Mid-Willamette Valley Community Action Agency
PERSONNEL POLICIES HANDBOOK

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Mid-Willamette Valley Community Action Agency
Mission Vision Values

OUR VISION
Community Action Agency’s vision is a diverse community where all members are respected and supported in reaching their desired goals.

OUR MISSION
Providing vital services and resources; meeting the needs of our community.

VALUES
Accountability
We use funds entrusted to us wisely and resourcefully to further our mission.

Collaboration
We develop and work in partnership with the communities we serve.

Creativity
We promote organizational and individual creativity in developing programs and services.

Inclusiveness
We act with integrity and respect the dignity and equality of every person.

Leadership
We will provide catalytic leadership in moving families to self-sufficiency through partnerships and client involvement.

Social Justice
We are advocates for low-income people and strive to reduce the causes of poverty.

Teamwork
We value all members of the staff. We support them in their contributions to our organizational goals. We encourage and support them in their personal and professional growth.
Welcome To Mid-Willamette Valley Community Action Agency! 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.

Community Action Agency began in 1967 as a result of President Lyndon Johnson’s “War on Poverty”, to help individuals and communities develop resources and strategies to gain greater prosperity.

Today, MWVCAA is comprised of seven programs: Energy Services, Child Care Resource and Referral, Head Start, Nutrition First, Community Resource Programs, HOME Youth and Resource Center, and the Drug Prevention Network.

We are committed to making our mission, vision, and values a reality. Our staff is critical in our ability to provide the highest quality services to individuals and families in our community.

Please read this handbook carefully. If you have any questions, please contact the Personnel Office.
INTRODUCTION

We have developed this handbook to provide you with answers to questions that frequently arise regarding our basic employment policies. This handbook contains the personnel policies of the Mid-Willamette Valley Community Action Agency (MWVCAA). We ask that you read the handbook carefully and keep it for reference. The policies outlined cover all employees of Mid-Willamette Valley Community Action Agency (MWVCAA). Any program-specific policies are to be followed in addition to the ones outlined in this handbook.

It is important that you understand that this handbook is not intended to serve as a contract for employment or benefits. We reserve the right to make changes in policies and practices that we believe are necessary to ensure the efficient operation of MWVCAA. Nothing in this handbook should be construed as a guarantee of continued employment, but rather, employment with MWVCAA is on an at-will basis. This means that the employment relationship may be terminated by you or by MWVCAA for any reason not prohibited by law.

This handbook becomes effective October 15, 2010. We want to avoid misunderstandings. Consequently, any past or future, written or verbal statements contrary or in addition to the policies outlined in this handbook must be approved in writing by the Executive Director and approved by the Head Start Policy Council and Board of Directors in order to be valid.

The Executive Director and/or the Board of Directors of MWVCAA have the final authority as to the intent, interpretation, or application of this handbook.
ETHICAL STANDARDS FOR MWVCAA EMPLOYEES

Ethical behavior on the part of MWVCAA employees is expected and required. Staff have a responsibility to behave ethically on behalf of MWVCAA and toward the people they serve. Ethical standards are the basis and guidelines for staff conduct. All staff are accountable and responsible for their actions.

Ethical standards are based on fundamental values that include an individual’s worth, dignity, and rights. Standards assist staff by providing a basis for making ethical judgments about actions before and after they occur. Staff are to seek advice and counsel from co-workers and supervisors whenever any ethical question occurs.

*The welfare of our clients is paramount in this code of ethics. Staff must provide services with full professional consideration and proficiency, maintaining professional boundaries at all times. Staff must maintain and respect the individual rights and personal dignity of all clients by providing services without regard to age, disability, ethnicity, gender, race, religion, sexual preference, gender identity, or political persuasion.

Through awareness of the dynamics of a helping relationship, staff are to maintain respect for the client and avoid engaging in any activity that seeks to meet their own needs. Because quality service is a demonstration of respect, staff must consistently encourage and cultivate the client’s growth toward self-determination and not create dependencies. To avoid bringing their personal issues into the helping relationship, staff must constantly strive for a high degree of awareness of their own values, knowledge, skills, limitations, and needs.

Staff must respect the privacy of those they serve and maintain confidentiality. Limits of confidentiality are to be fully explained to the client.

Employee/Client Relationship

- **Staff are to be aware of their potentially influential position with respect to clients and avoid exploiting their trust and dependency.**

  A. Clients are only to be included in social activities that are directly related to their involvement with MWVCAA. Staff are never to socialize with clients even when the client no longer participates in services unless full disclosure is made to the Executive Director about the nature of the relationship and the Executive Director approves of the social interaction prior to its occurrence. The only exception is in the event a client becomes employed by MWVCAA. This policy is not intended to prevent staff from engaging in polite casual conversations, e.g. saying hello in a grocery store, on a sidewalk, or other public places.

  B. Any form of harassment is strictly prohibited, including verbal, physical, and sexual harassment.

*These standards comply with Head Start Performance Standard 1304.52(h)(1-2) and correspond to Head Start Policies and Procedures.*
C. Any form of sexual contact or activity between staff and a client is strictly prohibited.

D. Although receiving an occasional hug from a client is acceptable, touching initiated by the staff is seldom appropriate. Before initiating a hug, staff are to ask the client’s permission.

E. *Staff will respect and promote the unique identity of each client and refrain from stereotyping on the basis of gender race, ethnicity, culture, religion, disability, sexual orientation or gender identity.

F. *Head Start Staff will use positive methods of child guidance that do not engage in corporal punishment, emotional or physical abuse, humiliation, isolation or the use of food as punishment or reward, or the denial of basic needs.

G. Staff are prohibited from “Friending” clients on their personal social networking pages.

H. Staff are prohibited from posting videos, or pictures, which contain clients or are recorded on MWVCAA premises, to You Tube, personal social networking pages, or personal blogs.

I. Staff are prohibited from placing any client information, confidential MWVCAA information, or MWVCAA logos on personal social networking pages or personal blogs.

J. Business relations/transactions, including the selling or trading of goods or services, between staff and clients are not to occur.

K. Personal information about staff, e.g. home phone numbers, addresses, or information concerning a staff member’s personal health or relationships is not to be shared with clients or other staff, unless prior approval is given by the individual staff member.

L. Contact with clients is to be limited to assigned work hours only, unless prior approval is given by the Program Director.

M. Staff are not to use relationships with clients to meet their own personal needs or to further their own interests.

N. Helping relationships are to continue only so long as it is reasonably clear that clients are benefiting from the relationship.
Outside Contacts

- Contacts out of the office or professional setting are to be handled in a professional and appropriate manner.

A. Clients are not to be invited to a staff member's home. Supervisors must be consulted in the event of a special situation, and advance approval is required.

B. Visits to a client’s home are to relate to the goals specified in the individual service or action plan.

*Supervisor Consultations

- Staff are to consult with supervisors whenever ethically questionable situations occur.

A. Staff are to consult a supervisor whenever a client’s behavior appears inappropriate (i.e. seductive, hostile, dependent, etc.).

B. Staff are to notify their supervisor if a client relationship could impede their ability to do their job (i.e., client used to be boy/girl friend, current or previous relative, previous relationship ended badly, etc.).

C. Staff are to consult a supervisor regarding visits to a client’s home or for any situation that could be ethically ambiguous. Note: Some programs require staff to visit clients in their homes. This policy refers to situations that are not part of the regular program operation.

*Gifts and Gratuities

- Staff are to exercise caution and professional judgment in receiving gifts and/or gratuities from clients, vendors or contractors.

A. Staff are to exercise professional judgment as to whether to accept gifts from clients, vendors or contractors with a value of $25 or less. Acceptance of gifts with a value exceeding $25 is prohibited.

B. Staff are to insure that the acceptance of a gift offered by a client has a therapeutic value for the client.

C. Staff are to consult a supervisor when conflicts or concerns arise regarding the acceptance of gifts.

D. Individual staff members are not to give gifts to clients.
E. Clients refers to those receiving services from MWVCAA programs and includes, but is not limited to, providers, families, residents, participants, parents, students, children, and youth.

F. Gratuities are strictly prohibited. If a client wishes to provide a compensation for services rendered, a donation may be made to MWVCAA. Such donations are to be accepted by Administration staff.

*Note: Within MWVCAA, situations may arise in which a client is also a staff member or volunteer. In these situations, exceptions to the Ethical Standards are allowable. For example, a staff member/volunteer of Nutrition First may also have a child enrolled in Head Start. Although ethical standards and behaviors apply in these relationships, it is understood that socializing, outside contacts, and certain business transactions are permitted and acceptable.

*Confidentiality

- Within the limit of the law, client information is to be held in strict confidentiality. Information about clients may be disclosed only on a “need to know” basis or as otherwise required by law. Clients are to be consulted prior to disclosing confidential information outside of MWVCAA.

A. Names, service issues, and other information are to be kept confidential.

B. Written information regarding clients, including files and file notes, are to be kept out of public sight and stored in a locked cabinet after hours. Old records are to be stored in a manner that maintains their confidentiality. Access to client records shall be limited to staff on a need to know basis as determined by the Program Director.

C. Written consent must be obtained before clients are to be audio/video taped. Written parental permission must be obtained for minors.

D. Staff are to abide by Oregon state law and MWVCAA mandated reporting requirements including, but not limited to: child abuse, elder abuse, and duty to warn regarding potential harm to self or others. Staff need to refer to the reporting policies applicable to each individual program.

E. Staff will consult supervisors with any questions regarding confidentiality.

F. Disclosure of confidential information is grounds for immediate termination, except for abuse reporting. If employees have any questions about what information is considered confidential, they are to consult with their supervisor or the Personnel Office prior to disclosure.
Confidentiality Monitoring

At least once per year, Supervisors will assess the processes that employees follow to ensure that confidentiality policies and procedures are being followed. Monitoring will include a determination that client files and program records are in locked cabinets and that signed releases of information are present in the file, if necessary.

Responsibility of Supervisors

- Supervisors do not exploit the trust and dependency of students, interns, volunteers, and subordinate employees.

A. Supervisors must exercise their supervisory authority in a responsible, professional manner. Supervisors are expected to treat those they supervise with respect and in an appropriate business-like manner. Supervisors are expected to be role models and exhibit a high degree of personal integrity at all times. This not only involves sincere respect for the rights and feelings of others, but also demands that all supervisors refrain from any behavior that might be harmful to co-workers or that may be viewed unfavorably by clients or the public.

B. Supervisors should avoid embroiling themselves in their staff’s personal issues and relationships.

C. Sexual intimacy or romantic relationships with subordinates is strictly prohibited.

D. Supervisors are prohibited from “Friending” students, interns, volunteers, and subordinate employees on their personal social networking pages.

E. Supervisors are prohibited from posting any information regarding students, interns, volunteers, and subordinate employees to their personal blogs or social networking pages.

F. Harassment of any kind is strictly prohibited. Please consult the Harassment Policy for further information. (Pages 10-12)

G. Supervisors may not permit subordinates to perform or present themselves to be competent in the performance of professional services beyond their training, level of experience, and competence.

Employee Eligibility for Services

A. Employees who meet eligibility requirements set forth by the program may receive services, as available.
B. It is expected that employees applying for services within MWVCAA will provide accurate and factual proof of eligibility. Any employee who knowingly attempts to gain services from MWVCAA using inaccurate or non-factual documents will be subject to discipline up to and including termination of employment.

C. Employees or members of their family are not to receive preferential treatment.

D. The Program Director and Executive Director must approve services to employees whenever financial assistance is involved.

E. In the event financial assistance is included as part of the service, payment must be made directly to the vendor.

F. A list of employees receiving financial assistance is to be maintained by the program for audit purposes when required by the funding source.

Conflict of Interest

A. No employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, his/her agent, or 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 parties indicated herein, has a financial or other interest in MWVCAA selected for an award. The officer, employees, and agents of the recipient shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub-agreements.

B. Employees are to immediately disclose to their supervisor and the Executive Director, any actual or perceived conflict of interest that may impair their ability to perform their job.

C. Employees are to seek advice from their supervisor and the Program Director whenever a question of a conflict of interest occurs.

D. Employees are to alert the Program Director and Executive Director whenever they believe MWVCAA or another employee is engaged in a conflict of interest.

STANDARDS OF CONDUCT

MWVCAA believes that most employees prefer to work in an environment in which serious or repeated violations of MWVCAA's standards are not permitted. With that in mind, rules have been established which, together with observing all other proper standards of conduct, employees are required to obey. Aside from MWVCAA's right and the employee's right to terminate the employment relationship at any time and for any reason, MWVCAA may issue verbal or written warnings, suspend, demote, or take...
other disciplinary action against employees for violation of the rules or policies as deemed appropriate.

Examples of conduct that are not acceptable have been grouped into two (2) basic categories: minor and major infractions.

When it is determined that a regular employee has committed a minor infraction, the employee will generally receive a written warning prior to termination. However, each situation will be evaluated according to the circumstances involved, and the type of discipline administered may vary from that listed in each group based upon a determination of the seriousness of the offense. Also, a warning for different minor infractions may be combined to determine the type of discipline administered. Written warnings will remain in an employee's personnel file. If all corrective steps have been met, the warning may be removed from the personnel file upon written request by the employee and with the supervisor's approval, 12 months after the date of the warning. If the employee would like to have a written warning removed from their personnel file, they are to submit a written request to the Executive Director.

When it is determined that an employee has committed a major infraction, that employee is subject to being placed immediately on paid leave pending an investigation.

When a Counseling Form is delivered, the employee is required to sign an acknowledgement of receipt. Failure to sign will be considered insubordination and will subject the employee to further discipline up to and including termination. Signing is not an admission of guilt. If an employee does not agree with the counseling they may submit a rebuttal to be placed in their file with the Counseling Form.

**Minor Infractions**

These types of infractions include, but are not limited to, the following:

- Interfering with or impeding any employee's work by talking or creating other distractions.
- Performing other than MWVCAA work during work hours.
- *Head Start Staff will not leave a child alone or unsupervised while under Head Start care. Staff will avoid being one-on-one with children in private situations whenever possible. Staff will maintain ratios at all times, 10 children to 1 adult.
- Failure to follow safe working practices. *(Note: When it is determined that an employee has committed a serious safety violation, that employee is subject to immediate termination).*
- Failure to promptly report an accident or injury or cooperate in accident or injury investigations.
Minor Infractions (CONT)

- Using MWVCAA property for personal use, without advance approval.
- Failure to take meal and rest periods as required by law.
- Working overtime without supervisor approval.
- Leaving work before the end of the designated workday without supervisor approval.
- Engaging in off-duty conduct which negatively affects MWVCAA’s reputation or interests, but is not deemed serious enough to justify termination.
- Being rude, disrespectful, or otherwise uncooperative in dealing with co-workers, managers, clients or others in the workplace.
- Spreading malicious gossip or rumors or committing slander against fellow staff, clients, or other persons associated with MWVCAA.
- Violating any MWVCAA policy or practice that is presently in effect or subsequently issued.
- Any other conduct which is, in the view of MWVCAA, sufficient to justify discipline.

Major Infractions

These types of infractions include, but are not limited to, the following:

- Unsatisfactory attendance, including unauthorized or excessive absenteeism, tardiness, failure to notify us of intended absence or tardiness, or failure to comply with other reporting policies.
- Unsatisfactory work performance or productivity.
- Threatening, intimidating, coercing, or assaulting another employee, supervisor, client, or others in the workplace. Abusive, threatening, or profane language is strictly forbidden.
- Insubordination, including disrespectful behavior towards or failure to follow any verbal or written job instructions issued by a person in the position of authority as determined by MWVCAA.
- Provoking or instigating arguments, dissension, or fights during working hours or on MWVCAA premises, or engaging in horseplay which may endanger the well-being of any employee, client, or MWVCAA operations.
Major Infractions (CONT)

- Deliberately delaying or restricting work, or inciting others to delay or restrict work.
- Giving false information regarding any work related issue.
- Any deliberate or reckless act of destroying or damaging MWVCAA property, equipment, or the property of others on MWVCAA premises.
- Wasting or misusing MWVCAA property.
- *Head Start Staff will not leave a child alone or unsupervised while under Head Start care. Staff will avoid being one-on-one with children in private situations whenever possible. Staff will maintain ratios at all times, 10 children to 1 adult.
- Failure to take meal and rest periods as required by law.
- Working overtime without supervisor approval.
- Falsifying any reports or records, such as applications, absence and sickness reports, timesheets, or client records.
- Dishonesty of any type.
- Committing repeated or serious violations of safety rules, or unsafe working habits that are repeated or serious.
- Leaving work before the end of the designated workday without supervisor approval.
- Engaging in discriminatory behavior or harassment of a sexual, racial, gender, ethnic, religious, sexual orientation, gender identity, or disability related nature.
- Violation of the Drug and Alcohol Policy.
- Engaging in off-duty conduct which seriously damages the interests or reputation of MWVCAA.
- Co-mingling of MWVCAA funds. (Combining MWVCAA funds with the employee’s own.)
- Repeated or significant errors in reporting or handling MWVCAA funds.
- Borrowing money from clients.
- Unauthorized use or possession of MWVCAA, employee, or client property or money.
Major Infractions (CONT)

- Solicitation in an official capacity or during any MWVCAA activity for personal gain.
- *Disclosure of confidential client information unless required by law.
- Unauthorized possession of firearms, weapons, fireworks and/or explosives on MWVCAA premises.
- Sleeping on the job.
- Violation of any MWVCAA Ethical Standards Policies.
- Violating any MWVCAA policy presently in effect or subsequently issued that is deemed serious enough to justify immediate termination.
- Any other conduct which is serious enough to justify termination or suspension.

If the employee has any questions concerning the application or intent of these rules, they are to consult their supervisor. Obviously, rules cannot be listed to cover every situation. Conduct not specifically mentioned will be disciplined according to the standards followed for what is determined to be the most equivalent type of conduct listed.

An employee's overall record may be considered in determining the appropriate degree of discipline to be imposed in a particular case. MWVCAA will determine what the facts are, whether discipline is warranted, how serious the violation is, and what level of discipline is appropriate. If an employee feels they have been unfairly disciplined or terminated, they are encouraged to utilize the complaint procedure.

Notwithstanding all of the above listings and other verbal and written statements, employment can be terminated, with or without notice, at any time and for any reason MWVCAA considers sufficient at its option or the employee's option. The above lists are not intended to provide every example of the types of conduct that will lead MWVCAA to exercise its termination options.

Equal Employment Opportunity

Mid-Willamette Valley Community Action Agency recognizes that the strength and growth of MWVCAA lies with the employees. It is the policy to provide equal employment opportunities to all qualified persons without regard to race, religion, color, gender, national origin, mental or physical disability, veteran's status, sexual orientation, gender identity, or other protected status in accordance with applicable law. MWVCAA strives to make employment decisions based on an evaluation of an individual's qualifications, abilities, and contributions to the success of the organization.
Harassment Policy

A. All employees have a right to work in an environment where the dignity of each individual is respected.

B. All employees are to accomplish their work in a business-like manner with concern for the well being of their co-workers.

C. Any harassment of employees by fellow employees is not permitted, regardless of their working relationship or supervisory status.

D. Specifically forbidden is harassment of a sexual, racial, gender, ethnic, age, religious, sexual orientation, or disability-related nature.

“‘Sexual orientation’ means an individual’s actual or perceived heterosexuality, homosexuality, bisexuality or gender identity, regardless of whether the individual’s gender identity, appearance, expression or behavior differs from that traditionally associated with the individual’s sex at birth.”

E. This includes on or off-duty conduct such as unwelcome sexual advances, innuendoes, unwelcome touching, dirty jokes, offensive derogatory comments about a individual’s gender, sexual orientation, gender identity, sexually explicit posters, and other verbal, graphic, or physical conduct of a sexual nature which has the purpose or the effect of creating a hostile or offensive work environment.

F. This also includes racial slurs; ethnic jokes; derogatory comments or gestures about a person’s physical or mental limitations, gender identity, or sexual orientation; and other verbal, graphic, physical, or other conduct of a racial, religious, gender, ethnic, age, sexual orientation, gender identity, or disability-related nature that creates a hostile or offensive work environment.

G. No one is to suggest or threaten that an employee’s cooperation, tolerance, or objections to conduct of this nature will have any effect on that employee’s employment. MWVCAA does not base employment decisions on such factors.

Reporting Harassment

A. Employees who are subjected to any type of harassment, particularly of a sexual, age, racial, gender, ethnic, religious, sexual orientation, gender identity, or disability-related nature by another employee or by other job-related contacts (suppliers, business visitors, etc.) are to promptly contact their supervisor.

B. Employees who have observed behavior or overheard comments that raise concerns regarding compliance with this policy are to promptly contact their supervisor. If for any reason an employee feels uncomfortable reporting to their supervisor, they should feel free to report their concerns or complaints to the
Personnel Office, the Executive Director, or the Board of Directors. Head Start employees may also report to the Program Manager.

C. Employees are encouraged to report complaints and work with supervisors to informally resolve problems involving harassment. MWVCAA’s ability to resolve these kinds of problems is dependent on employees’ cooperation in reporting incidents that create an offensive work environment.

D. MWVCAA believes that all employees have an affirmative obligation to promptly report harassment.

Investigation

A. In the event an incident or complaint is reported, an investigation will be undertaken immediately.

B. Investigations will be kept confidential to the extent it is determined that confidentiality can be maintained while allowing MWVCAA to comply with its’ obligations.

C. Violators will be subject to appropriate disciplinary or other corrective action.

D. It is very important for employees to understand that MWVCAA respects the rights of it’s’ employees to raise harassment concerns and to participate in investigations. MWVCAA does not allow supervisors, managers, or employees to retaliate against other employees who report harassment or cooperate with investigations.

Retaliation

A. "Retaliation" is broadly construed and includes conduct, such as giving an employee the cold shoulder, changing their duties, treating an employee rudely, etc.

B. Employees should bring complaints of retaliation to the attention of their supervisor or to the Personnel Office. Head Start employees may also report to the Program Manager.

C. These types of complaints will also be promptly investigated and violators will be subject to appropriate disciplinary or other corrective action.

Nondiscrimination Against and Accommodation of Individuals With Disabilities

MWVCAA complies with the Americans with Disabilities Act and applicable state and local laws that provide for nondiscrimination in employment against qualified individuals with disabilities. MWVCAA also provides reasonable accommodation for such individuals in accordance with these laws, and ensures that qualified individuals with disabilities are treated in a nondiscriminatory manner in the pre-employment process.
MWVCAA will also ensure that employees with disabilities are treated in a nondiscriminatory manner in all terms, conditions, and privileges of employment.

A. MWVCAA will administer medical examinations to applicants only after conditional offers of employment have been extended, and to employees only when justified by business necessity, such as a second medical opinion or a fitness-for-duty exam.

B. MWVCAA will keep all medical-related information confidential in accordance with the requirements of the ADA and retain such information in separate confidential files.

C. MWVCAA will provide applicants and employees with disabilities with reasonable accommodation, except where such an accommodation would create an undue hardship on MWVCAA.

MWVCAA will notify individuals with disabilities that it will provide reasonable accommodation to qualified individuals with disabilities by: including this policy in MWVCAA's Personnel Policies Handbook; and by posting on bulletin boards throughout MWVCAA's facilities the Equal Employment Opportunity Commission's poster on not discriminating against individuals with disabilities and other protected groups.

**Procedure for Requesting an Accommodation**

A. Qualified individuals with disabilities may make requests for reasonable accommodation to the Personnel Office.

B. On receipt of an accommodation request, the Personnel Office and appropriate management representatives identified as having a need to know (e.g., the individual's supervisor or Program Director) will meet with the requesting individual to discuss and identify the precise limitations resulting from the disability and the potential accommodation that MWVCAA might make to help overcome those limitations.

C. The Executive Director will determine the feasibility of the requested accommodation, considering various factors, including, but not limited to, the nature and cost of the accommodation, the availability of tax credits and deductions, outside funding, the facility's overall financial resources and organization, and the accommodation's impact on the operation of the facility, including its impact on the ability of other employees to perform their duties and on the facility's ability to conduct business.

D. The Personnel Office will inform the employee of MWVCAA's decision on the accommodation request.
Cooperation and Teamwork

MWVCAA believes that teamwork is the foundation of a successful employment relationship. As a member of the team, employees can expect to be treated with courtesy and respect by the members of management. Likewise, employees are expected to be cooperative, polite, and positive in relations with co-workers, supervisors, clients, and others they come into contact with through their employment with MWVCAA.

When an individual joins MWVCAA, that person becomes a part of the organization. MWVCAA strongly endorses teamwork and cooperation as independent job requirements.

Ethical Practices and Honesty

Employees of MWVCAA are expected to adopt a high ethical standard of conduct in the performance of their duties. This consists of observing all laws, rules, and regulations. Employees must treat others fairly and courteously, and treat the public and MWVCAA property with respect. MWVCAA property is only for authorized business purposes. Employees are expected to show consideration toward everyone they serve.

MWVCAA operates business lawfully and encourages reporting of any unlawful practices. MWVCAA will not retaliate against anyone who, in good faith, reports information that the employee believes is evidence of a violation of a state or federal law, rule, or regulation.

It is always more gratifying to work in an atmosphere of integrity and trust. It is your responsibility to help maintain this atmosphere.

Relatives

Generally, the hiring of an employee's family members is not prohibited. However, MWVCAA will handle the hiring of an employee's family member on a case-by-case basis. MWVCAA will not hire a family member into a job when a bonafide occupational qualification exists (i.e. handling information that must be kept confidential, etc.) and placement of a family member could create a conflict of interest or the hiring would place an employee in a position of supervisory status over a family member.

Reporting Arrests

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

**Drug-Free Workplace Act**

MWVCAA is subject to the Federal Drug-Free Workplace Act. As a condition of federal contracts, each employee must: 1. Abide by the terms of this drug and alcohol policy, and 2. Notify MWVCAA of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction. Employees who are convicted of a criminal drug statute violation occurring in the workplace will be immediately terminated.

MWVCAA has established a drug-free awareness program to inform staff about:
- The dangers of drug abuse in the workplace.
- MWVCAA policy on maintaining a drug-free workplace.
- Available drug counseling, rehabilitation, and Employee Assistance Program (EAP).
- The penalties staff face for drug abuse violations include discipline, up to and including, termination.

**Drug and Alcohol Policy**

**Introduction**

MWVCAA is committed to maintaining high standards of employee safety, productivity and reliability. The purpose of this policy is to promote a safe and productive working environment and prevent accidents, injuries and property damage which may result from drug and alcohol abuse. Department of Transportation (DOT) drivers are subject to this policy in addition to being subject to the DOT rules and regulations concerning substance abuse.

**Prohibited Conduct**

The following conduct is strictly prohibited:

- Reporting to work or returning to duty following breaks or meal periods with any amount of drugs or alcohol in their system.

- Consuming, manufacturing, buying, selling, distributing, or possessing alcohol on MWVCAA premises or while off MWVCAA premises doing MWVCAA work. This rule applies regardless of whether the employee is on paid time. This rule does not apply to legally obtained alcoholic beverages that are unopened in the employees vehicle for transport to an employee’s home or other destination that is not a work site.
- Consuming, manufacturing, buying, selling, distributing, or possessing drugs on MWVCAA premises or while off MWVCAA premises doing MWVCAA work. This rule applies regardless of whether the employee is on paid time.

- "MWVCAA premises" includes all property rented, leased, owned, or controlled by MWVCAA, including parking lots and adjacent areas. It also extends to MWVCAA equipment and vehicles on or off MWVCAA property.

- Failing to fully cooperate with any aspect of MWVCAA's enforcement of this policy, including, but not limited to, refusing to promptly submit to required testing; giving false, diluted, or altered urine samples; and failure to comply with rehabilitation conditions imposed by MWVCAA or rehabilitation counselors.

- Failure to promptly report conviction, arrest, or plea bargaining for an alcohol or drug related criminal offense. All drug and alcohol related convictions, arrests, and plea bargaining arrangements must be promptly reported to the Executive Director. This obligation to disclose applies to all convictions, arrests, or plea bargains which occur after the effective date of this Handbook.

"Drugs" refers to all controlled substances and medication containing controlled substances, including "designer drugs" not approved for use by the U.S. Food and Drug Administration. "Drugs" also applies to prescription medication. For more detailed information on the requirements which apply to employees using prescribed medication, please refer to the "Prescribed Medications" section. (Page 21)

Employees who engage in any prohibited conduct will be subject to discipline, up to and including, termination.

**Mandatory Testing**

Mandatory testing will be required in the following circumstances:

- **Pre-Employment Testing**
  
  All potential employees will be subject to post offer/pre-employment testing for controlled substances.

- **Reasonable Suspicion Testing**
  
  All employees will be required to immediately submit to alcohol and/or drug testing whenever MWVCAA has reasonable suspicion that the employee has been using drugs or alcohol before reporting to work or returning from breaks. Urine will be used to test for drugs and blood will be used to test for alcohol.

  Employees who are required to submit to reasonable suspicion testing are prohibited from transporting themselves to the collection site (a collection site is a medical facility where the employee’s urine is collected and/or blood is drawn for testing). A supervisor or management employee will
provide transportation and will arrange for the employee to be taken home after testing.

• **Post-Accident**

Drivers who are involved in vehicular accidents while performing work duties will be required to immediately submit to testing for the detection of drugs or alcohol. This is true regardless of whether there is a reason to believe the driver was at fault or affected by drugs.

Likewise, any employee who is involved in any accident or injury which may appear to be of little consequence, or which results in death or bodily injury to someone, or significant property damage, will be required to immediately submit to testing for the detection of drugs and alcohol, unless MWVCAA concludes the employee's action or inaction was clearly not a factor causing the accident or injury. MWVCAA will determine what constitutes property damage.

For employees who are incapacitated, the first concern will be medical treatment. Upon request all such employees will be required to authorize the release of medical records to reveal whether drugs or alcohol were in their system.

• **Random Testing**

DOT drivers will be subject to random testing as outlined in governmental regulations. Under this testing policy, at least fifty percent (50%) of MWVCAA drivers will be randomly selected for drug testing each year.

If the test result is returned, dilute, low temp, invalid, or not consistent with human urine, a second sample may be collected. However, the second sample will be an observed collection. Observed collection is when a designated employee of the collection site accompanies the employee in the restroom and visually observes the collection of the urine sample.

Refusal to submit to any of the above tests or otherwise cooperate in MWVCAA investigations and enforcement of this policy will subject an employee to discipline, up to and including, termination.

**Searches**

When MWVCAA believes there is reasonable suspicion that an employee is in possession of drugs or alcohol on MWVCAA premises, as described above, or during working time, all MWVCAA property is subject to search. This right to search includes, but is not limited to, searches of MWVCAA vehicles, desks, equipment, etc. All MWVCAA property will remain the property of MWVCAA and will be subject to search at MWVCAA's discretion. All searches must be approved in advance by the Personnel Office or the Executive Director.
No employee or other person will be forcibly searched or detained. Efforts will be made to respect reasonable integrity and privacy.

All illegal drugs or drug paraphernalia found in or on MWVCAA property will be released to a law enforcement agency.

**Safeguards**

MWVCAA recognizes the sensitivity of enforcement of this policy. MWVCAA will use qualified medical personnel and supervisory personnel to administer this policy.

MWVCAA will use equipment, procedures, and facilities that have a high degree of accuracy and integrity in testing and analysis.

The detectable presence of any drug in the system will constitute a "positive" test. All positive test results will be confirmed using the GCMS testing method. Employees who wish to challenge a positive test result are required to notify the Executive Director of their doubts as soon as possible but no later than 10 days after notification of the test results. Employees who request an independent confirmation of the same sample will be responsible for the cost of the independent confirmation test.

Test results and other information concerning drug and alcohol investigations will be treated confidentially and released only when there is a need-to-know.

**Prescribed Medication**

Employees, in particular drivers, using prescribed drugs or non-prescription medications which have any side effects that could affect their ability to safely perform job duties must notify their supervisor of the substance taken and its side effects before reporting for work. Medical verification of ability to safely perform job duties may be required before the employee is allowed to continue his/her work assignment.

Prescribed medication must be kept in a locked location while on MWVCAA premises.

Although the use of prescribed drugs or non-prescription medications which contain controlled substances as part of a prescribed medical treatment program, is not grounds for disciplinary action, failure to report the use of such substances, illegally obtaining the substance or use which is inconsistent with a prescription or label, will subject an employee to disciplinary action as determined appropriate by MWVCAA.

**Rehabilitation Assistance**

Employees who have alcohol and/or drug dependency problems, or feel they may have such problems, are encouraged to contact their supervisor, the Personnel Office, or the Executive Director. Although MWVCAA will support voluntary treatment efforts for employees with drug or alcohol dependency problems who voluntarily seek assistance, it is up to each employee to pursue treatment before dependency problems result in unsatisfactory performance, attendance, or safety records, and before the employee violates this Drug and Alcohol Policy.
When an employee voluntarily reports a drug or alcohol dependency problem and seeks assistance, that employee will be placed on a leave of absence or adjusted working hours to allow for in-patient or out-patient rehabilitation treatment. 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, approved by MWVCAA, has certified the employee has controlled the problem and is able to safely perform the job assignment.

The time an employee is off work undergoing rehabilitation is unpaid. However, employees may draw their unused, accumulated vacation pay, personal time and sick leave, if any. Also, employees who are receiving health insurance coverage will be eligible for insurance benefits as outlined in their plan.

As a condition of continued employment, an employee who has violated this Drug and Alcohol Policy, the Standards of Conduct in this Handbook, or any other workplace rule or policy, either before or after seeking assistance, must agree in writing to:

- Comply with all treatment, rehabilitation, and after-care as determined by a substance abuse professional or treatment program, and
- The terms of a Rehabilitation and return to work Agreement, including follow-up testing, as may be required by MWVCAA.

Social Activities

All staff are required to obey federal, state and local laws regarding the possession and use of alcoholic beverages. At any MWVCAA sponsored social event that is held in a public setting, such as a restaurant, where alcoholic beverages are available, staff are personally responsible for monitoring their own consumption and for using public transportation or a designated driver. Alcoholic beverages are not to be served on any MWVCAA property. MWVCAA funds may not be used for the purchase of alcohol under any circumstances.

MWVCAA Smoking Policy

A. All MWVCAA office and program sites are non-smoking areas. All smoking will be done outside these areas.

B. Smoking in clients’ homes is prohibited.

C. Smoking is also prohibited in or near MWVCAA vehicles.

D. Outside smoking areas will be designated by Program Directors and must be at least 10 feet from any door or window that has the ability to open and any air intake vent.
E. Non-smoking signs will be posted at all MWVCAA locations and in all MWVCAA vehicles.

**Head Start/Center St Smoking Policy**

In addition to MWVCAA smoking policy Head Start staff and all staff on the Center Street property must comply with the following:

A. For the purposes of this policy Head Start/Center St grounds are defined as indoor and outdoor areas including buildings, facilities, parking lots, playgrounds, or vehicles owned, leased, rented, or chartered by Head Start.

B. Refrain from all forms of tobacco use, including smoking and use of chew/spitless tobacco, on any Head Start/Center St grounds or any Head Start program sponsored event, on or off premises.

C. Maintain a tobacco-free environment by refraining from bringing tobacco products onto Head Start/Center St grounds.

D. Refrain from tobacco use within sight of children and from bringing or wearing clothing that smells of tobacco smoke into Center St premises, Head Start centers, buildings, playgrounds, at any Head Start activity, and other locations where children are present.

E. Refrain from the sale or advertisement of tobacco on Head Start/Center St property, Head Start sponsored activities, vehicles, or in Head Start publications/materials.

F. Refrain from wearing or bringing tobacco-related clothing, gear, paraphernalia, or any other item advertising tobacco on Head Start/Center St grounds (as previously described) and at Head Start sponsored activities, on or off premises.

**Weapons**

Unauthorized guns, weapons, or explosives of any kind are not allowed on any MWVCAA property, including vehicles and parking lots, with no exception for concealed weapon permits.

**Anti-Violence Policy**

Threats, threatening behavior, or acts of violence against employees, visitors, guests, or other individuals by anyone on MWVCAA property will not be tolerated.

Any person who threatens violence, exhibits threatening behavior, or engages in violent acts on MWVCAA property will be removed as quickly as safety permits...
pending investigation. MWVCAA will investigate as quickly as reasonably and safely possible. Depending on the determination of the severity and nature of the behavior, consequences may include, but are not limited to, suspension and/or termination of any service or business relationship, reassignment of job duties, suspension or termination of employment, and/or criminal prosecution of the person or persons involved.

All employees are responsible for notifying their supervisor, the Personnel Office, or the Program Manager of any threats witnessed, received, or heard about. Even without an actual threat, employees should report behavior they witness which appears threatening or violent, when that behavior is job related or might be carried out on an MWVCAA controlled site, or is connected to MWVCAA employment. The relationship between the people involved never excuses the obligation to report the behavior.

Individuals who apply for or obtain a protective restraining order listing MWVCAA locations as protected areas, are required to provide their supervisor or office manager a copy of the petition and declarations used to seek the order, and a copy of temporary and permanent protective or restraining orders. MWVCAA understands the sensitivity of the information requested and will take reasonable steps to protect the privacy of the reporting employee(s).

**Employee Classifications and Definitions**

A. Full-time regular employees are hired for ongoing employment for an indefinite term and are regularly scheduled to work 36 or more hours per week. Full-time employees are entitled to fully participate in all MWVCAA benefits provided they meet the eligibility requirements.

B. Part-time regular employees are hired for ongoing employment for an indefinite term and are regularly scheduled to work less than 36 hours per week.

C. Employees who work more than an average of 20 hours per week are entitled to participate in MWVCAA insurance benefits as long as they meet the eligibility requirements. Holiday, vacation, personal time and sick leave are pro-rated based on the number of hours hired to work per week.

D. Employees who work less than an average of 20 hours per week are not eligible for insurance, holiday, vacation, personal hours, or sick leave benefits.

E. Full year employees are scheduled to work 12 months a year.

F. Modified year employees are scheduled to work 9, 10, or 11 months per year.
G. On-call employees are called to work on an as-needed basis and have no regular work schedule. These employees are not eligible for benefits except as required by law. On-call employees who refuse more than 24 hours of work per month will jeopardize their continued employment.

H. Temporary employees are hired for a limited duration, not to exceed six (6) months. A six-month extension may be granted upon the approval of the Executive Director. Head Start Policy Council approval must be obtained for an extension of a temporary Head Start employee. Temporary employment is based on a specific program or MWVCAA need, may be full or part-time and does not include benefits, except as required by law and/or approved by the Executive Director.

Separation from Employment

Resignation

Resignation is initiated by the employee and is an end to employment with MWVCAA.

A. Managerial and supervisory-level employees are requested to give a minimum of one (1) month notice.

B. Non-management staff are requested to give a two (2) week notice.

C. MWVCAA may elect to accept an employee’s resignation effective immediately.

D. Employees who give notice will receive their final paycheck on their last working day.

E. Employees who resign without notice will receive their final paycheck no later than five (5) working days from the time of resignation.

Termination

A. Employment at MWVCAA is at will, and MWVCAA may terminate an employee for any reason not prohibited by law, at any time, with or without advance notice. The Executive Director must approve all terminations.

B. Terminated employees are entitled to all pay earned through the time of termination.

C. The final paycheck will be issued no later than the end of the first business day following the termination.

D. MWVCAA does not grant severance pay or pay in lieu of advance notice of termination.
E. The Head Start Policy Council must approve the termination of any Head Start employee.

**Reduction in Workforce/Reorganization/Layoff**

It is the goal of MWVCAA to provide stable employment to employees by operating its programs effectively and efficiently. However, changes in funding, priorities, or operations may require layoffs or the consolidation of positions within MWVCAA.

A. The Executive Director must approve all layoffs, in writing. Policy Council will be informed, and, as required, will take action for significant changes affecting the Head Start Program.

B. The decision of individuals to be laid off will be made by MWVCAA based on the evaluation of the performance, skills, and abilities of the employees within the affected program(s), as well as the skills and abilities of those employees to perform the work remaining. Performance will be based on performance evaluations.

C. Full time, 5 day a week employees who have been given at least 2 weeks notice of a layoff may be allowed up to sixteen (16) hours paid leave to conduct job search. The job search leave schedule must be approved by the supervisor and should not have an adverse effect on program operation.

D. Employees who are laid off have no recall rights.

**References**

A. Employees who leave will be given the option of authorizing MWVCAA to release information regarding their work performance, attendance, interpersonal relations, etc. **or** information limited to their length of employment, position, eligibility for rehire, and pay rate.

B. When employees leave without giving written authorization to release more detailed information, MWVCAA will release only information about their length of employment, position, eligibility for rehire, and pay rate.

C. Reference requests should be directed to the Personnel Office for response.

**Employment Verifications**

A. Employment verifications will be done by the Personnel Office.

B. Employment will only be verified if:
1. The Personnel Office receives an authorization signature from the requesting MWVCAA and it matches the signature of the employee on file in the Personnel Office.
   OR
2. The Personnel Office receives permission from the employee to release the information.
   OR
3. Response is required by law.

C. When permission from the employee is needed the Personnel Office will make multiple attempts to contact the employee. MWVCAA is not responsible for issues arising from the employee failing to respond to these attempts.

Certification and Licensing Requirements

Some MWVCAA positions require special licenses or certifications.

A. Employees are to provide documentation of licensure or certification upon acceptance of employment or when requested.

B. Evidence of compliance will be maintained by the Personnel Office.

C. MWVCAA may cover the costs of some licenses or certifications.

D. Staff who are required to be enrolled in the Central Background Registry of the Child Care Division are responsible for enrolling, renewing, and maintaining their registration.

E. Staff who fail to enroll, renew, and maintain their Central Background Registry will be suspended and subject to discipline up to and including termination.

Personnel Records

MWVCAA maintains a personnel file for each employee that includes employment application, pay rate, performance reviews, and other relevant information.

A. Personnel records are the property of MWVCAA and are under the locked custody of the Personnel Office.

B. Generally, personnel records are available only to the Program Director, immediate supervisor, Executive Director, the Personnel Office, and the employee.

C. Employees may review their file under the supervision of the Personnel Office.
D. Employees may receive a copy of their file. The request must be made in writing. MWVCAA has 45 days to comply with the request.

E. Employees are responsible for insuring that their personnel records are up to date. Employees are to notify the Personnel Office of any change of address, phone number, person to be notified in case of an accident, legal name, marital status, number of income tax exemptions, insurance beneficiaries, etc. when such changes occur.

**Performance Review**

Annual reviews provide a structured process in which employees develop professional goals and receive feedback on their job performance.

A. Employees are to have a face-to-face performance appraisal each year. A written performance evaluation is to be discussed at the time of the appraisal.

B. Employees are to be given an opportunity to ask questions and make comments about the review.

C. Employees are permitted to submit a written response to be attached to the performance review for their personnel file.

**Training and Staff Development**

MWVCAA is committed to the growth and development of staff, and encourages employees to participate in training that is related to their position.

A. Employees are to receive approval from their supervisor prior to attending training.

B. Employees are required to participate in training activities requested by their supervisor.

C. MWVCAA may pay the tuition costs for education/training, as funding allows or when the training is part of a corrective work plan.

**Hours and Work Schedules**

**Schedules**

A. MWVCAA’s workweek begins at 12:00 am Sunday and extends through 11:59 pm Saturday.
B. Employee work schedules are established on an individual basis by program supervisors.

C. Work schedules may change based on program needs (see below).

D. If employees have any questions about their work schedules or meal and break periods, they are to ask their supervisor for clarification.

**Changes in Work Schedules and Hours**

MWVCAA needs to remain flexible in order to respond to changing program needs.

**A.** Consequently, MWVCAA reserves the right to change the schedules and hours of all or any part of the work force to provide for efficient and uninterrupted service. Although MWVCAA is interested in providing employees with a stable work schedule, MWVCAA’s ability to do so depends on an assessment of work needs and business conditions.

**B.** Nothing in this handbook is intended to be a guarantee of employment for a specified number of hours per week or day. Employee's 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.

**Reporting to Work**

**A.** Employees are expected to be punctual and have regular attendance.

**B.** Employees are to report any absence or tardiness to their supervisor in advance of their starting time. *Note: Individual program policies regarding notice of absence supersede this policy.*

**C.** Employees are to notify their supervisor, in advance of their scheduled return time, if they will be tardy or not returning from a break, lunch, or appointment.

**D.** Any employee who fails to report to work, without notice, will be deemed to have voluntarily resigned their position with MWVCAA by the end of the workday, unless verifiable extenuating circumstances justify the lack of notice.

**Overtime**

It is the policy of MWVCAA that employees do not work beyond the standard workweek. Work assignments should be planned to avoid overtime. However, MWVCAA acknowledges that there may be occasions when the workweek must be extended.

Employees are classified as exempt or non-exempt for overtime purposes.

**A.** Exempt employees are salaried and not entitled to overtime pay.
B. Non-exempt employees are paid hourly and for overtime hours actually worked exceeding 40 in a workweek.

C. Non-exempt employees who are absent due to illness, vacation, personal, holiday, or any other reason during the workweek receive straight time pay until they have worked a total of 40 hours that week.

D. Pay received for hours not worked (i.e., vacation, personal, sick, etc.) is not counted toward the computation of overtime.

E. For employees who receive a salary, the salary is intended to compensate the employee for all hours worked.

F. MWVCAA does not provide comp time (paid time off in lieu of overtime pay) in exchange for overtime pay.

G. Supervisor approval is required before an employee extends his/her workweek (works overtime).

H. Supervisors may approve or require that employees flex time within their workweek in order to avoid overtime.

I. Staff who work in programs that run 24 hours a day, 7 days a week will be paid time and a half for all overtime in excess of 10 hours per day.

**Meal and Rest Periods**

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<tr>
<th>Length of work period</th>
<th>Number of rest breaks required</th>
<th>Number of meal periods required</th>
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<td>2 hrs or less</td>
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<tr>
<td>14 hrs 1 min - 18 hrs</td>
<td>4</td>
<td>2</td>
</tr>
<tr>
<td>18 hrs 1 min - 21 hrs 59 min</td>
<td>5</td>
<td>2</td>
</tr>
<tr>
<td>22 hrs</td>
<td>5</td>
<td>3</td>
</tr>
<tr>
<td>22 hrs 1 min - 24 hrs</td>
<td>6</td>
<td>3</td>
</tr>
</tbody>
</table>

A. Employees **must** take a paid 15 minute rest break per the schedule above.

B. Employees may take a rest period of no less than 30 minutes during each 2-4 hour period worked for the expression of breast milk for a child 18 months of age.

*These standards comply with Head Start Performance Standard 1304.52(h)(1-2) and correspond to Head Start Policies and Procedures.*
or younger. Whenever feasible, the employee must take these rest periods at the same time other required rest and meal periods occur. This rest period is unpaid.

C. Employees working at least a six (6) hour workday ***must*** take an unpaid lunch period of at least 30 minutes. Lunch periods are scheduled by program supervisors.

D. Employees are prohibited from taking a meal period in connection with a rest break. Meal periods and rest breaks must be taken separately.

E. Employees are to notify their supervisor in advance if a situation arises that will cause the employee to work through a break or lunch.

**Pay Information**

**Pay Policy**

MWVCAA is committed to providing wages that are fair and consistent within MWVCAA, and comparable with other community non-profit organizations. MWVCAA strives to provide wage increases to employees, dependent on availability of funding.

A. Employees are responsible for submitting complete and accurate time sheets to their supervisor in accordance with the payroll schedule.

B. Employees are not to make a time entry on any time sheet other than their own. If necessary, supervisors, the Financial Services Office, or the Personnel Office may make corrections to an employee’s timesheet.

C. Falsification of a time sheet is grounds for immediate termination (listed in major infractions).

D. Employees are paid in accordance with MWVCAA wage schedule. Merit increases may be given, as funding allows, for individual outstanding or exceptional performance. Merit increases must be approved by the Program Director and the Executive Director.

E. Cost of Living Allowance (COLA) may be given as funding allows and is at the discretion of the Program Director and the Executive Director. In order to receive any retroactive payment, an employee must be employed on the day the Head Start COLA award is approved by HHS Region X.

F. The Executive Director retains the authority to prospectively adjust individual employee pay rates.
Paydays

Paychecks are issued according to the payday schedule approved by the Executive Director. If payday falls on a holiday, paychecks will be issued on the following work day unless an alternate date is approved by the Executive Director.

Employees may elect to have their pay directly deposited to a checking or savings account at their bank or credit union.

If an employee wants their paycheck released to their spouse or another person, they must write and sign a statement authorizing release. Authorized staff may pick up program checks for employees and take them to that program’s location. Checks will be kept locked up when staff are not present. Checks not claimed by 4:30pm on payday will be returned to the Payroll Office. Checks will then be mailed out to any employee who has signed a “Permission to Mail Paycheck” form. All other remaining checks will be held in the Payroll Office until the employee can pick up the check.

Payroll Advances

Payroll advances may be requested for emergency situations only. A written explanation of the emergency situation must be attached to the request form. Requests must be approved by the supervisor and the Executive Director. Submitting a request is not a guarantee of approval.

Payroll Deductions

Deductions from an employee’s paycheck fall into two categories: legally required deductions and voluntary deductions. Legally required deductions, such as FICA, federal and state taxes, garnishments, etc. are automatically deducted. Other items an employee wishes to have deducted from their paycheck, such as insurance contributions, etc. will be deducted only upon written authorization from the employee.

Corrections

If an employee has questions or feels their paycheck is not accurate, they are to promptly notify their supervisor. The supervisor will contact either the Personnel Office or Financial Services Office in order to resolve the issue.

Employee Benefits

MWVCAA offers medical, dental, vision, prescription drug, short-term disability, life insurance, and other benefits to regular employees. The availability of these benefits is conditional based on funding availability. MWVCAA reserves the right to change insurance coverage at any time.
Eligibility

A. All full-time, regular employees are eligible for full benefits.

B. Part-time, regular employees who are regularly scheduled to work an average of 20 or more hours per week are eligible for benefits.

C. Employees who are regularly scheduled to work less than an average of 20 hours per week, are temporary, or on-call are not eligible for benefit coverage.

D. MWVCAA will contribute the benefit premium for employee coverage only. The amount of this contribution may change as costs rise.

E. Employees become eligible to participate on the first day of the month following 30 days of active employment with the exception of Short Term Disability and the Pension Plan.

F. Employees are responsible for the cost of benefit coverage for their dependents. Employees must sign an authorization allowing the deduction of the premium from their paycheck if they elect to have dependent coverage.

G. Employees will be required to submit proof of dependency. Failure to provide proof of dependency may result in delay or denial of coverage.

H. Eligible employees must sign and submit an enrollment form to the Personnel Office before the first day they become eligible to participate in the plan in order to have coverage. Employees are responsible to submit fully completed enrollment forms on a timely basis.

I. Employees who fail to turn in signed and completed enrollment forms will be automatically enrolled, with employee only coverage, in MWVCAA health plan with lowest premium cost to the employee.

J. Insurance coverage continues until the last day of the month in which an employee resigns, is terminated, laid-off, or otherwise stops receiving compensation from MWVCAA.

K. Employees, who lose their coverage, may elect to self-pay the premium for continued coverage in accordance with federal law. MWVCAA will resume its payment of contributions beginning with the first month following employee’s return to work as a regular employee.

L. Employees on Federal Family Medical Leave (FMLA) will continue to receive insurance coverage, as required by law.
Changes in Coverage

It may become necessary to change insurance carriers or plans at any time. Employees will be notified prior to any such change. MWVCAA's obligation extends only to the requirement to pay contributions to eligible employees after any necessary enrollment cards and eligibility requirements have been satisfied and submitted. Disputes regarding scope of benefits, etc. should be directed to the respective provider of the specific benefit. Summaries of benefits are available through the Personnel Office, or employees can refer to the summary plan description.

Changes in Status

Employees are to notify the administrative office if there is a change in their family status so they can maintain the proper amount of health insurance coverage. This includes address changes. However, please note that all changes are subject to the terms of the individual insurance plans.

Continuation of Benefits

For employees who are on FMLA leave, MWVCAA will continue their health benefits during the leave period at the same level and under the same conditions as if they had continued to work. However, if there is dependent coverage, the employee will be responsible to pay that portion of the premiums while on leave. If the employee fails to pay the dependent portion of benefits while on leave, an amount no greater than 10% of the employee's disposable income will be deducted from their paychecks, upon return, until the amount of premium paid on behalf of the dependents, by MWVCAA, is paid in full.

Holidays

MWVCAA observes the following holidays:

- New Year's Day
- Martin Luther King's Birthday
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving
- Christmas Day

Staff also receive one floating holiday to be taken Christmas Eve, the day after Christmas, New Year's Eve, or the day after New Year's Day and to be scheduled by the Supervisor according to program need.

A. All regular, benefited employees, who are scheduled to work 20 or more hours per week, are paid only for the holidays that fall on their regularly scheduled workdays. Pay will be based on the regularly scheduled hours for that day.

B. Staff who work in programs that run 24 hours a day, 7 days a week will be paid:
• Time and a half for all hours worked on a holiday with the exception of Thanksgiving Day and Christmas day.

• Thanksgiving Day and Christmas day will be paid at double time.

• In addition to the above compensation, staff who work on a holiday will be given an additional day off with pay.

• The amount of hours for the additional day will be equivalent to the amount of hours worked on the holiday (i.e., 4 hours worked on Christmas day, get 4 hours off on an additional day).

• The additional day must be taken all at once.

• The date for the additional day off must be approved by the supervisor.

C. Employees who are on leave without pay do not receive holiday pay.

D. Employees on laid-off status do not receive holiday pay during the lay-off.

E. Temporary and Substitute/On Call employees are not eligible for Holiday pay.

F. The Executive Director has the authority to declare the same holidays designated by the President of the United States and/or the Governor of Oregon.

G. Holidays that fall during the winter break are included in the two week paid winter break for Head Start modified year employees.

**Vacation Hours**

A. All full year, full time, regular employees accrue vacation based on length of service. Vacation is accrued each pay period based on the number of months employed.

<table>
<thead>
<tr>
<th>Months Employed</th>
<th>Accrual Rate per pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24</td>
<td>4 hours</td>
</tr>
<tr>
<td>25-36</td>
<td>6 hours</td>
</tr>
<tr>
<td>37+</td>
<td>8 hours</td>
</tr>
</tbody>
</table>

B. All full year, part-time, regular employees who work 20 or more hours per week accrue vacation leave on a pro-rated basis calculated by the number of hours hired to work per week and the number of months employed.
<table>
<thead>
<tr>
<th>Months Employed</th>
<th># of Hours Hired to Work</th>
<th>Accrual Rate per Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24</td>
<td>20-29</td>
<td>2 hours</td>
</tr>
<tr>
<td></td>
<td>30-35</td>
<td>3 hours</td>
</tr>
<tr>
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<td></td>
<td>30-35</td>
<td>6 hours</td>
</tr>
</tbody>
</table>

C. Temporary and on-call employees are not eligible for paid vacations.

D. Vacation is accrued starting on the first day of eligible employment.

E. Vacation cannot be used in the same pay period it is earned.

F. Employees may accrue a maximum of 200 hours of vacation time. No additional hours can be accrued until some vacation time has been used.

G. Vacation payouts may be requested for emergency situations only and for no more than 40 hours. This option can only be used once in a 12 month period and will only be granted if the budget impact will in no way be a detriment to the program. All request forms must have a written explanation of the emergency situation attached and must be approved by the Program Director and the Executive Director. Submitting a request is not a guarantee of approval. The exception to this rule is for full year staff that move to modified year (see letter “E” below).

H. When a holiday falls within an employee’s vacation leave, it is not charged against their accrued vacation time.

I. If an employee is on a leave of absence, and not being compensated by MWVCAA, they do not accrue vacation.

J. Exempt employees who actually work a total of 8 hours times the number of work days in the pay period will not have vacation accrual docked for time taken off during the same pay period.

K. The use of vacation time cannot exceed the maximum hours of the pay period in which the vacation time is used.

L. Employees who are laid-off and rehired with one (1) year of their lay-off date will accrue vacation at the same rate that was in effect at the time of their lay-off.
M. Employees who move from a full year work schedule to a modified year work schedule, have until the next September 1 to use or cash out any accrued vacation time.

N. Upon leaving the employment of MWVCAA, employees will be compensated for any unused vacation time, up to a maximum of 200 hours.

O. Modified year employees do not accrue vacation.

**Winter & Spring Break**

A. Modified year employees receive two (2) weeks paid winter break and one (1) week paid spring break provided they return to work following the break and complete the pay period.

B. Modified year employees who are on unpaid leave during winter or spring break will not be paid for winter or spring break.

C. Modified year employees will not be paid for the winter or spring break upon termination of employment.

D. Full year employees will not be paid for the winter or spring break. Vacation hours may be used if a full year employee would like to be off work during the winter or spring break.

E. **Modified-year employees who are scheduled to work during the summer lay off period do not accrue vacation.**

F. MWVCAA determines the dates of winter and spring break.

**Personal Hours**

A. Modified year employees receive personal hours.

B. Personal hours are allocated to modified year employees on the first day Head Start students are in attendance each year based on the total number of months employed at the following rate:

<table>
<thead>
<tr>
<th>Months Employed</th>
<th>9 month</th>
<th>10 month</th>
<th>11 month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24</td>
<td>16*</td>
<td>24*</td>
<td>32*</td>
</tr>
<tr>
<td>25-36</td>
<td>24*</td>
<td>32*</td>
<td>40*</td>
</tr>
<tr>
<td>37+</td>
<td>40*</td>
<td>48*</td>
<td>56*</td>
</tr>
</tbody>
</table>

*Note: Modified year employees who are hired or change from full year to modified year February 1 or later receive half of the personal hours for that School year.*
C. All modified year, part-time, regular employees who work 20 or more hours per week accrue personal hours on a pro-rated basis calculated by the number of hours hired to work per week and the number of months employed.

<table>
<thead>
<tr>
<th>Months Employed</th>
<th>Number of Hours Hired to Work</th>
<th>Rate per Year</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>9mo</td>
</tr>
<tr>
<td>1-24</td>
<td>20-29</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>30-35</td>
<td>12</td>
</tr>
</tbody>
</table>

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<td>9mo</td>
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<tr>
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<td>20-29</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>30-35</td>
<td>18</td>
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<td>20</td>
</tr>
<tr>
<td></td>
<td>30-35</td>
<td>30</td>
</tr>
</tbody>
</table>

D. Personal hours may be used in 1/4 hour increments and may not be used for the last day of the program year or the last day of employment.

E. The use of personal time cannot exceed the maximum hours for the pay period in which the personal time is used.

F. Modified year employees whose anniversary date falls before January 1 of the current school year will receive the increased number of personal hours on the first day the Head Start students are in attendance of the current school year. Modified year employees whose anniversary date falls January 1 or later in the current school year will receive the increased number of personal hours on the first day the Head Start students are in attendance of the next school year.

G. Personal hours do not accrue, cannot be carried over into the next school year, and are not paid out at separation from employment.

H. Personal hours cannot be cashed out under any circumstances.

I. Full year employees do not receive personal days.

**Time Off Requests**

A. Vacation and Personal hour requests must be approved in advance by the supervisor. Leave will be granted when the employee’s absence does not adversely affect the program activities or their co-workers.

B. In the event two or more employees request the same time off, leave will be granted on a first come, first served basis.
C. In the event of an emergency, supervisors may rescind an employee’s vacation or personal hour approval.

D. Time off for religious observance must be requested 2 weeks in advance of the observance.

**Sick Leave**

MWVCAA provides sick leave to replace pay due to an inability, on or off the job, to work due to illness or injury.

A. Full-time, regular employees accrue 4 hours of sick leave per pay period for each pay period actually worked.

B. Part-time, regular employees who work more than 20 hours per week receive sick leave on a pro-rated basis, calculated by the number of hours hired to work per week.

<table>
<thead>
<tr>
<th>Number of Hours Hired to Work per Week</th>
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<tr>
<td>20-29</td>
<td>2 hours</td>
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<td>3 hours</td>
</tr>
</tbody>
</table>

C. Temporary and on-call employees do not receive sick leave benefits.

D. Employees may use sick leave for personal illness or injury, medical and dental appointments, to care for an immediate family member who is ill, or for parental leave.

E. Employees who do not have enough sick time accrued to cover necessary time off may use accrued vacation time, personal hours, or take time off without pay, with prior approval from their supervisor.

F. Employees are responsible to notify their supervisor in advance of their starting time when unable to report to work. Employees are to follow any specific program policies regarding notification of absence and request for sick leave.

G. If an employee is on a leave of absence, and not being compensated by MWVCAA, they do not accrue sick leave.

H. Upon separation from employment with MWVCAA, employees are not paid for unused sick leave, as sick leave is not a vested benefit.

I. Employees cannot transfer sick leave to another employee.

J. There is no cap on the number of hours of sick leave that may be accrued.
K. Exempt employees who actually work a total of 8 hours times the number of work days in the pay period will not have sick leave accrual docked for time taken off during the same pay period for personal illness or injury, appointments, or to care for an ill family member.

L. The use of sick leave cannot exceed the maximum hours for the pay period in which the sick leave is used.

Sick Leave Abuse and Verification

A. Abuse of sick leave is considered a serious matter.

B. If supervisors have questions or concerns about an employee's absentee patterns or use of sick leave, verification of illness or injury may be required as a condition of payment.

C. If it is determined that an employee has abused sick leave, the employee will be subject to disciplinary action, up to and including, termination.

D. A physician's statement may be required from any employee using sick leave after three workdays are missed or any time the employee is hospitalized. MWVCAA will be responsible for any fees related to obtaining the statement that are not paid by health insurance.

E. If at any time MWVCAA requires an employee to take a medical exam, MWVCAA will be responsible for any fees related to the exam not paid by health insurance.

Medical and Family Leave Policies

Family Medical Leave, Parental or Pregnancy Leave

MWVCAA is covered by the Oregon Family Leave Act (OFLA), as well as the Federal Family Medical Leave Act (FMLA). You may be eligible for leave under one or both of these laws. Please note that an employee may be entitled to more than one leave for the same absence. If so, the leaves will run concurrently. For information on these leave of absence policies, contact the Personnel Office. While these laws are similar, there are some differences. One of the primary differences is whether or not you are eligible. OFLA applies to employees who have worked for MWVCAA at least one hundred and eighty (180) days. In general, both the FMLA and OFLA apply to employees who have worked for MWVCAA at least twelve (12) months assuming they meet other eligibility requirements. In all circumstances, MWVCAA’s policy will be interpreted and applied in accordance with applicable state and federal regulations.

Family Leave Under State Law (OFLA)

If you are an employee who has been employed at least 180 days immediately preceding the date your family leave would begin and you have worked an
average of 25 hours per week during that time period, you are eligible for family leave of up to 12 weeks in a leave year in accordance with applicable law. Tracking of the one year period may be done by calendar year, a “rolling-forward” year, or a “rolling-backward” year. The method MWVCAA has chosen is rolling forward which is the 12-month period measured forward from the date an employee first uses leave.

**Purpose of Family Leave**

Family leave may be taken for the following purposes:

1. 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. Family leave includes time to effectuate the legal process required for placement of a foster child or adoption of a child.

   Please note that employees are not required to work the 25-hour minimum average in order to qualify to use family leave for this purpose. This leave applies to both the father and the mother of the child. However, if both parents work for the same Agency, leave cannot be taken at the same time. Also, leave must be completed within 12 months after birth or placement.

2. To care for a family member with a serious health condition. For the purpose of this leave, “family member” includes an employee’s spouse; same-sex domestic partner; biological, adoptive, step-, or foster child or parent; parent-in-law; grandparents and grandchildren; and any person with whom the employee has an *in loco parentis* (i.e., in place of parents) relationship.

3. To recover from or seek treatment for a serious health condition that renders you unable to perform one or more of the essential functions of your regular position.

4. To care for your child if the child is suffering from an illness, injury, or condition that is not a serious health condition but requires that you care for the child. The availability of another family member to provide home care for the child will be considered by the Agency in determining whether you are eligible for this leave.

An eligible female employee may take an additional 12 weeks off within any year if she took leave because pregnancy or childbirth disabled her from performing any available job offered to her by the Agency. Also, any eligible employee, male or female, who takes 12 weeks of parental leave, may take up to an additional 12 weeks of leave within the one-year period to provide home care to ill or injured children. However, if an employee uses less than 12 weeks of parental leave, no additional sick
child leave is available, except for the balance of the initial 12 weeks, which may also be used for any other OFLA leave purpose.

When two family members work for the same Agency, both employees may not take family leave at the same time unless:

- One employee needs to care for the other employee who is suffering from a serious health condition;
- One employee needs to care for a child who has a serious health condition while the other employee is also suffering from a serious health condition; or
- Both family members are suffering from a serious health condition.

“Serious health condition” means an illness, injury, impairment, or physical or mental condition of an employee or family member:

1. That requires inpatient care in a medical care facility (such as a hospital or hospice) or residential facility (such as a nursing home). When a family member resides in a long-term residential care facility, leave shall apply only to:
   a. Transition periods spent moving the family member from one home or facility to another, including time to make arrangements for such transitions;
   b. Transportation or other assistance required for a family member to obtain care from a physician; or
   c. Serious health conditions as described below;

2. That the treating healthcare provider judges to pose an imminent danger of death, or that is terminal in prognosis with a reasonable possibility of death in the near future;

3. That requires constant or continuing care, such as home care administered by a healthcare professional;

4. That involves a period of incapacity of more than three days requiring two or more treatments by a healthcare provider or one treatment plus a regimen of continuing care;

5. That involves any period of incapacity or treatment for a chronic serious health condition which requires periodic visits for treatment by a healthcare provider, continues over an extended period of time, and may cause episodic rather than a continuing period of incapacity, such as asthma, diabetes or epilepsy;

6. That involves permanent or long-term incapacity due to a condition for which treatment may not be effective, such as Alzheimer’s disease, a severe stroke, or terminal stages of a disease. The employee or family member must be under
the continuing care of a healthcare provider but need not be receiving active treatment;

7. That involves multiple treatments for restorative surgery or for a condition that, if not treated, would likely result in incapacity of more than three days (such as chemotherapy for cancer, physical therapy for arthritis, or dialysis for kidney disease); or

8. That involves any period of disability due to pregnancy or childbirth or any period of absence for prenatal care.

Requirements

Request for family leave must be made in writing. If the need for the leave is known to you in advance, you must give 30 days' advance notice. If the leave is not known in advance, you must give verbal notice within 24 hours of the beginning of the leave, followed by confirmation in writing within three workdays after you return to work. Medical certification may be required supporting the need for leave due to the serious health condition of an employee or immediate family member or the need to provide home care to a child. However, medical certification will not be required to substantiate your need to be absent to provide home care for a child unless you are absent for more than three workdays in the 12-month period stated above.

Under some circumstances, employees may take leave intermittently, which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule. If leave is for a birth or placement for adoption or foster care, use of intermittent leave is subject to the Agency’s approval. However, OFLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work. The employee should make a reasonable effort to schedule treatment so as not to unduly disrupt the Agency’s operation.

Benefits

A family leave is without payment of wages. You are, however, required to utilize accrued vacation leave.

Employees who are absent due to a serious on-the-job health condition are eligible for workers’ compensation benefits, and family leave entitlement will not run concurrently with a workers’ compensation absence.

Eligibility for health insurance benefit continuation shall be in accordance with applicable law.
Reinstatement

In order to have reinstatement rights when you are returning from family leave, you must request reinstatement upon the expiration of leave. A request for reinstatement must be submitted in writing. If you make a timely request for reinstatement, you shall be reinstated to your former position in accordance with applicable law. If you cannot be reinstated to your former position because that position no longer exists, you will be reinstated to an available, equivalent position.

Employees on leave must keep the Agency apprised of their anticipated date of return to work; changes in medical status, address, or telephone number; and any other reporting obligation directed by the Agency. All employees who are either fully or partially released to return to work must report to the Agency upon receipt of the release. The Agency will generally require a release to return to work from an employee’s treating physician before an employee will be allowed to return to work.

Other Requirements

If you use OFLA leave, you may be required to provide the following:

- Second or third medical opinions (at the Agency’s expense), periodic recertifications, and fitness-for-duty reports;
- Weekly reports during OFLA leave regarding the employee’s status and intent to return to work;
- Fitness-for-duty certifications.

_When leave is needed for planned medical treatment to care for an immediate family member or the employee’s own illness, the employee must try to schedule treatment so as not to unduly disrupt the Agency’s operation._

When an employee gives notice of OFLA leave, the Agency shall give the employee specific information on what is required of the employee and what might occur in certain circumstances, such as if the employee fails to return to work after OFLA leave. Leave taken as a result of a workers’ compensation injury when the injury results in a “serious health condition” will not be counted as OFLA leave.

Family Leave Under Federal Law (FMLA)

The Agency will also comply with applicable federal laws regarding family leave.
Please note that an employee may be entitled to more than one leave for the same absence. For information on these leave-of-absence policies, contact the Human Resources representative.

**Eligibility**

To be eligible for FMLA benefits, an employee must have worked for a total of at least 12 months and have worked at least 1,250 hours over the previous 12 months.

An eligible employee is entitled to a total of 12 workweeks of unpaid leave during a 12-month leave year, designated as rolling forward from the first date an employee takes leave, for one or more of the following reasons:

- For the birth or placement of a child for adoption or foster care;
- To care for an immediate family member (spouse, child, or parent) with a serious health condition;
- To take medical leave when the employee is unable to work because of a serious health condition;
- Because of any qualifying exigency arising out of the fact that the spouse or a son, daughter, or parent of the eligible employee is on active duty (or has been notified of an impending call or order to active duty) in the armed forces in support of a contingency operation.

For purposes of this policy, leave for a “qualifying exigency” is:

a. To spend time with a deployed covered military member deployed with less than seven days notice;

b. To attend military events and related activities;

c. To arrange for alternative child care because of active duty or to provide child care on an urgent, immediate need basis (not routine, regular or everyday) because of the active duty;

d. To enroll in or transfer to a new school or day care facility when necessitated by active duty;

e. To meet with staff of a school or day care when such meetings are necessary due to the circumstances arising from the active duty;

f. To make or update financial or legal arrangements to address the covered military member’s absence;

g. To act as the covered military member’s representative to appeal military service benefits;

h. To attend counseling if the need arises from the active duty;

i. To spend up to five days with a covered military member on short-term leave;

j. To attend post deployment activities

k. To address issues arising from the death of a covered military member while on active duty;
l. To attend any other event when the employee and employer agree.

For purposes of this policy, “contingency operation” means a military operation:

a. That is designated by the Secretary of Defense as an operation in which members of the armed forces are or may become involved in military actions, operations, or hostilities against an enemy of the United States or against an opposing military force; or

b. That results in the call or order to, or retention on, active duty of members of the armed forces under law during a war or during a national emergency declared by the President or Congress.

- To care for a covered service member who is the spouse, son, daughter, parent or next of kin of the eligible employee. An eligible employee shall be entitled to a total of 26 workweeks of leave during a single 12-month period beginning the date leave first begins to care for the service member.

For purposes of this policy, a “covered service member” means a member of the armed forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation, or therapy, is otherwise in outpatient status or on the temporary disability list, for a serious injury or illness.

For purposes of this policy, a “serious illness or injury” means an illness or injury incurred by a service member in the line of duty while on active duty in the armed forces that renders the service member medically unfit to perform the duties of the service member’s office, grade, rank, or rating.

For purposes of this policy, “next of kin,” used with respect to an individual, means the nearest blood relative of that individual.

Spouses employed by the same Agency are jointly entitled to a combined total of 12 workweeks of family leave for birth or placement of a child for adoption or foster care and to care for a parent (but not parent-in-law) who has a serious health condition. Leave for birth or placement of a child for adoption or foster care must conclude within 12 months of the birth or placement.

Under some circumstances, employees may take leave intermittently, which means taking leave in blocks of time or by reducing their normal weekly or daily work schedule. If the leave is for birth or placement of a child for adoption or foster care, use of intermittent leave is subject to the employer’s approval. However, FMLA leave may be taken intermittently whenever medically necessary to care for a seriously ill family member or because the employee is seriously ill and unable to work.
In the event an employee takes intermittent leave or must work a reduced schedule, if it is physically impossible for the employee to commence or end work mid-way through a shift, the employee must take the entire shift off and all time missed will be counted against the leave entitlement.

If an employee is scheduled to work overtime and cannot due to restrictions on hours worked, the time missed will be counted against the leave entitlement.

**Schedule of Benefits**

Employees are required to use accrued, unused vacation leave benefits during FMLA leave unless the employee is being otherwise compensated through disability payments or time loss.

**Definition of a Serious Health Condition**

“Serious health condition” has a different meaning under the FMLA. It means an illness, injury, impairment, or physical or mental condition that involves one or more of the following:

1. **Hospital Care**
   Inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility, including any period of incapacity or subsequent treatment in connection with or consequent to such inpatient care.

2. **Absence Plus Treatment**
   A period of incapacity of **more than three consecutive full calendar days** (including any subsequent treatment or period of incapacity relating to the same condition) that also involves:
   - **Treatment two or more times** by a healthcare provider, by a nurse or physician’s assistant, or by a provider of healthcare services (e.g., physical therapist) under orders of, or on referral by, a healthcare provider. The first in person treatment (visit) must be within seven days of the first day of incapacity. The second visit must be within 30 days; or
   - Treatment by a healthcare provider on **at least one occasion** within seven days of the first day of incapacity that results in a **regimen of continuing treatment** under the supervision of the healthcare provider.

3. **Pregnancy**
   Any period of incapacity due to pregnancy or for prenatal care.

4. **Chronic Conditions Requiring Treatments**
   A chronic condition that:
- Requires **at least two visits** annually for treatment to be determined by a healthcare provider, or by a nurse or physician’s assistant;

- Continues over an **extended period of time** (including recurring episodes of a single underlying condition); and

- May cause **episodic** rather than a continued period of incapacity (e.g., asthma, diabetes, epilepsy).

5. Permanent/Long-term Conditions Requiring Supervision

A period of incapacity that is permanent or long-term due to a condition for which treatment may not be effective. The employee or family member must be **under the continuing supervision of, but need not be receiving active treatment by, a healthcare provider**. Examples include Alzheimer’s, a severe stroke, or the terminal stages of a disease.

6. Multiple Treatments (Non-chronic Conditions)

Any period of absence to receive **multiple treatments** (including any period of recovery therefrom) by a healthcare provider or by a provider of healthcare services under orders of, or on referral by, a healthcare provider, either for restorative surgery after an accident or other injury or for a condition that would likely result in a **period of incapacity of more than three consecutive calendar days in the absence of medical intervention or treatment**, such as cancer (chemotherapy, radiation), severe arthritis (physical therapy), kidney disease (dialysis).

“Incapacity” means the inability to work, attend school, or perform other regular daily activities due to the serious health condition, treatment therefore, or recovery therefrom.

“Treatment” includes in person examination to determine if a serious health condition exists and evaluations of the condition. Treatment does not include routine physical examinations, eye examinations, or dental examinations.

A regimen of “continuing treatment” includes, for example, a course of prescription medication (e.g., an antibiotic) or therapy requiring special equipment to resolve or alleviate the health condition. A regimen of continuing treatment does not include the taking of over-the-counter medications (such as aspirin, antihistamines, or salves), bed rest, drinking fluids, exercise, and other similar activities that can be initiated without a visit to a healthcare provider.

**Health Insurance**

The Agency will maintain group health insurance coverage for an employee on FMLA leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on FMLA leave. In some instances, the Agency may
recover premiums it paid to maintain health coverage for an employee who fails to return to work from FMLA leave.

Reinstatement

Upon return from FMLA leave, the employee will be restored to his/her original job or to a job with equivalent pay, benefits, and other employment terms and conditions. In addition, an employee’s use of FMLA leave will not result in the loss of any employment benefit that the employee earned or was entitled to before using FMLA leave. Employees who request to be reinstated to a different job must make the request in writing.

Under specified and limited circumstances when restoration of employment will cause substantial and grievous economic injury to its operations, the Agency may deny reinstatement to certain highly paid employees who are among the highest 10 percent of employees within 75 miles of the worksite (per FMLA guidelines) after using FMLA leave during which health coverage was maintained. If the Agency refuses to reinstate such an employee, it will:

- Notify the employee of his/her status as a “key” employee in response to the employee’s notice of intent to take FMLA leave;
- Notify the employee as soon as the Agency decides it will deny job restoration and explain the reasons for this decision;
- Offer the employee a reasonable opportunity to foreshorten the leave and return to work from FMLA leave after giving this notice; and
- Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration.

Other Requirements

Employees seeking to use FMLA leave may be required to provide the following:

- Thirty (30) days’ advance notice of the need to take FMLA leave when the need is foreseeable;
- Medical verification of the need for FMLA leave due to a serious health condition affecting the employee or an immediate family member;
- Second or third medical opinions (at the employer's expense) and periodic recertifications and fitness-for-duty reports; and
- Weekly reports during FMLA leave regarding the employee’s status and intent to return to work.
When FMLA leave is needed to care for an immediate family member or the employee’s own illness and is for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the Agency's operation.

When an employee gives notice of FMLA leave, the Agency shall give the employee specific information on what is required of the employee and what might occur in certain circumstances, such as if the employee fails to return to work after FMLA leave. Employees must provide enough information to put the Agency on notice that the need for leave may be a qualifying reason under FMLA. Just saying “sick” is not sufficient.

Leave taken as a result of a workers’ compensation injury when the injury results in a “serious health condition” will be counted as FMLA leave.

Employees on FMLA leave must keep the Agency apprised of their anticipated date of return to work; changes in medical status, address, or telephone number; and any other reporting obligations directed by the Agency. All employees who are either fully or partially released to return to work must report to the Agency upon receipt of the release. The Agency will generally require a release to return to work from an employee’s treating physician including whether or not the employee has any restrictions on his/her performance of the essential job functions before an employee will be allowed to return to work.

**Other Leaves of Absence**

**Bereavement Leave**

A. Full-time, regular employees may be granted up to five (5) days paid bereavement leave per death, not to exceed 2 occurrences and 10 working days within a 12 month period of time for a death in their immediate family.

B. Part-time, regular employees, regardless of benefit status, may be granted time off on a pro-rated basis calculated by the number of hours regularly scheduled to work.

C. Employees must use accrued vacation time or personal hours to attend funerals of non-immediate family members.

D. Temporary and on-call employees are not entitled to paid bereavement leave.

E. “Immediate family” is defined as spouse, children, parents, brothers, sisters, mother in-law and father-in-law, grandparents and grandchildren. “Immediate family” shall also include immediate step-relations and current foster children and any other individual who resides with the employee as a member of the immediate household.
Crime Victim or Leave Due to Domestic Violence or Stalking

A. Employees employed for at least 180 days and who have worked an average of 25 hours per week may be granted an unpaid leave of absence to:

1. Seek legal or law enforcement assistance or remedies, including preparing for and participating in protective order proceedings or other civil or criminal legal proceedings related to domestic violence, sexual assault, or stalking;

2. Seek medical treatment for or to recover from injuries caused by domestic violence, sexual assault, or stalking of the eligible employee or the employee’s minor child or dependent;

3. Obtain, or assist a minor child or dependent in obtaining, counseling from a licensed mental health professional related to an experience of domestic violence, sexual assault, or stalking;

4. Obtain services from a victim services provider for the eligible employee or the employee’s minor child or dependent;

5. Relocate or take steps to secure an existing home to ensure the health and safety of the eligible employee or the employee’s minor child or dependent.

B. Employees must give advanced notice of need to take leave whenever possible.

C. MWVCAA will require certification of need to take leave. The employee will provide certification within a reasonable time following MWVCAA’s request for certification. Certification includes, but is not limited to, police report, protective order, or documentation from an attorney, law enforcement officer, health care professional, licensed mental health professional, licensed counselor, member of clergy, or a victim services provider.

D. Employees may use earned vacation, personal hours, or sick leave to be compensated during these absences.

Oregon Military Family Leave Act

A. During a period of military conflict, an employee who is a spouse of a member of the Armed Forces of the United States, the National Guard or the military reserve forces of the United States who has been notified of an impending call or order to active duty or who has been deployed is entitled to a total of 14 days of unpaid leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment and when the military spouse is on leave from deployment.

B. An employee who intends to take leave for this reason must provide notice of intention to take leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.
C. Employees may use earned vacation, personal hours, or sick leave, if any, to be compensated during the leave.

**Military Leave**

Upon written verification of military orders, employees serving in the military will be granted a leave of absence, without pay, in accordance with state and federal law.

**Jury Duty**

MWVCAA encourages all employees selected for jury duty to serve their community.

A. Regular employees are paid their straight time hourly rate for the time they would have been scheduled to work for a maximum of 10 working days.

B. Employees who are excused early from jury duty are to report to work.

C. Employees must provide a copy of the jury service summons to their supervisor and the Personnel Office.

D. Employees must notify their supervisor as soon as they receive a summons for jury duty.

**Education Leave / Other Training**

A. Educational leaves may be granted if the training is related to the job duties of the employee.

B. Tuition costs may be provided by MWVCAA. Proof of attendance, including grades must be submitted to the Program Director. All educational leaves and tuition costs must be approved by the Program Director and Executive Director.

**Leave of Absence**

MWVCAA may grant employees a personal leave of absence without pay.

A. Requests for personal leave must be made in writing at least two (2) weeks prior to the leave.

B. Employees taking personal leave are not guaranteed re-employment.

C. Personal leave may not exceed four (4) months.

D. Personal leave must be approved by the Program Director. Executive Director approval is also required for any requested personal leave longer than 30 days.
E. Employees on a leave of absence without pay that is not protected by OFLA or FMLA (pages 32-39) will be offered COBRA insurance continuation. If the employee has been employed for one (1) year or more and is an employee in good standing, MWVCAA will pay the first month of COBRA employee only premium if the employee elects COBRA coverage. The employee will be responsible for paying all dependent cost of COBRA coverage.

Other Leaves

MWVCAA will comply with other applicable laws regarding leaves of absence.

Inclement Weather

A. MWVCAA follows the local school districts to determine if each classroom site will be closed due to severe inclement weather. Employees are to tune in to local radio or television stations, or log on to flashnews.net for information on local school closures.

B. MWVCAA non-classroom sites will only close if the State of Oregon closes its offices in the city in which the MWVCAA site is located.

C. MWVCAA will pay employees up to three (3) days in the event of office closure due to inclement weather during a fiscal year (July 1 - June 30).

D. If a program office is closed, opens late or closes early for more than three (3) days within the fiscal year, the additional time off will be charged to accrued vacation leave, personal hours, or may be taken as leave without pay.

E. Voluntary time off due to weather conditions will be charged to accrued vacation leave, personal hours, or may be taken as leave without pay.

F. In the event the community in which the employee resides is experiencing inclement weather but the community in which their work site is located is not, the employee may choose not to risk the drive in to work. In this case, they must use accrued vacation leave, personal hours, or take leave without pay. MWVCAA only closes program sites, and is not responsible for the conditions where an employee lives. Employees should use their judgment when deciding whether to drive to work in inclement weather conditions, and are advised not to place themselves in a potentially hazardous situation.

Children of Staff in the Workplace

A. Staff are expected to make childcare arrangements for their own children, away from the work site, during scheduled work hours.
B. Head Start sites may not have children of staff members present under any circumstances when Head Start children are present (Child Care Division regulations). If a staff person needs to leave the site for an emergency, an authorized replacement must be on the site before the staff member may leave.

C. In the event of an emergency only (i.e. snow days or doctor visits), office-based staff, with prior approval of the Program Director, may bring their child to the work site.

D. Sick children are not to be brought to the workplace.

E. An employee, who wishes to work at home due to having a sick child, must receive prior approval from their supervisor.

**Infants of Staff in the Workplace**

A. An office-based employee with an infant may bring the infant to the work site with prior approval from the employee’s supervisor and/or Program Director.

B. The employee must submit a plan that demonstrates how they will fulfill their job responsibilities while caring for an infant without interfering with MWVCAA operations. An approved plan will be subject to periodic review by the supervisor.

C. If the supervisor and/or Program Director deem there to be a safety issue with the infant in the workplace, the supervisor and/or Program Director will ask the employee to make other arrangements for the infant and the infant will no longer be permitted at the work site.

**Safety Policy**

It is the policy of MWVCAA to provide safe working conditions for all employees. MWVCAA depends on employees to work in a manner which does not produce injury to themselves, persons working with them, or the general public. MWVCAA’s goal is to have zero accidents and injuries. Only through the complete cooperation of all employees will this goal be achieved.

**Fire Policy**

A. **EXIT THE BUILDING IMMEDIATELY!**

B. When the fire alarm sounds, whether real or a drill, staff will immediately exit the building.

C. Staff are responsible to make sure any visitors, for which the staff are responsible, immediately exit the building.

*These standards comply with Head Start Performance Standard 1304.52(h)(1-2) and correspond to Head Start Policies and Procedures.*
Reporting Injuries

Work related injuries and illnesses must be reported to the supervisor or the Program Director as soon as possible. This is essential. Even though a work related injury may appear to be of little consequence, it is important that it be reported in sufficient detail to establish a claim should complications follow. Failure to report a work related injury or illness may result in disciplinary action.

All employees are required to report any accident involving other persons or their property, or injuries to clients immediately. These accidents should be reported in sufficient detail to allow MWVCAA to respond. Employees are expected to cooperate fully with all accident investigations. Failure to report an accident involving other persons or their property, or an injury to a client may result in disciplinary action.

Reporting Unsafe Working Conditions

It is the responsibility of all employees to report any unsafe working condition promptly. Reports should be made to a supervisor or any member of the Safety Committee. Employees are encouraged to help MWVCAA maintain safety by alerting management to potentially unsafe conditions. Failure to report unsafe working conditions may result in disciplinary action.

Safety Committee

MWVCAA has established a Safety Committee to work with management to prevent accidents and injuries.

The Safety Committee consists of management and employee representatives who have an interest in the general promotion of safety and health for MWVCAA. The Committee is responsible for making recommendations on improving safety and health in the workplace. In particular, the Committee has been charged with the responsibility to:

- Identify problems and obstacles to loss prevention.
- Identify hazards and suggest corrective actions.
- Help identify employee safety training needs and develop accident investigation procedures.

The primary functions of the Safety Committee are as follows:

- To maintain and promote the interest of both management and labor in occupational safety and health matters.
- To provide an opportunity for open discussion of problems that result or could result in injury or illness.
- To assist management in evaluation of recommendations for, and improvement of, safety in the workplace.

- To improve the cooperative spirit between all employees of MWVCAA.

- To establish procedures for investigating safety-related incidents including injury accidents, work-related illnesses and deaths for the purpose of recommending corrective action to prevent similar accidents from reoccurring.

- To study injury and disease statistics and trends so that reports may be made to management on unsafe and unhealthy conditions and/or practices together with recommended corrective action.

- To evaluate employee training practices and recommend procedures to ensure that all employees are trained to perform their work in a safe manner.

**First Aid Kits**

First aid kits are located at all MWVCAA facilities. The specific location of these kits is also posted at each location.

**Hazard Communication Program**

MWVCAA provides information about chemical hazards and other hazardous substances, and the control of hazards through the comprehensive Hazard Communication Program. This includes container labeling, Material Safety Data Sheets (MSDS) and personnel training.

**Container Labeling**

It is the policy of MWVCAA that no container of hazardous substances will be released for use until the following label information is verified:

- Containers are clearly labeled as to the contents.
- Appropriate hazard warnings are noted.
- The name and address of the manufacturer or distributor.

Program Directors are responsible to ensure that employees are aware of the hazards of material used in their work areas.

Program Directors and the Team Resource Specialist for each Head Start classroom site are to ensure that all secondary containers are labeled with either an extra copy of the original manufacturer's label or with generic labels, which have a block for identity and blocks for the hazard warning.
Material Safety Data Sheet (MSDS)

A Right-To-Know compliance center shall be located in a central location at each program location. Each compliance center shall contain the following information:

- A written hazard communication plan.
- Chemical inventory.
- Site specific Material Safety Data Sheets.

The master copies of MSDS for all hazardous substances to which employees of MWVCAA may be exposed are kept in the Maintenance office. The Maintenance Department is responsible for obtaining and maintaining the data sheet system for MWVCAA.

The Maintenance Department and Program Directors will review incoming data sheets for new and significant health/safety information. They will see that any new information is passed on to the affected employees.

MWVCAA’s Maintenance Department and Program Directors will review Material Safety Data Sheets for completeness. If an MSDS is missing or obviously incomplete, a new MSDS will be requested from the manufacturer. OSHA will be notified if a complete MSDS is not received.

Material Safety Data Sheets are available to all employees in their work area for review during each work day. If an MSDS is not available or a new hazardous substance(s) in use does not have an MSDS, employees are to contact the Maintenance Department or the Personnel Office immediately.

Employee Information and Training

Employees are to attend a health and safety orientation set up by the Maintenance Department and the Personnel Office, within 30 days of hire. The training contains the following:

- An overview of requirements contained in the Hazard Communication Standard, including rights under the Standard.
- Information of any operations in their work area where hazardous substances are present.
- Location and availability of the written hazard communication program.
- Physical and health effects of the hazardous substances.
- Methods and observation techniques used to determine the presence or release of hazardous substances in the work area.
- How to lessen or prevent exposure to hazardous substances through usage of control, work practices, and personal protective equipment.
- Steps MWVCAA has taken to lessen or prevent exposure to these substances.
- Emergency and first aid procedures to follow if employees are exposed to hazardous substances.
- How to read labels and review MSDS to obtain appropriate hazard information.
All employees are to understand the material. If employees have questions, they are to contact the Maintenance Department. When new hazardous substances are introduced, the Maintenance Department will review the information as it relates to the new material in the work area safety meeting.

Hazardous, Non-Routine Tasks

Periodically, employees are required to perform hazardous non-routine tasks. Prior to starting work on such projects, each affected employee will be given information by their supervisor about the hazards to which they may be exposed during such an activity. Information will include:

- Specific hazards.
- Protective/safety measures which must be utilized.
- Measures MWVCAA has taken to lessen the hazards including ventilation, respirators, presence of other employees, and emergency procedures.

Hazardous Materials in Unlabeled Pipes

To ensure employees who work on unlabeled pipes have been informed as to the hazardous substances contained within, the following policy has been established: Prior to starting work on unlabeled pipes, employees are to contact the Maintenance Department for information the following:

- The hazardous substances in the pipe.
- The potential hazards.
- Safety precautions that shall be taken.

Informing Contractors

To ensure outside contractors work safely in our facilities, it is the responsibility of the Maintenance Department to provide contractors the following information:

- Hazardous substances to which they may be exposed while on the job site.
- Precautions the contractors may take to lessen the possibility of exposure by usage of appropriate protective measures.

The Personnel Office will monitor this plan for effectiveness and ensure the policies are carried out.

Blood-borne Pathogen Program

Purpose

An infection control plan must be prepared for all persons who handle, store, use, process, or disposes of infectious medical wastes. This infection control plan complies with OSHA requirement, 29 CFR 1910.1030, Blood Borne Pathogens. The plan includes requirements for personal protective equipment, housekeeping, training, and a procedure for reporting exposures.
Responsibilities

- The Maintenance Department and/or the Wellness Specialist will conduct the Blood-borne Pathogen Program and maintain records of training and inspections for this program.

- Management will ensure proper conduct of the program though inspections, record keeping, and periodic audit.

Definitions

**Biological Hazard** - The term biological hazard or biohazard is taken to mean any viable infectious agent that presents a risk, or a potential risk, to the well being of humans.

**Medical Wastes/Infectious Wastes** - All waste emanating from human or animal tissues, blood or blood products, or fluids. This includes used first aid bandages, syringes, needles, sharps, material used in spill cleanup, and contaminated PPE or clothing.

**Universal Precautions** - Refers to a system of infectious disease control that assumes that every direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids were infected with blood-borne pathogens. All infectious/medical material must be handled according to Universal Precautions (OSHA Instruction CPL 2-2.44A).

**Hazards** - Unprotected exposure to body fluids presents the possible risk of infection from a number of blood-borne pathogens, notably Hepatitis and HIV.

Hazard Control

**Engineering Controls** – engineering controls to prevent the exposure to blood-borne pathogens include proper storage facilities and containers.

**Administrative Controls** – administrative controls to prevent the exposure to blood-borne pathogens include universal precautions, assignment of PPE, employee training, use of spill kits specifically designed for blood and body fluids, restricted access to waste collection points, and waste disposal procedures.

Reporting and Record Keeping

Any reports required by OSHA will be maintained by the Occupational Health Department. All reports (Training Certificates, Notice of HBV Vaccinations, exposure reports) will be maintained for 30 years. Occupationallly contracted HBV or HIV will be recorded on the OSHA 300 Log of Occupational Injuries and Illnesses as an illness. Exposures to blood-borne pathogens from contact with sharps will be recorded on the OSHA 300 Log of Occupational Injuries and Illnesses if treatment such as gamma globulin, hepatitis B immune globulin or hepatitis B vaccine is prescribed by a Physician.
Training

All personnel assigned duties as First Aid Station Staff, HAZMAT responders, and/or Custodial Employees (those that clean rest rooms, etc.) will receive initial and annual training by the Maintenance Department and/or the Wellness Specialist on the Blood-borne Pathogen Program. Additionally, personnel trained in First Aid shall be offered this annual training.

All new and current affected Employees will be trained initially and annually thereafter. The content of the training program will include:

1. Company Policy
2. Types and transmission of Blood-Borne Pathogens
3. General Safety Rules
4. Universal Precautions
5. Use of Personal Protective Equipment
6. Medical Waste Disposal Procedures
7. Post Exposure Treatment and Procedures
8. HBV Vaccinations

Documentation of training will be by Control of Blood-Borne Pathogens Training Certificate.

All Employees not affected by this Program will receive an overview of the program requirements during scheduled department Safety Meetings with documentation by Safety Meeting Minutes Form.

Hepatitis-B Virus (HBV) Vaccinations

Those required to provide first aid or emergency response duties or medical care on a routine basis will be offered Hepatitis-B Virus (HBV) Vaccinations at Company expense. Employees that transfer to a job or their job is reclassified to include exposure to blood-borne pathogens will be offered HBV Vaccinations within 10 working days of the transfer or reclassification.

The choice for HBV vaccination is not mandatory. If an affected Employee chooses not to have the vaccination at the initial offering, they will have the opportunity to be vaccinated when they are ready. The Company will document the offer, acceptance or declination, and vaccination dates with the Notice of HBV Vaccinations Form.

Post Exposure Treatment and Notification Procedures

Should an affected Employee or an Employee acting as a "Good Samaritan" be occupationally exposed to HIV/HAV/HBV the affected Employee will report the exposure to the Personnel Office. The Company will provide for the Employee to be tested for HIV/HAV/HBV at Company expense. Following the initial blood test at time
of exposure, seronegative Employees will be retested at 6 weeks, 12 weeks, and 6 months to determine if transmission has occurred. During this period, the Employee will follow the recommendations provided by the Physician or the U. S. Public Health Service.

An "occupational exposure" is defined as blood or body fluid contact from an injured or ill Employee to the affected Employee or injury by a contaminated sharp object.

Following the report of exposure, the Personnel Office will contact the exposure source and request that person be tested for HIV/HAV/HBV at Company expense. The request is not mandatory and if refused will not effect that Employee's future employment.

The source individual's blood is tested as soon as possible and after consent is obtained to determine HBV and HIV infectivity. (Hepatitis B surface Antigen, Hepatitis C Antibody and HIV screen)

The exposed employee's blood shall be collected as soon as feasible and tested for HBV (Hepatitis B Antibody, Hepatitis C Antibody) and HIV serological status after consent is obtained (Employee Consent for HIV Antibody Testing).

During all phases of Post Exposure, the confidentiality of the affected Employee and exposure source will be maintained on a "need to know basis". The Blood-borne Pathogens Exposure and Treatment form is used to document the exposure and offer of medical assistance to the affected Employee and use the Medical Consent for Blood-Borne Pathogens Testing form for the exposure source. The results of any HIV/HAV/HBV tests conducted will be provided to the exposed and source Employees within 5 business days of receipt.

**Medical Wastes**

Medical/infectious waste must be segregated from other waste at the point of origin.

Medical/infectious waste, except for sharps (i.e., razor blades, broken glass, needles, etc.) capable of puncturing or cutting, must be contained in double disposable red bags conspicuously labeled with the words "INFECTIOUS WASTE" and "BIOHAZARD."

All infectious agents, equipment, or apparatus must be disinfected before being washed or disposed of. Each individual working with infectious bio-hazardous agents is responsible for disinfection and disposal of these agents.

**Liquid bio-hazardous waste may be disposed of in the sewage system following chemical decontamination.**

Floors and other surfaces in buildings where infectious agents are handled must be disinfected with a suitable germicide, such as 1:9 sodium hypo chlorite solution (household bleach) as often as necessary as determined by the supervisor.

Infectious agents must not be dumped into the building drainage system without prior disinfection.
**Cuts**

If an employee has a needle stick, cut, or mucous membrane exposure to another person’s body fluids he/she must report the incident immediately to their Supervisor.

**Blood Exposure**

All employees exposed to human blood and blood products must report to the Personnel Office for information and possible inclusion in the Hepatitis B Immunization Program.

**Infection Control Plan**

The purpose of the Infection Control Plan is to protect the health and safety of the persons directly involved in handling the materials, MWVCAA personnel and the general public by ensuring the safe handling, storage, use, processing, and disposal of infectious medical waste. This plan complies with OSHA requirement proposed for 29 CFR 1910.1030, Blood-borne Pathogens.

**Universal precautions:** Refers to a system of infectious disease control which assumes that every direct contact with body fluids is infectious and requires every employee exposed to be protected as though such body fluids were infected with blood-borne pathogens. All infectious/medical material must be handled according to Universal Precautions (OSHA Instruction CPL 2-2.44A).

The following universal precautions must be taken.

1. Gloves must be made of appropriate disposable material, usually intact latex or vinyl. They must be used:
   a. When the employee has cuts, abraded skin, chapped hands, dermatitis, or the like.
   b. When examining abraded or non-intact skin of a patient with active bleeding.
   c. While handling blood or blood products or other body secretions during routine procedures.
2. Gowns, aprons, or lab coats must be worn when splashes of body fluid on skin or clothing are possible.
3. Mask and eye protection are required when contact of mucosal membranes (eyes, mouth, or nose) with body fluids is likely to occur (e.g. splashes or aerosolization).
4. Resuscitation equipment, pocket masks, resuscitation bags, or other ventilation equipment must be provided to eliminate the need for direct mouth to mouth contact.

**Exposure Determination:** Mid-Willamette Valley Community Action Agency Inc., and its Divisions and Subsidiaries will not perform invasive medical treatment or provide intravenous medication. Therefore, the exposure to Blood-borne Pathogens, as defined in item #3 below, is determined to be from routine and emergency first aid.
treatment of common workplace injuries. The following Universal Precautions and General Safety Rules have been established to prevent the spread of viral and bacterial organisms. In all cases, the Universal Precautions and General Safety Rules should be followed.

1. Before and immediately after providing patient care, wash exposed areas (hands, arms, etc.) with antibacterial soap.

2. Put on and use the required personal protective equipment for the medical care given as outlined in the Personal Protective Equipment for Worker Protection Poster.

3. Medical/Infectious waste must be segregated from other waste at the point of origin, or until waste is disinfected. Treat all human body fluids and items soiled with human body fluids as if contaminated.

4. To avoid special handling, all clothing contaminated with human body fluid will be presoaked (sprayed on the affected areas) with the antibacterial/viral solution before being washed. (Note: Gloves and eye protection should be worn when handling contaminated clothing until presoaked for 10 minutes)

5. Any spills of body fluid will be presoaked (sprayed on the affected area) with antibacterial/viral solution for 10 minutes before being removed. (Note: Gloves and eye protection should be worn when handling spills of body fluids)

6. Medical Wastes (those soiled with covered human body fluids) will be treated following the Medical Wastes Treatment and Disposal Procedures before being discarded as ordinary wastes.

7. Any suspected exposure to human body fluid (via broken skin, human bites, needle sticks etc.) should be reported to your Supervisor immediately.

**Waste Disposal Plan**

1. Medical/Infectious waste must be segregated from other waste at the point of origin.

2. Medical/Infectious waste, except for sharps (e.g. razor blades, broken glass, needles, etc.) capable of puncturing or cutting must be contained in double disposable red bags conspicuously labeled with the words, "INFECTIOUS WASTE -- BIOHAZARD."

3. Infectious sharps must be contained for disposal in leak-proof, rigid puncture resistant containers.

4. Infectious waste thus contained as described in procedures 2 and 3 above must be placed in reusable or disposable leak-proof bins or barrels which must be conspicuously labeled with the words, "INFECTIOUS WASTE -- BIOHAZARD."
5. Spills/Disinfectants: a solution of sodium hypo chlorite (household bleach) diluted 1:9 with water must be used to disinfect, following initial cleanup of a spill with a chemical germicide approved as a hospital disinfectant. Spills must be cleaned up immediately.

6. After removing gloves, and/or after contact with body fluids, hands and other skin surfaces must be washed thoroughly and immediately with soap or other disinfectant in hot water.

7. Liquid biohazard waste may be disposed of in the sewage system following chemical decontamination.

### Personal Protective Equipment for Worker Protection Against HIV and HBV Transmission

<table>
<thead>
<tr>
<th>TASK</th>
<th>GLOVES</th>
<th>APRON</th>
<th>MASK</th>
<th>EYEWEAR</th>
</tr>
</thead>
<tbody>
<tr>
<td>Control of Bleeding w/ spurting blood</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bleeding control with minimal bleeding</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Emergency Child Birth</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Handling &amp; Cleaning Instruments</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cleaning Bio Spills</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Taking Temperature</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

The examples provided in this table are based on application of universal precautions. Universal precautions are intended to supplement rather than replace recommendation for routine infection control, such as hand washing and using gloves to prevent gross microbial contamination of hands (e.g., contact with urine or feces).

### Solicitation and Distribution on MWVCAA Property

- 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.

In order to prevent disruptions and interference with work, MWVCAA has established the following rules to govern solicitations and the distribution of literature on MWVCAA premises:

**Non-employees:**

A. Persons not employed by MWVCAA may not solicit or distribute literature on MWVCAA property for any purpose at any time except as approved in advance by the Program Director or the Executive Director.

B. Such solicitation or distribution must be conducted in a designated area.
Employees of MWVCAA:

A. Solicitation by an employee of another employee is prohibited while either the person doing the soliciting or the person being solicited is on working time.

B. Solicitations are limited to meal and break periods.

C. Employees may not distribute literature for any purpose during working time or in working areas.

Outside Employment

A. Employees who are also employed by organizations providing the same or similar services as MWVCAA must receive prior approval for the outside employment from the Program Director and the Executive Director.

B. Employees must ensure that any outside employment does not interfere with or affect their job performance at MWVCAA. Employees need to be available to work other shifts or overtime as needed by MWVCAA.

Outside Activities While on MWVCAA Time

A. If an employee participates in an activity (i.e. presenter at a conference) during their regular work time, any remuneration for such an activity must be submitted to MWVCAA.

B. If an employee participates in an activity during their own time but that activity is related to their employment at MWVCAA, any remuneration must also be submitted to MWVCAA.

C. Permission from the supervisor must be granted prior to participating in such an activity.

D. Employees are not to represent themselves as spokespersons for MWVCAA without prior approval of the Executive Director.

Media

A. Only employees authorized by the Executive Director may release MWVCAA information to the news media.

B. Employees are to exercise discretion in releasing MWVCAA information.

C. Client and personnel information is strictly confidential and not to be released.
**Lobbying**

Lobbying and advocacy are two very distinct but separate activities. MWVCAA employees are prevented by law from engaging in lobbying. Advocating on behalf of the welfare and well being of clients is a permitted activity.

- 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.

A. Employees of MWVCAA are not to engage in lobbying with local, state, or federal lawmakers.

B. Employees may provide information to lawmakers as an educational service or to advocate on behalf of the people we serve.

C. Only employees authorized by their Program Director and Executive Director are to meet with political entities regarding MWVCAA related issues.

D. Employees are to check with the Program Director or Executive Director to clarify if an activity is lobbying or advocacy.

**Political Activity**

A. Employees are not to engage in any partisan political activity on MWVCAA property or during paid work time, or during MWVCAA-paid time off.

B. Employees are not to use their association with MWVCAA to support any candidate or political issue.

C. Employees are not to openly support any candidate for public office during work time, or during MWVCAA-paid time off.

D. Employees are not to seek public office that may interfere with the performance of their job, without written approval from the Program Director and Executive Director.

E. Employees are not to provide voters or prospective voters with transportation to the polls or provide assistance in connection with an election during scheduled work time, during MWVCAA-paid time off, or as a representative of MWVCAA. (Employees are to consult with their Program Director or the Executive Director for clarification if they are covered under this specific policy.)

F. Employees whose programs or position are supported by Community Services Block Grant (CSBG) funds are not to participate in voter registration activities.
during scheduled work time, during MWVCAA-paid time off, or as a representative of MWVCAA. (Employees are to consult with their Program Director or the Executive Director for clarification if they are covered under this specific policy.)

**Testifying in Legal Proceedings**

A. Employees may not testify in legal proceedings concerning specific client information except as required by state or federal law.

B. Employees receiving a court order or subpoena are to notify their supervisor, the Personnel Office, and the Executive Director immediately.

**MWVCAA Equipment**

**Computers and Other Electronic Equipment**

A. Computers, computer files, software, and electronic mail are the property of MWVCAA.

B. Deliberately and/or recklessly deleting or removing software, computer files, electronically stored documents, and electronic mail, that is essential to MWVCAA operations, is considered destruction of MWVCAA property. The deliberate or reckless destruction of MWVCAA property is listed as a major infraction (page 12).

C. MWVCAA property, as listed above, is to be used for MWVCAA business only. MWVCAA reserves the right to inspect the contents of any equipment owned by MWVCAA.

D. Employees must safeguard their passwords. Employees are responsible for anything that occurs under their user identity. If an employee needs to allow access to a resource under their control they should contact the Information Technologies (IT) staff and ask them to arrange access.

E. Persons not employed by MWVCAA may access computer and network facilities only with the Program Director’s or Executive Director’s permission. IT staff will provide a temporary username and password.

F. Employees are not to use computers and related equipment for personal reasons without consulting with and receiving authorization from the Program Director.

G. Employees are not to download or install software, or change or delete current setup, programs, or files without the express permission of the Information Technologies Specialists.
H. Staff are prohibited from “Streaming” audio and/or visual media for entertainment purposes. This includes, but is not limited to, using the internet to watch movies, television shows, and video clips, and listening to music and/or radio programming via the internet.

I. Staff are prohibited from personal “Blogging” and social networking on MWVCAA computers.

J. Employees are prohibited from using MWVCAA equipment to transmit any messages or communication of a sexual, racial, religious, ethnic, gender, sexual orientation, gender identity, or disability related nature.

K. In addition to the above prohibition, electronic mail is not to be used for any commercial ventures, religious or political causes, outside organizations, or any other non-MWVCAA business matter.

L. Employees are cautioned that any personal communication or information placed in MWVCAA owned systems will not be private and could be monitored, reviewed, used, or disclosed.

M. There should not be any expectation of privacy when using MWVCAA owned systems such as computers and electronic mail. Computers and electronic mail will be monitored and reviewed and, could be used or disclosed.

N. Employees are prohibited from using MWVCAA equipment to violate software licenses or copyright. This includes, but is not limited to, ripping CD’s for the purpose of copying to another CD, storing ripped music on MWVCAA computers, and downloading pirated audio or visual media.

O. Employees who will be using MWVCAA computers and other electronic equipment will have to sign a General User Computer Policy Agreement.

**Telephones**

A. Employees are to avoid making personal long distance calls on MWVCAA telephones.

B. If the employee must make a personal long distance call because of an emergency, the employee is required to reimburse MWVCAA for the cost of the call.

**Cellular Phones**

A. Cellular phones are to supplement, not substitute or replace standard telephones. Employees are to use standard telephones when available.

B. Use of MWVCAA provided cellular phones are to be limited to job-related and essential personal business.
C. Cellular phones are to be used in a professional, effective, and efficient manner to minimize costs.

D. Employees are to reimburse MWVCAA for personal cellular phone calls, text messages, downloads, or other fees that are above and beyond the limits of the individual cell phone plan.

E. Employees are not to use MWVCAA provided or personal cellular phones while driving on MWVCAA business. This includes, but is not limited to, phone calls, text messages, email, instant messaging, and browsing the internet. Employees are to pull over to a safe location when using cellular phones.

F. MWVCAA provided cellular phones are the property of MWVCAA and may be accessed and inspected at any time. There should be no expectations of privacy when using MWVCAA provided cellular phones.

**Credit Cards**

A. Employees are only to use MWVCAA credit cards to meet purchasing needs that cannot be met through regular purchasing procedures.

B. Credit cards may only be used for costs that are reasonable and necessary to MWVCAA activities.

C. Credit cards may only be used with prior approval of the Chief Financial Officer/Business Services Director or Executive Director.

**Purchasing**

The purchase of goods and services are to be made by authorized employees only following established operational policies and practices.

**Employee Mileage Reimbursement**

A. Mileage and parking reimbursement is available for employees authorized to use their private cars on MWVCAA business.

B. To receive reimbursement, employees must submit appropriate documentation to their supervisor.

C. Mileage reimbursement rate is set by Oregon Housing and Community Services.
Use of MWVCAA Vehicles or Private Vehicles

Some positions within MWVCAA may require employees to drive either MWVCAA owned vehicles or their personal vehicle for MWVCAA business.

A. These positions require employees to have and maintain an acceptable driving record, possess a valid driver’s license, and have liability insurance. Employees in these positions must be insurable and meet the standard of MWVCAA’s insurance carrier. Employees must provide documentation of license and proof of minimum insurance to the Personnel Office.

B. MWVCAA assumes no responsibility for damages, loss, or other expenses (other than mileage/parking reimbursement) incurred in connection with the use of private vehicles on MWVCAA business.

C. Seat belts must be worn by all occupants of an MWVCAA owned vehicle or personal vehicle being used for MWVCAA business.

Transportation of Clients

A. Employees are prohibited from transporting clients in their private cars. When transportation is necessary, MWVCAA vehicles are to be used.

Personal Cellular Phones

A. Staff are expected to exercise discretion when using personal cellular phones.

B. Use of personal cellular phones should not interfere with staff productivity or be distracting to others.

C. Personal calls and text messages should be made during non-work time when possible.

D. Personal cellular phones are not allowed in Head Start classrooms, buses, or on Head Start playgrounds while Head Start children are present.

E. Use of personal cellular phones is prohibited while caring for children during Head Start sponsored field trips.

F. Staff are responsible to inform friends and family of MWVCAA policy.
Personal Property and Expectations of Privacy

A. All MWVCAA storage facilities, offices, equipment, and workspaces (including desks) are the property of MWVCAA. MWVCAA has the right to access these areas at any time, without prior notice.

B. Electronic mail and voicemail are also the property of MWVCAA and may be accessed and inspected at any time. There should be no expectations of privacy when using MWVCAA owned systems such as electronic mail and voicemail.

C. MWVCAA assumes no liability for the damage, loss, or theft of personal property belonging to staff. Employees bring personal property to the work site at their own risk.

Dress Code

Employees are to dress in a manner that is clean, neat, and appropriate for the work they perform. Individual program policies are to be followed regarding dress and appearance.

A. Clothing should cover chest, buttocks, breasts, stomach, and lower back.

B. Clothing should not advertise anything inappropriate for children or anything that violates our neutral environment (i.e., alcohol, drugs, tobacco, violence, religion, or politics, etc.).

C. Shoulder straps should be at least 1 inch wide, no spaghetti straps.

D. Shorts must have a minimum 6 inch inseam.

E. Skirts must extend 8 inches from the hip bone.

F. HS staff must wear closed toe, closed heel, non-skid shoes while on the premises of any Head Start classroom site. In addition, shoes cannot have spike heels or heels higher than 1 inch.

Employee Grievance Resolution

Current employees, who have a concern or complaint regarding duties, supervision, work environment, or discipline, have the responsibility to bring the matter up for resolution. Employees who have concerns or complaints about harassment or discrimination should refer to the harassment policy for reporting. Other issues may be addressed using the following steps:

A. Employees are to discuss the matter with their supervisor as soon as possible.
B. If the matter cannot be resolved with the supervisor, employees are to contact the Program Director.

C. If the issue is not resolved at the Program Director level, employees are to submit their concern, in writing, to the Executive Director. The decision of the Executive Director is final.

D. If the grievance involves the Executive Director, the employee may request a review by the Board of Directors. The Board of Directors, or a selected board committee, will consider the matter and issue a resolution. The decision of the Board of Directors is final.

E. Employees are to follow the procedures outlined in the Non-Employee Grievance Resolution procedure in the event of a complaint from a client or community member.

F. Terminated employees do not have the use of this grievance resolution process.
MWVCAA Personnel Policies Handbook Amendments  
Effective March 1, 2011

Holidays
Pages 34-35 are amended as follows in red.

MWVCAA observes the following holidays:

New Year’s Day  Labor Day
Martin Luther King’s Birthday  Veteran’s Day
President’s Day  Thanksgiving Day
Memorial Day  Friday after Thanksgiving
Independence Day  Christmas Day

Staff also receive one floating holiday to be taken Christmas Eve, the day after Christmas, New Year’s Eve, or the day after New Year’s Day and to be scheduled by the Supervisor according to program need.

A. All regular, benefited employees, who are scheduled to work 20 or more hours per week, are paid only for the holidays that fall on their regularly scheduled workdays. Pay will be based on the regularly scheduled hours for that day.

B. Staff who work in programs that run 24 hours a day, 7 days a week will be paid:

- Time and a half for all hours worked on a holiday with the exception of Thanksgiving Day and Christmas day.
- Thanksgiving Day and Christmas day will be paid at double time.
- In addition to the above compensation, staff who work on a holiday will be given an additional day off with pay.
- The amount of hours for the additional day will be equivalent to the amount of hours worked on the holiday (i.e., 4 hours worked on Christmas day, get 4 hours off on an additional day).
- The additional day must be taken all at once.
- The date for the additional day off must be approved by the supervisor.

C. Employees who work under the Davis Bacon Act and are regularly scheduled to work 4 ten hour days per work week have the following options when a regularly paid holiday falls on their regularly scheduled day off. Supervisor approval is required prior to making any changes to the regular work schedule.
1. Work 8 hours per day during the holiday week and receive 8 hours of pay for the holiday.

OR

2. Revise their schedule, during the holiday week, to allow for a different day off and receive 10 hours of pay for the holiday.

D. Employees who are on leave without pay do not receive holiday pay.

E. Employees on laid-off status do not receive holiday pay during the lay-off.

F. Temporary and Substitute/On Call employees are not eligible for Holiday pay.

G. The Executive Director has the authority to declare the same holidays designated by the President of the United States and/or the Governor of Oregon.

H. Holidays that fall during the winter break are included in the two week paid winter break for Head Start modified year employees.

**Vacation Hours**

Pages 35-37 are amended as follows in red.

A. All full year, full time, regular employees accrue vacation based on length of service. Vacation is accrued each pay period based on the number of months employed.

<table>
<thead>
<tr>
<th>Months Employed</th>
<th>Accrual Rate per pay period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24</td>
<td>4 hours</td>
</tr>
<tr>
<td>25-36</td>
<td>6 hours</td>
</tr>
<tr>
<td>37+</td>
<td>8 hours</td>
</tr>
</tbody>
</table>

B. All full year, part-time, regular employees who work 20 or more hours per week accrue vacation leave on a pro-rated basis calculated by the number of hours hired to work per week and the number of months employed.

<table>
<thead>
<tr>
<th>Months Employed</th>
<th># of Hours Hired to Work</th>
<th>Accrual Rate per Pay Period</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24</td>
<td>20-29</td>
<td>2 hours</td>
</tr>
<tr>
<td></td>
<td>30-35</td>
<td>3 hours</td>
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<tr>
<td>25-36</td>
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<td></td>
<td>30-35</td>
<td>6 hours</td>
</tr>
</tbody>
</table>
C. Temporary and on-call employees are not eligible for paid vacations.

D. Vacation is accrued starting on the first day of eligible employment.

E. Vacation cannot be used in the same pay period it is earned.

F. Employees may accrue a maximum of 200 hours of vacation time. No additional hours can be accrued until some vacation time has been used.

G. Vacation payouts may be requested for emergency situations only and for no more than 40 hours. This option can only be used once in a 12 month period and will only be granted if the budget impact will in no way be a detriment to the program. All request forms must have a written explanation of the emergency situation attached and must be approved by the Program Director and the Executive Director. Submitting a request is not a guarantee of approval. The exception to this rule is for full year staff that move to modified year (see letter “E” below).

H. When a holiday falls within an employee’s vacation leave, it is not charged against their accrued vacation time.

I. If an employee is on a leave of absence, and not being compensated by MWVCAA, they do not accrue vacation.

J. Exempt employees who actually work a total of 8 hours times the number of work days in the pay period will not have vacation accrual docked for time taken off during the same pay period.

K. The use of vacation time cannot exceed the maximum hours of the pay period in which the vacation time is used. An exception to this policy would be allowed for overtime situations that have been previously approved by the supervisor. Approval must be in writing and attached to the timesheet. Overtime worked without prior supervisor approval would not constitute an exception to this policy. However, the use of vacation time cannot exceed the 40 hours in a work week.

L. Employees who are laid-off and rehired with one (1) year of their lay-off date will accrue vacation at the same rate that was in effect at the time of their lay-off.

M. Employees who move from a full year work schedule to a modified year work schedule, have until the next September 1 to use or cash out any accrued vacation time.

N. Upon leaving the employment of MWVCAA, employees will be compensated for any unused vacation time, up to a maximum of 200 hours.

O. Modified year employees do not accrue vacation.
**Winter & Spring Break**
Page 37 is amended as follows in red.

A. Modified year employees receive two (2) weeks paid winter break and one (1) week paid spring break provided they return to work following the break and complete the pay period.

B. Modified year employees who are on unpaid leave during winter or spring break will not be paid for winter or spring break.

C. Modified year employees will not be paid for the winter or spring break upon termination of employment.

D. Full year employees will not be paid for the winter or spring break. Vacation hours may be used if a full year employee would like to be off work during the winter or spring break.

E. When a modified year employee moves to full day/full year status within the 30 days prior to winter or spring break the hours equivalent to the hours in winter or spring break, excluding paid holiday hours, will be converted to vacation hours.

F. **Modified-year employees who are scheduled to work during the summer lay off period do not accrue vacation.**

G. MWVCAA determines the dates of winter and spring break.

**Personal Hours**
Pages 37-38 are amended as follows in red.

A. Modified year employees receive personal hours.

B. Personal hours are allocated to modified year employees on the first day Head Start students are in attendance each year based on the total number of months employed at the following rate:

<table>
<thead>
<tr>
<th>Months Employed</th>
<th>9 month</th>
<th>10 month</th>
<th>11 month</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-24</td>
<td>16*</td>
<td>24*</td>
<td>32*</td>
</tr>
<tr>
<td>25-36</td>
<td>24*</td>
<td>32*</td>
<td>40*</td>
</tr>
<tr>
<td>37+</td>
<td>40*</td>
<td>48*</td>
<td>56*</td>
</tr>
</tbody>
</table>

*Note: Modified year employees who are hired or change from full year to modified year February 1 or later receive half of the personal hours for that School year.*
C. All modified year, part-time, regular employees who work 20 or more hours per week accrue personal hours on a pro-rated basis calculated by the number of hours hired to work per week and the number of months employed.

<table>
<thead>
<tr>
<th>Months Employed</th>
<th>Number of Hours Hired to Work</th>
<th>Rate per Year</th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>9mo</td>
</tr>
<tr>
<td>1-24</td>
<td>20-29</td>
<td>8</td>
</tr>
<tr>
<td></td>
<td>30-35</td>
<td>12</td>
</tr>
</tbody>
</table>

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<td></td>
<td></td>
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<tr>
<td>25-36</td>
<td>20-29</td>
<td>12</td>
</tr>
<tr>
<td></td>
<td>30-35</td>
<td>18</td>
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</tbody>
</table>

<table>
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<td>20</td>
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<tr>
<td></td>
<td>30-35</td>
<td>30</td>
</tr>
</tbody>
</table>

D. Personal hours may be used in 1/4 hour increments and may not be used for the last day of the program year or the last day of employment.

E. The use of personal time cannot exceed the maximum hours for the pay period in which the personal time is used. An exception to this policy would be allowed for overtime situations that have been previously approved by the supervisor. Approval must be in writing and attached to the timesheet. Overtime worked without prior supervisor approval would not constitute an exception to this policy. However, the use of personal time cannot exceed the 40 hours in a work week.

F. Modified year employees whose anniversary date falls before January 1 of the current school year will receive the increased number of personal hours on the first day the Head Start students are in attendance of the current school year. Modified year employees whose anniversary date falls January 1 or later in the current school year will receive the increased number of personal hours on the first day the Head Start students are in attendance of the next school year.

G. When a modified year employee moves to full day/full year status current, unused personal hours will be converted to vacation hours.

H. Personal hours do not accrue, cannot be carried over into the next school year, and are not paid out at separation from employment.

I. Personal hours cannot be cashed out under any circumstances.

J. Full year employees do not receive personal days.
Sick Leave
Pages 39-40 are amended as follows in red.

A. MWVCAA provides sick leave to replace pay due to an inability, on or off the job, to work due to illness or injury.

B. Full-time, regular employees accrue 4 hours of sick leave per pay period for each pay period actually worked.

C. Part-time, regular employees who work more than 20 hours per week receive sick leave on a pro-rated basis, calculated by the number of hours hired to work per week.

<table>
<thead>
<tr>
<th>Number of Hours Hired to Work per Week</th>
<th>Accrual Rate per Pay Period</th>
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</thead>
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<tr>
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<td>2 hours</td>
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<tr>
<td>30-35</td>
<td>3 hours</td>
</tr>
</tbody>
</table>

D. Temporary and on-call employees do not receive sick leave benefits.

E. Employees may use sick leave for personal illness or injury, medical and dental appointments, to care for an immediate family member who is ill, or for parental leave.

F. Employees who do not have enough sick time accrued to cover necessary time off may use accrued vacation time, personal hours, or take time off without pay, with prior approval from their supervisor.

G. Employees are responsible to notify their supervisor in advance of their starting time when unable to report to work. Employees are to follow any specific program policies regarding notification of absence and request for sick leave.

H. If an employee is on a leave of absence, and not being compensated by MWVCAA, they do not accrue sick leave.

I. Upon separation from employment with MWVCAA, employees are not paid for unused sick leave, as sick leave is not a vested benefit.

J. Employees cannot transfer sick leave to another employee.

K. There is no cap on the number of hours of sick leave that may be accrued.

L. Exempt employees who actually work a total of 8 hours times the number of work days in the pay period will not have sick leave accrual docked for time taken off during the same pay period for personal illness or injury, appointments, or to care for an ill family member.

M. The use of sick leave cannot exceed the maximum hours for the pay period in which the sick leave is used. An exception to this policy would be allowed for overtime.
situations that have been previously approved by the supervisor. Approval must be in writing and attached to the timesheet. Overtime worked without prior supervisor approval would not constitute an exception to this policy. However, the use of sick leave cannot exceed the 40 hours in a work week.

Cellular Phones
Page 69 is amended as follows in red.

A. Cellular phones are to supplement, not substitute or replace standard telephones. Employees are to use standard telephones when available.

B. Use of MWVCAA provided cellular phones are to be limited to job-related and essential personal business.

C. Cellular phones are to be used in a professional, effective, and efficient manner to minimize costs.

D. Employees are to reimburse MWVCAA for personal cellular phone calls, text messages, downloads, or other fees that are above and beyond the limits of the individual cell phone plan.

E. Employees are not to use MWVCAA provided or personal cellular phones while driving on MWVCAA business. This includes, but is not limited to, phone calls, text messages, email, instant messaging, and browsing the internet. Employees are to pull over to a safe location when using cellular phones.

F. MWVCAA provided cellular phones are the property of MWVCAA and may be accessed and inspected at any time. There should be no expectations of privacy when using MWVCAA provided cellular phones.

G. Non-exempt staff who use agency provided PDA/smart phone devices (i.e. Blackberry, i-phone, etc.) must have supervisor approval to conduct work activities, on the device, outside of regularly scheduled work hours. This includes, but is not limited to:
   - Reading and responding to agency email.
   - Listening to work related voice messages.
   - Making work related phone calls.
   - Reading and responding to work related text messages.
   - Surfing the internet for work related research.

Staff are responsible to track all time spent conducting work activities outside of regularly scheduled work hours and record those hours on their time sheet.

* A definition of Non-exempt can be found on page 29, under overtime.
**Personal Cellular Phones**
Page 70 is amended as follows in red.

A. Staff are expected to exercise discretion when using personal cellular phones.

B. Use of personal cellular phones should not interfere with staff productivity or be distracting to others.

C. Personal calls and text messages should be made during non-work time when possible.

D. Personal cellular phones are not allowed in Head Start classrooms, buses, or on Head Start playgrounds while Head Start children are present. You must have prior supervisor approval, in writing, for an exception to this policy.

E. Use of personal cellular phones is prohibited while caring for children during Head Start sponsored field trips. You must have prior supervisor approval, in writing, for an exception to this policy.

F. Staff are responsible to inform friends and family of MWVCAA policy.

**Vacation Hours Donation Policy**

New Policy

MWVCAA recognizes the importance of replacing income when an employee or an employee’s eligible family member suffers serious, long-term health problems.

A. A regular benefited employee who is currently eligible to accrue vacation hours may voluntarily donate vacation hours to an eligible employee’s sick hours account.

B. Personal and sick hours are not eligible for donation.

C. An employee may donate hours only in one-hour increments to a recipient. The agency will base the amount of donated hours on the conversion of the donor’s salary rate to sick hours at the recipient’s base rate of pay. Conversion will be rounded down to the nearest quarter hour.

D. An employee may not donate vacation hours in excess of their accrual balance.

E. The agency credits the recipient of donated hours at his or her regular rate of pay. The amount of hours transferred to the recipient may not exceed the equivalent of the recipient’s normal rate of pay.

F. Donated hours will be transferred from the donor’s accrued vacation hours as needed by the recipient. If total leave donated exceeds the total amount of hours accepted, the unaccepted hours remain in the donor’s accrued hours balance.
G. The donor must complete and sign the Voluntary Request to Donate Vacation Hours form and submit it to their Program Director.

H. The Program Director may disallow the request to donate hours between programs or grants for legitimate business reasons including, but not limited to, restrictions on the use of grant funds.

I. If an employee is donating hours to their program director they would submit the Voluntary Request to Donate Vacation Hours to the Executive Director.

J. To be eligible to receive donated hours an employee must be regular, benefited, and currently eligible to accrue sick hours.

K. Temporary and Substitute/On Call employees are not eligible to donate or receive donated hours.

L. An eligible employee may request to receive donated hours under either of the following circumstances:

   1. To recover from or seek treatment for a serious health condition that is expected to continue for at least 15 consecutive calendar days after an employee has used all accumulated sick, vacation, and personal hours; and for which the total absence is expected to last at least 30 consecutive calendar days or;

   2. To care for or seek treatment for a family member with a serious health condition which is expected to continue for at least 15 consecutive calendar days following the employee’s exhaustion of accumulated sick, vacation, and personal hours and the total absence is expected to last at least 30 consecutive calendar days.

   3. Family member is defined as those eligible under the Federal Family Leave Act (FMLA) and/or the Oregon Family Leave Act (OFLA).

M. An eligible employee must complete, sign and submit a Request for Donated Hours form to the Personnel Office.

   1. If an employee is unable to submit a written request, the Personnel Office may accept a written request from a family member or other responsible party.

   2. The request must include the specific amount of time requested based on the projected need.

   3. A certification from an attending physician or practitioner must accompany the request, verifying that a qualifying medical need exists for either the employee or a family member. The certification must state the estimated amount of time the employee will need away from work; it must also be consistent with the amount of time the employee requests. Medical certification obtained for other purposes such as FMLA or OFLA may also be used for the purpose of verifying an employee’s eligibility to receive donated hours.
N. An employee may not request donated hours for short-term or sporadic conditions or illnesses that are common, expected, or anticipated. This includes, but is not limited to, sporadic, short-term recurrences of chronic allergies or conditions, short-term absences due to contagious diseases, short-term, recurring medical or therapeutic treatments. Each situation must be examined and decided on a case-by-case basis.

O. An employee may not request donated hours when they are eligible to receive or are receiving workers’ compensation, or are on parental leave.

P. Donated hours can impact short term disability benefits. Please contact the personnel office for information on how donated hours will impact your short term disability benefits.

Q. Leave donations must first reimburse the agency for dependent health insurance contributions if any. If the employee is not on a protected leave, the employee may elect to have COBRA insurance continuation contributions deducted from the hours donation. The agency will then apply the remainder to the employee’s salary. The employee assumes the tax liability for the full value of the donation.

R. Donated hours may be taken on an intermittent basis for the same condition and only after an employee has met the initial eligibility criteria listed under “L” above.

S. An employee meets the eligibility requirements in “L” above when a serious health condition requires a reduced work schedule resulting in partial day absences in excess of 15 calendar days following the exhaustion of accumulated sick, vacation, and personal hours and whose absence related to the condition exceeds 30 calendar days, (whether partial or full days) in combination of paid and unpaid leave.

T. Unaccepted donated hours (i.e., hours never converted to the recipient’s sick hours account) will remain in the donor’s vacation hours account.

U. If the recipient of donated hours needs more hours than the initial amount of time requested, he or she may submit subsequent requests for donated hours and updated medical certification.

V. Use of donated hours cannot exceed 640 hours in a 12 month period. The 12 month period will be administered according to the same 12 month administration used by the agency to determine FMLA/OFLA eligibility.