any other inquirer should be directed to the Executive Committee or legal counsel. No information concerning the status of an investigation will be given out. The proper response to any inquiry is "I am not at liberty to discuss this matter." Under no

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circumstances should any reference be made to “the allegation,” “the crime,” “the fraud,” “the forgery,” “the misappropriation,” or any other specific reference.

The reporting individual should be informed of the following:

1. Do not contact the suspected individual in an effort to determine facts or demand restitution.
 2. Do not discuss the case, facts, suspicions, or allegations with anyone unless specifically asked to do so by Community Action Team’s legal counsel or the Executive Director.
- f. Investigative Responsibilities. Due to the sensitive nature of suspected misconduct, supervisors and managers should not, under any circumstances, perform any investigative procedures.

The Fiscal Director has the primary responsibility for investigating suspected misconduct involving employees below the Executive Director and executive management level. The Fiscal Director will provide a summary of all investigative work to the Executive Committee.

The Executive Committee has the primary responsibility for investigating suspected misconduct involving the Executive Director and executive level positions, as well as Board members and officers. However, the Executive Committee may request the assistance of the Fiscal Director in any such investigation.

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

In fulfilling its investigative responsibilities, the Executive Committee will have the authority to seek the advice and/or contract for the services of outside firms, including but not limited to law firms, CPA firms, forensic accountants and investigators, etc.

Members of the investigative team (as authorized by the Executive Committee) will have free and unrestricted access to all Organization records and premises, whether owned or rented, at all times. They will also have the authority to examine, copy, and remove all or any portion of the contents (in paper or electronic form) of filing cabinets, storage facilities, desks, credenzas and computers without prior knowledge or consent of any individual who might use or have custody of any such items or facilities when it is within the scope of an investigation into suspected misconduct or related follow-up procedures.

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

- g. Disciplinary Action. Based on the results of investigations into allegations of misconduct, disciplinary action may be taken against violators. Disciplinary action will be coordinated with appropriate representatives from the Human Resources Department. The seriousness of misconduct will be considered in determining appropriate disciplinary action, which may include:

- Reprimand
- Probation
- Suspension
- Demotion
- Termination
- Reimbursement of losses or damages

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- Referral for criminal prosecution or civil action

This listing of possible disciplinary actions is for information purposes only and does not bind the Organization to follow any particular policy or procedure.

- h. Confidentiality. The Fiscal Director treats all information received confidentially. Any employee who suspects dishonest or fraudulent activity will immediately notify the appropriate individual as stated in Article 14.01(d) – Reporting Procedures and should not attempt to personally conduct investigations or interviews/interrogations related to any suspected fraudulent act.

Great care must be taken in the investigation of suspected improprieties or irregularities so as to avoid mistaken accusations or alerting suspected individuals that an investigation is under way. Investigation results will not be disclosed or discussed with anyone other than those who have a legitimate need to know. This is important in order to avoid damaging the reputations of persons suspected but subsequently found innocent of wrongful conduct and to protect Community Action Team from potential civil liability.

- i. Disclosure to Outside Parties. Allegations of and information related to allegations of suspected misconduct will not be disclosed to third parties except under the provisions described in this policy (such as disclosure to outside investigators hired by the Organization to aid in an investigation).

However, all known frauds will be disclosed by the Executive Committee to the Organization's external auditors.

The Organization will disclose, in a timely manner, in writing to federal awarding agencies or pass-through entity, all violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting federal awards.²¹

a.77 Definition of Grievance.

A "grievance" is an unresolved problem, complaint, misunderstanding, injustice, or disagreement between two (2) or more employees relating to employment or work conditions, or a belief that an injustice has been done. Grievances may result from 1) lack of agency or program policy; 2) policy that is deemed unfair; 3) deviation from or misinterpretation of policy; 4) disagreement with another employee or supervisor; 5) discretionary action of a Program Director in the application of the rules and regulations of the agency.

a.78 Philosophy Statement.

The Agency believes it is best to get questions, concerns, and problems resolved as quickly as possible. Work-related grievances voluntarily and promptly presented to a supervisor will be fairly reviewed. If an individual meeting with a supervisor does not yield satisfactory results, the employee may, but is not required to contact the Grievance Officer or the Executive Director to request a meeting with all parties. Upon consolidated review of the situation, the Executive Director will render a final decision.

Management has the duty and responsibility to resolve the causes of grievances. The grievance procedure should assure consideration of every grievance with a degree of promptness, sympathy, interest, understanding, fairness, and competence ensuring the grievance has been treated fairly. The grievance procedure should be as simple as possible with settlement at the lowest possible level in the shortest possible time. The grievance procedure should be viewed as a means of improving agency operations and performance.

²¹ 2 CFR Part 200.113, 45 CFR Part 75.113 Mandatory disclosures

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a.79 Freedom from Reprisal or Interference.

- a. Use of Grievance System Encouraged. An employee and the employee's representative must be free to use the system without fear of restraint, interference, coercion, discrimination, or reprisal.
- b. Interference Prohibited. An employee, whether acting in an official capacity for the Agency or on any other basis, must not interfere or attempt to interfere with another employee's exercise of that employee's rights under the terms and conditions of the grievance procedure.
- c. Reprisal or Retaliation Prohibited. Furthermore, no employee acting in an official or unofficial capacity shall take, or threaten to take, any act of reprisal against an employee because of exercising, or expressing an intention to exercise any rights to pursue a grievance.
- d. Effect of Retaliatory Activity. The Agency will take disciplinary action against any individual who engages in reprisal, retaliation, or coercion.

a.80 Employee Rights and Responsibilities.

- a. Duty to Address Concerns. All employees have the responsibility to address a concern when a problem becomes apparent in order to bring resolution in the timeliest manner.
- b. Right to Representation. An employee has the right to present an appeal or a grievance with or without representation. The employee also has the right to be accompanied, represented, and advised by a representative of the employee's choice after the first step of the proceeding has been completed.
- c. Right to Other Communication. This grievance procedure provides the opportunity for an employee to communicate and seek advice as needed.
- d. Right to Cancel Grievance. An employee has the right to cancel a grievance at any time and in any stage of the process without recrimination.
- e. Right to Present Witnesses and Evidence. An employee has the right to present evidence at any review of the employee's grievance file, which may include testimony of witnesses.

a.81 Confidentiality.

Confidentiality of the grievance shall be respected by all employees involved. This is in accordance with Community Action Team, Inc.'s policy for professional conduct, which is set forth in Article 5.05.

a.82 Presentation of Grievances.

Employees shall have the right to present grievances individually, as a group, or through their designated representatives. In doing so, employees shall be free from restraint, interference, discrimination, and reprisal.

a.83 Steps to Take When Filing a Grievance.

Step 1 - Informal Conference:

- a. Form of Grievance - Talk directly to the person with whom you have a complaint or who is responsible for the issues about which you have a complaint. State the problem and your desired and possible solution. If you are uncomfortable raising the issue with the person with whom you have a complaint or who is responsible for the issues, please discuss the issue with your supervisor or if not comfortable discussing with your supervisor, a different supervisor or proceed to Step 2 - Written Grievance.

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- b. Resolution - If you are satisfied with the results of the conference, the matter is settled. A resolution will be put in writing and signed by both parties.
- c. Failure to Reach Resolution - If the informal conference fails to resolve the problem, go to Step 2.

Step 2 - Written Grievance:

- a. Time Limit - You must file a written grievance within 15 working days of the informal conference or as soon as reasonably practicable thereafter.
- b. Form of Grievance - Hand deliver or mail by certified mail your written grievance and any supporting data to your immediate supervisor. The written grievance should contain a description of the specific action or incident on which the grievance is based, possible solutions, and a brief summary of any previous attempts to resolve the grievance.
- c. Response by Supervisor - The supervisor has 10 working days to investigate the grievance and provide you with a written response. The supervisor should; a) acknowledge the complaint, b) attempt to resolve the grievance, and c) gather any additional information needed to make a decision.
- d. Resolution - The supervisor will document the agreed upon resolution for your review. Upon agreement between you and your supervisor, both you and the supervisor will sign the documentation. The Grievance File containing a copy of the written grievance and all other pertinent documents will be maintained at the Human Resource Department office.
- e. Failure to Reach Resolution - If the issues have not been satisfactorily resolved, go to Step 3.

Step 3 - Second Level Supervisor Review:

- a. Time Limit - When a grievance is not resolved after filing a written grievance with the immediate supervisor, the supervisor must refer your grievance to the next management level. This level would be the Program Director or, if the grievance is with the immediate supervisor and the Program Director is who handled Step 2 of the grievance then the level would be the Personnel Committee of the Board of Directors. The second-level supervisor has 10 working days to review the Grievance File, meet with you, and complete another resolution agreement.
- b. Resolution - If you accept the resolution, you and the second-level supervisor will sign the agreement. If you reject all or part of the resolution, you must indicate this rejection before signing.
- c. Failure to Reach Resolution - If the issues have not been satisfactorily resolved, the second-level supervisor will submit your Grievance File to the next management level. After review at the next management level, the File goes to Step 4.
- d. Child and Family Development Program Employee Grievances. A Grievance filed by Child and Family Development Program employees must be submitted by second-level management to the Child and Family Development Program Director and the Chairman of the Policy Council before it is submitted to the Grievance Officer of Community Action Team, Inc. The Child and Family Development Program Director and the Chairman of the Policy Council shall review the Grievance File and shall notify the Executive Director of the grievance. The Executive Director shall also review the Grievance File and shall discuss the file with the Board Executive Committee. If a discrepancy exists between the decisions of the Community Action Team, Inc. Board Executive Committee and the Policy Council, they must resolve it jointly.

Step 4 - Grievance Officer Review:

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- a. Time Limit - The Executive Director must appoint a Grievance Officer, who will have 15 working days to review the Grievance File. A time extension of 5 working days will be permitted upon request.
- b. Resolution - The Grievance Officer must complete another resolution agreement. If you accept the resolution, you and the Grievance Officer will sign the agreement. If you reject all or part of the resolution, you must indicate this rejection before signing. If you are not satisfied with the resolution, the Grievance Officer will call a meeting of the Community Action Team, Inc. Board Executive Committee.

Step 5 - Community Action Team, Inc. Board Executive Committee:

- a. Time Limit - The Executive Committee has 20 working days to set a date to review your Grievance File and discuss it with you, and to make their decision. You may request a local Community Action Team, Inc. board member to accompany you to this Grievance review.
- b. Resolution - The Board Executive Committee's decision following its review of your file is a final decision on behalf of Community Action Team, Inc.

a.84 Grievance File.

- a. The grievance file/documentation will be maintained by the Human Resource Department office.
- b. Creation of Grievance File; Contents. When an employee substantiates a complaint in writing, the Human Resource Department Office must establish an Employee Grievance File, separate and distinct from the employee's Official Personnel Folder. The Grievance File is the official record of the proceedings and must contain all documents related to the grievance including:
 - The written grievance with each endorsement;
 - Records or copies of records;
 - Statements of witnesses;
 - Reports of any personal interviews or group meetings;
 - The record of the Board Executive Committee hearing if a hearing is held;
 - The Board Executive Committee's report of findings and decisions; and
 - A copy of the grievance decision.
- c. The Human Resource Department shall keep the Grievance File for seven years.

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ARTICLE 15. RESIGNATIONS AND TERMINATIONS

a.85 Voluntary Resignation.

Voluntary Resignation. An employee who wishes to terminate employment with Community Action Team, Inc. is asked to submit a written resignation at least 14 calendar days in advance. In addition to a written resignation, Community Action Team, Inc. will deem the following situations voluntary terminations:

- a. **Absence with No Notice.** If you are absent from work for a period of two (2) successive working days without notice to your supervisor stating the reason for such absence and your intention to return.
- b. **Failure to Return from Leave.** If you fail to return from an approved leave of absence at the expiration of your leave.
- c. **Failure to Return from a Lay-off.** If you fail to return from a lay-off at the pre-determined date of return.

a.86 Involuntary Termination.

Community Action Team, Inc. is an at-will employer. That means any employee may end the employment relationship for any reason, at any time. Similarly, Community Action Team, Inc. may also terminate the employment relationship at any time, with or without notice, for any reason not prohibited by law.

- a. **Layoffs.** Layoffs made due to depletion of funds and/or a program ending will be considered a termination if the employee is laid off with no reasonable expectation that the employee will return to work. All benefits will end on the last day of the month worked, with the exception of COBRA; please contact the Community Action Team, Inc. Human Resource Department for more information regarding your COBRA rights.
 1. Community Action Team, Inc. does not consider it a termination when Child and Family Development Program employees are laid off during school closure periods if those employees have a pre-determined date of return scheduled. These employees will continue to be eligible for benefits during the period they are laid off, based on the availability of funds.
 2. Community Action Team, Inc. does not consider it a termination when an employee is laid off but the employee returns to work within 35 days. All of the benefits for which the employee was eligible at the time the employee was laid off will continue intact.
- b. **Exit Interviews.** Exit interviews should be held with all terminating staff members.
- c. **Review of Termination Decisions.** An employee who is involuntarily terminated may ask the Executive Director to review the termination decision. The decision of the Executive Director will be final and binding.
 1. Joint Resolution Committee. In the event that the Head Start Policy Council and the Executive Director of Community Action Team, Inc. fail to reach a mutually satisfactory resolution of a dispute between the Executive Director and the Council on their own motions, a Joint Resolution Committee shall be convened.

a.87 Corrective Action Policy.

The purpose of this policy is to establish rules pertaining to employee conduct and responsibilities. Corrective action may include oral warnings, written warnings, suspension, or immediate termination at the discretion of the Agency. Employees will generally be given the opportunity to correct their

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performance before discharge occurs, but the Agency reserves the right to terminate employment upon the first infraction depending on the circumstances of the situation. Factors to be considered are: gravity, type, number, and frequency of offenses. For serious offenses such as fighting, theft, gross safety violations, insubordination, threats of violence, the sale, possession, or use of drugs or alcohol on Community Action Team, Inc. property, sexual harassment, etc., termination may be the first and only corrective action taken. Any step or steps of the corrective action process may be skipped at the discretion of the Agency after investigation and analysis of the total situation, past practices, and circumstances.

- a. Unacceptable Behavior. The following is a list of behaviors that Community Action Team, Inc. considers unacceptable. Any employee found engaging in these behaviors will be subject to corrective action.
 1. Unacceptable behavior includes, but is not limited to: knowingly falsifying or authorizing the improper altering of a time sheet or Agency document; habitual tardiness; unexcused absence; leaving work during work time without management authorization; conduct that violates the Agency's policies against harassment or violence; intentionally or maliciously preventing others from completing their work; failure to meet productivity standards; violations of Community Action Team, Inc. policies; imperiling the safety of others; knowingly making false statements about a third person with the purpose or intent of harming that person; possession or consumption of controlled substances; using Community Action Team, Inc. funds to purchase alcohol; reporting for work in an intoxicated or impaired condition; fighting; dishonesty of any type; removal of another employee's property or Community Action Team, Inc. property without permission; willful destruction of property; insubordination (the refusal to obey any reasonable order given by an employee's supervisor or by any member of the management team); intentional misrepresentation in seeking employment; neglecting or abusing Community Action Team, Inc. equipment or tools; and unauthorized use of Community Action Team, Inc. property.
 2. Community Action Team, Inc. reserves the right to determine, at its discretion, what conduct is considered impermissible. The Agency will determine what the facts are, whether corrective action is warranted, how serious the infraction is, and what level of corrective action is appropriate. Notwithstanding all of the above and other oral or written statements, employees can be terminated at the Agency's discretion for any lawful reason, or no reason at all. Similarly, employees may resign at their discretion. The above list merely provides examples of some of the types of conduct that may cause the Agency to exercise this right. Conduct protected by the National Labor Relations Act will not be construed as Unacceptable Behavior because such conduct does not violate any Agency Policy.
- b. Suspension. An employee may be placed on the following types of suspension at the discretion of the Agency.
 1. Investigative Suspension. An investigative suspension is a period during which an employee is temporarily relieved of his or her job duties with pay due to allegations of serious misconduct. The purpose of an investigative suspension is to permit the Agency to conduct a full and fair investigation into the allegations. If, after the investigation, misconduct that violates Agency policy is sustained, the Agency will take appropriate disciplinary action up to, and including discharge. If misconduct is not sustained, or the alleged misconduct does not violate Agency policy, the employee shall return to work without any corrective action.

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2. **Corrective Action Suspension.** A corrective action suspension is a period during which an employee is temporarily relieved of his or her job duties without pay because the Agency has determined, after investigation, that the employee has violated one or more Agency policies. Generally, a corrective action suspension will only occur in cases involving: 1) a single violation of Agency policy with serious legal or safety-related ramifications; or 2) continuous or repeat instances of minor policy violations. Corrective action suspension may be given in addition to the investigative suspension.
3. **Criminal History Registry Suspension.** Child and Family Development staff are required to be currently registered with the State of Oregon Criminal History registry. If an employee fails to keep their registry current, the State will notify Community Action Team of their suspension from the workplace. Staff will be responsible for getting their registry reinstated. They are not able to work during this suspension period. They are allowed to use any paid Personal Leave during this time. If the suspension causes their hours to fall below the required hours for benefit eligibility, benefits will be terminated and COBRA continuation offered. Benefits will be reinstated once eligibility is reestablished.

a.88 Separation and Re-Employment.

- a. Employees who provide proper notice of resignation and are in good standing with satisfactory work performance may be eligible for re-employment. Re-employment is evaluated on a case-by-case basis. Managerial and supervisory-level employees are requested to give a minimum of one (1) month notice. Non-management staff are asked to provide a two (2) week notice. Community Action Team, Inc. may elect to accept an employee's resignation effective immediately.
- b. Employees may be terminated based upon policy violations, performance, or lack of funding. Employees may also be terminated for any reason not prohibited by law in accordance with the at-will statement in this Handbook. In some cases, termination of employment may involve the Head Start Policy Council.
- c. At the time of separation, an exit interview will be completed by their supervisor. All Agency assets such as cell phones, keys, tools, and Agency documents must be returned. Length of service credits, and Agency privileges end on the last day of employment. Benefits will end on the last day of the month following separation. Final paychecks are prepared within the time frame mandated by Oregon law.

EMPLOYEE RIGHTS UNDER THE FAMILY AND MEDICAL LEAVE ACT

THE UNITED STATES DEPARTMENT OF LABOR WAGE AND HOUR DIVISION

LEAVE ENTITLEMENTS



Eligible employees who work for a covered employer can take up to 12 weeks of unpaid, job-protected leave in a 12-month period for the following reasons:

- The birth of a child or placement of a child for adoption or foster care;
- To bond with a child (leave must be taken within 1 year of the child's birth or placement);
- To care for the employee's spouse, child, or parent who has a qualifying serious health condition;
- For the employee's own qualifying serious health condition that makes the employee unable to perform the employee's job;
- For qualifying exigencies related to the foreign deployment of a military member who is the employee's spouse, child, or parent.

An eligible employee who is a covered servicemember's spouse, child, parent, or next of kin may also take up to 26 weeks of FMLA leave in a single 12-month period to care for the servicemember with a serious injury or illness.

An employee does not need to use leave in one block. When it is medically necessary or otherwise permitted, employees may take leave intermittently or on a reduced schedule.

Employees may choose, or an employer may require, use of accrued paid leave while taking FMLA leave. If an employee substitutes accrued paid leave for FMLA leave, the employee must comply with the employer's normal paid leave policies.

BENEFITS & PROTECTIONS

While employees are on FMLA leave, employers must continue health insurance coverage as if the employees were not on leave.

Upon return from FMLA leave, most employees must be restored to the same job or one nearly identical to it with equivalent pay, benefits, and other employment terms and conditions.

An employer may not interfere with an individual's FMLA rights or retaliate against someone for using or trying to use FMLA leave, opposing any practice made unlawful by the FMLA, or being involved in any proceeding under or related to the FMLA.

ELIGIBILITY REQUIREMENTS

An employee who works for a covered employer must meet three criteria in order to be eligible for FMLA leave. The employee must:

- Have worked for the employer for at least 12 months;
- Have at least 1,250 hours of service in the 12 months before taking leave;* and
- Work at a location where the employer has at least 50 employees within 75 miles of the employee's worksite.

*Special "hours of service" requirements apply to airline flight crew employees.

REQUESTING LEAVE

Generally, employees must give 30-days' advance notice of the need for FMLA leave. If it is not possible to give 30-days' notice, an employee must notify the employer as soon as possible and, generally, follow the employer's usual procedures.

Employees do not have to share a medical diagnosis, but must provide enough information to the employer so it can determine if the leave qualifies for FMLA protection. Sufficient information could include informing an employer that the employee is or will be unable to perform his or her job functions, that a family member cannot perform daily activities, or that hospitalization or continuing medical treatment is necessary. Employees must inform the employer if the need for leave is for a reason for which FMLA leave was previously taken or certified.

Employers can require a certification or periodic recertification supporting the need for leave. If the employer determines that the certification is incomplete, it must provide a written notice indicating what additional information is required.

EMPLOYER RESPONSIBILITIES

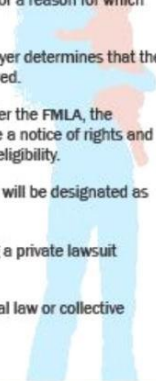
Once an employer becomes aware that an employee's need for leave is for a reason that may qualify under the FMLA, the employer must notify the employee if he or she is eligible for FMLA leave and, if eligible, must also provide a notice of rights and responsibilities under the FMLA. If the employee is not eligible, the employer must provide a reason for ineligibility.

Employers must notify its employees if leave will be designated as FMLA leave, and if so, how much leave will be designated as FMLA leave.

ENFORCEMENT

Employees may file a complaint with the U.S. Department of Labor, Wage and Hour Division, or may bring a private lawsuit against an employer.

The FMLA does not affect any federal or state law prohibiting discrimination or supersede any state or local law or collective bargaining agreement that provides greater family or medical leave rights.



For additional information or to file a complaint:

1-866-4-USWAGE
(1-866-487-9243) TTY: 1-877-889-5627

www.dol.gov/whd

U.S. Department of Labor | Wage and Hour Division





OREGON FAMILY LEAVE

You can take time off to take care of yourself or close family members under the Oregon Family Leave Act (OFLA).



- ▶ **This time is protected, but often unpaid unless you have vacation, sick, or other paid leave available.** Paid family leave is coming to Oregon in 2023.
- ▶ To be eligible, you must have worked an average of 25 hours per week for 180 days, or just 180 days for parental leave. Your employer must have at least 25 employees.
- ▶ You can take up to a total of 12 weeks of time off per year for any of these reasons.
 - » **Parental leave** (either parent can take time off for the birth, adoption, or foster placement of a child). If you use all 12 weeks on this, you can take up to 12 more weeks for sick child leave
 - » **Serious health condition** (your own, or to care for a family member)
 - » **Pregnancy disability leave** (before or after birth of child or for prenatal care). You can take up to 12 weeks of this in addition to 12 weeks for any reason listed here
 - » **Sick child leave** (for your child with an illness, injury or condition that requires home care but is not serious)
 - » **Military family leave** (up to 14 days if your spouse is a service member who has been called to active duty or is on leave from active duty)
 - » **Bereavement leave** (up to 2 weeks of leave after the death of a family member)
- ▶ Your employer must keep giving you the same health insurance benefits as when you are working. When you come back you must be returned to your former job or a similar position if your old job no longer exists.

CONTACT US

If your employer isn't following the law or something feels wrong, give us a call. The Bureau of Labor and Industries is here to enforce these laws and protect you.

Call: 971-673-0761
Email: help@boli.state.or.us
Web: oregon.gov/boli
Se habla español.



2020 OREGON LAWS
Protect You At Work

Oregon Sick Leave Policy for Benefitted Employees

Community Action Team, Inc. provides eligible employees with sick leave in accordance with the Oregon Paid Sick Leave law and administrative rules.

Eligibility for Sick Leave:

Part-time, full-time, hourly, salaried, exempt and non-exempt employees are eligible for paid sick leave. Sick leave runs concurrently with federal Family and Medical Leave (FMLA) and Oregon Family Medical leave (OFLA), and other leaves where allowed by law.

Front Load Sick Leave:

All regular employees eligible for Community Action Team, Inc. benefits will have 40 hours of sick leave front-loaded to their sick leave bank every January 1. Employees who begin work mid-year shall have their sick leave entitlement prorated.

Use of Sick Leave:

Employees may use sick leave for the following reasons:

1. For the diagnosis, care or treatment of the employee, or the employee's covered family member, for mental or physical illness, injury or health condition, including preventative medical care such as prenatal visits and routine medical and dental visits;
 - "Family member" means the eligible employee's spouse, lawfully established domestic partner, parent, parent-in-law, domestic partner's parent, grandparent or grandchild, or person with whom the employee is or was in a relationship of in loco parentis, the employee or domestic partner's biological, adopted, foster, or stepchild.
2. To care for an infant, newly adopted or newly placed foster child under 18 years of age, or for children older than 18 if the child is incapable of self-care due to disability, completed within 12 months after the birth or placement of the child.
3. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law (ORS 659A.272) and requires leave for any of the purposes in that law.
4. If the employee's place of business is closed, or the employee's child's school or place of care is closed, by order of a public official due to a public health emergency.
5. To care for a covered family member whose presence in the community would jeopardize the health of others, as determined by a lawful public health official or licensed health care provider.
6. If Community Action Team, Inc. is required by law to exclude the employee from work for health reasons.
7. For any purpose allowed by the Oregon Family Leave Act, including bereavement, necessary evacuation orders, and air quality index and/or heat index orders.
8. Donation of sick time to another employee is not allowed.

Employees may use sick time to cover all or part of a shift, and in 15-minute increments. Unless otherwise allowed by Community Action Team, Inc. policy, employees absent from work for a qualifying reason must use sick time hours for that reason and on each subsequent day of absence until all sick time has been used, and before any Personal Leave is used. Employees may not use sick leave to increase or be paid more than their regularly scheduled hours.

- A benefitted employee may begin to use sick leave on the 1st of the month following 60 days of employment.
- Employees are not required to find another employee to cover their shift when using sick leave.

Conversion of Unused Sick Leave:

Attachment 9-3

Benefited employees will be allowed to convert the balance of their unused sick leave, up to a maximum of 40 hours, to their Personal Leave bank on December 31 of each year if still employed by Community Action Team, Inc.

Payment of Sick Leave:

Employees using sick time pursuant to this policy will be paid for sick time at the base rate of pay the employee would have earned during the leave or scheduled shift. Employees will not be paid for lost overtime. Generally sick time pay will be included in the paycheck for the next payroll period after sick time is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined above. Sick time is meant to be used or converted to Personal Leave; any unused sick time will not be cashed out, including upon separation from employment. A report of sick time balances, including the time used, will be provided to employees at least quarterly.

Employee Notice of Time Off for Use of Sick Leave

Foreseeable:

Employees must notify their supervisor and Human Resource Department for any foreseeable, planned sick leave at least 10 days prior to the date the leave will begin or as soon as practicable, by submitting an Employee Leave Request form. Employees must also make a reasonable effort to schedule sick time in a manner that only minimally disrupts the business operations. Employees must notify their supervisor and Human Resource Department of any change in the expected duration of sick leave as soon as is practicable.

Unforeseeable:

When the need for leave is unforeseeable, employees must contact their supervisors before the start of their scheduled work shift or as soon as practicable and must submit an Employee Leave Request form to the Human Resource Department within three days of returning to work. Employees must also abide by any department call-in rules. The consequences for failing to provide proper notice or to make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the business and operations are that Community Action Team, Inc. may deny the use and legal protections of sick time.

Sick Leave Documentation:

If an employee takes more than three consecutively scheduled workdays as sick leave, Community Action Team, Inc. may require reasonable documentation showing the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking. If Community Action Team, Inc. suspects sick time abuse, including but not limited to repeated use of unscheduled sick time on or adjacent to weekends, holidays, vacations and paydays, Community Action Team, Inc. may require documentation from a healthcare provider on a more frequent basis.

No Discrimination or Retaliation for Use of Sick Leave:

Community Action Team, Inc. will not take retaliatory personnel action or discriminate against employees for using or requesting protected sick time. Employees are encouraged to discuss concerns regarding sick time with their supervisor or Human Resource Department.

Termination/Rehire Effect on Sick Leave:

Unused sick leave will not be cashed out to an employee upon separation/termination of employment.

If an employee is re-hired within 180 days of separation /termination by Community Action Team, Inc., any unused sick leave the employee had when the employee left employment, must be restored to the employee and available for use on the first of the month following 60 days of employment.

Oregon Sick Leave Policy for Non-Benefited Employees

Community Action Team, Inc. provides eligible employees with sick leave in accordance with the Oregon Paid Sick leave law and administrative rules.

Eligibility for Sick Leave:

Part-time, full-time, hourly, salaried, temporary, exempt and non-exempt employees are eligible for paid sick leave. Sick leave runs concurrently with federal Family and Medical Leave (FMLA) and Oregon Family Medical leave (OFLA), and other leaves where allowed by law.

Accrual/Carryover of Sick Leave:

1. All non-benefited employees (not eligible for benefits) will begin accruing paid sick time, or at the outset of their employment, whichever is later, at a rate of one hour of paid sick time for every 30 hours of work performed. Employees on the accrual method may accrue up to a maximum of 40 hours of sick time in a calendar year.
 - a. Employees not eligible for benefits may carryover up to a maximum of 40 hours of accrued and unused sick leave for use in a subsequent calendar year, but may use only 40 hours of sick leave each calendar year.
 - b. The accrual of sick leave is capped at 80 hours.

Use of Sick Leave:

Employees may use sick leave for the following reasons:

1. For the diagnosis, care or treatment of the employee, or the employee's covered family member, for mental or physical illness, injury or health condition, including preventative medical care such as prenatal visits and routine medical and dental visits;
 - "Family member" means the eligible employee's spouse, lawfully established domestic partner, parent, parent-in-law, domestic partner's parent, grandparent or grandchild, or person with whom the employee is or was in a relationship of in loco parentis, the employee or domestic partner's biological, adopted, foster, or stepchild.
2. To care for an infant, newly adopted or newly placed foster child under 18 years of age, or for children older than 18 if the child is incapable of self-care due to disability, completed within 12 months after the birth or placement of the child.
3. If the employee, or the employee's minor child or dependent, is a victim of domestic violence, harassment, sexual assault or stalking as defined by Oregon law (ORS 659A.272) and requires leave for any of the purposes in that law.
4. If the employee's place of business is closed, or the employee's child's school or place of care is closed, by order of a public official due to a public health emergency.
5. To care for a covered family member whose presence in the community would jeopardize the health of others, as determined by a lawful public health official or licensed health care provider.
6. If Community Action Team, Inc. is required by law to exclude the employee from work for health reasons.
7. For any purpose allowed by the Oregon Family Leave Act, including bereavement, necessary evacuation orders, and air quality index and/or heat index orders.
8. Donation of sick time to another employee is not allowed.

Employees may use sick time to cover all or part of a shift, and in 15 minute increments. Unless otherwise allowed by Community Action Team, Inc. policy, employees absent from work for a qualifying reason must use sick time hours for that reason and on each subsequent day of absence until all sick time has been used.

- Employees may not use accrued sick leave to increase or be paid more than their regularly scheduled hours.

Attachment 9-4

- Non-benefited employees may begin to use accrued sick leave on the 91st day of employment.
- Employees are not required to find another employee to cover their shift when using sick leave.

Payment of Sick Leave:

Employees using sick time pursuant to this policy will be paid for sick time at the base rate of pay the employee would have earned during the leave or scheduled shift. Employees will not be paid for lost overtime. Generally sick time pay will be included in the paycheck for the next payroll period after sick time is used, provided the employee submits adequate documentation verifying that the absence was for a qualifying reason as defined above. Sick time is meant to be used or carried over; any unused sick time will not be cashed out, including upon separation from employment. A report of sick time accrued and used will be provided to employees at least quarterly.

Employee Notice of Time off for Sick Leave:

Foreseeable:

Employees must notify their supervisor and Human Resource Department for any foreseeable, planned sick leave at least 10 days prior to the date the leave will begin or as soon as practicable, by submitting an Employee Leave Request form. Employees must also make a reasonable effort to schedule sick time in a manner that only minimally disrupts the business operations. Employees must notify their supervisor and Human Resource Department of any change in the expected duration of sick leave as soon as is practicable.

Unforeseeable:

When the need for leave is unforeseeable, employees must contact their supervisors before the start of their scheduled work shift or as soon as practicable, and must submit an Employee Leave Request form to the Human Resource Department within three days of returning to work. Employees must also abide by any department call-in rules. The consequences for failing to provide proper notice or to make a reasonable effort to schedule leave in a manner that is only minimally disruptive to the business and operations are that Community Action Team, Inc. may deny the use and legal protections of sick time.

Sick Leave Documentation:

If an employee takes more than three consecutively scheduled workdays as sick leave, Community Action Team, Inc. may require reasonable documentation showing the employee was absent for an approved reason. Reasonable documentation includes documentation signed by a healthcare provider, or documentation for victims of domestic violence, harassment, sexual assault or stalking. If Community Action Team, Inc. suspects sick time abuse, including but not limited to repeated use of unscheduled sick time on or adjacent to weekends, holidays, vacations and paydays, Community Action Team, Inc. may require documentation from a healthcare provider on a more frequent basis.

No Discrimination or Retaliation for Use of Sick Leave:

Community Action Team, Inc. will not take retaliatory personnel action or discriminate against employees for using or requesting protected sick time. Employees are encouraged to discuss concerns regarding sick time with their supervisor or Human Resource Department.

Termination/Rehire/Benefit Status Effect on Sick Leave:

Unused sick leave will not be cashed out to an employee upon separation/termination of employment.

If an employee is re-hired within 180 days of separation /termination by Community Action Team, Inc., any unused accrued sick leave the employee had when the employee left employment, must be restored to the employee and available for use after the combined total of days of employment with the employer total 90 days.

If a non-benefited employee becomes a benefited employee, the employee will be allowed to carryover their unused sick leave up to a maximum of 40 hours to the date benefits became effective. If the total accrual in the current calendar year is less than 40 hours, the sick leave will be increased as necessary to meet the 40-hour front load of accrued sick leave as is the same for all benefited employees.

1. Employees do not accrue sick leave while on a leave of absence.

Attachment 9-4

2. Employees may begin using accrued sick leave upon completion of 90 days of service. When the need for sick leave is foreseeable, employees must make a reasonable attempt to schedule the time off in a manner that does not unduly disrupt Community Action Team, Inc.'s operations. Employees should provide 10 days' advance notice to their supervisors and include: (1) the reason for time off; and (2) the anticipated duration (if known).
3. When the need for sick leave is not foreseeable, employees must follow the notification procedures outlined in the Attendance policy. Employees who do not have enough sick time to cover necessary time off may use accrued vacation time, personal hours, or take time off without pay, with prior approval from their supervisors.
4. Community Action Team, Inc. reserves the right to request verification from a health care provider if an employee takes more than 3 consecutive scheduled workdays of paid sick time or if abuse of this policy is suspected. The Agency will pay all reasonable costs for providing any required verification (including lost wages) that are not paid under a health benefit plan. All health information received by Community Action Team, Inc. will be treated as confidential and will not be released without the employee's permission.
5. Absences covered by sick leave are excused and will not be treated as a negative mark on the employee's attendance record. Absences in excess of the employee's sick leave bank may not be excused and could be subject to disciplinary action.



What you need to know

Starting in September 2023, Paid Leave Oregon will serve most employees in Oregon by providing paid leave for the birth or adoption of a child, a serious illness of yours or a loved one, or if you experience sexual assault, domestic violence, harassment, or stalking.

What benefits are provided through Paid Leave Oregon and who is eligible?

Employees in Oregon that have earned at least \$1,000 in the prior year may qualify for up to 12 weeks of paid family, medical or safe leave in a benefit year. While on leave, Paid Leave Oregon pays employees a percentage of their wages. Benefit amounts depend on what an employee earned in the prior year.

Who pays for Paid Leave Oregon?

Starting on January 1, 2023, employees and employers contribute to Paid Leave Oregon through payroll taxes. Contributions are calculated as a percentage of wages and your employer will deduct your portion of the contribution rate from your paycheck.

When do I need to tell my employer about taking leave?

If your leave is foreseeable, you are required to give notice to your employer at least 30 days before starting paid family, medical or safe leave. If you do not give the required notice, Paid Leave Oregon may reduce your first weekly benefit by 25%.

How do I apply for Paid Leave?

In September 2023, you can apply for leave with Paid Leave Oregon online at paidleave.oregon.gov or request a paper application from the department. If your application is denied, you can appeal the decision with the Oregon Employment Department.



What are my rights?

If you are eligible for paid leave, your employer cannot prevent you from taking it. Your job is protected while you take paid leave if you have worked for your employer for at least 90 consecutive calendar days. You will not lose your pension rights while on leave and your employer must keep giving you the same health benefits as when you are working.

How is my information protected?

Any health information related to family, medical or safe leave that you choose to share with your employer is confidential and can only be released with your permission, unless the release is required by law.

What if I have questions about my rights?

It is unlawful for your employer to discriminate or retaliate against you because you asked about or claimed paid leave benefits. If your employer is not following the law, you have the right to bring a civil suit in court or to file a complaint with the Oregon Bureau of Labor & Industries (BOLI). You can file a complaint with BOLI online, via phone or email:

Web: www.oregon.gov/boli
Call: 971-245-3844
Email: help@boli.oregon.gov

Learn more about Paid Leave Oregon

Web: paidleave.oregon.gov
Call: 833-854-0166
Email: paidleave@oregon.gov

Paid Leave Model Notice Poster

REFERENCES