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HOUSTON CENTER FOR INDEPENDENT LIVING

COALITION FOR BARRIER FREE LIVING

PERSONNEL POLICIES MANUAL

1980 - 1981

TABLE OF CONTENTS

	<u>PAGE NO.</u>
SECTION I - INTRODUCTION AND GENERAL POLICY STATEMENT	1
00 INTRODUCTION	1
SECTION II - EMPLOYMENT	1
00 POLICIES RELATING TO EMPLOYMENT	2
1.01 Equal Employment Opportunity Statement	2
1.02 Nepotism Policy	2
1.03 Description of Positions	2
2.00 EMPLOYEE BENEFITS	2
2.01 Group Medical & Life Insurance	2
2.02 Worker's Compensation	2
2.03 Volunteer	2
2.04 Professional Liability Coverage	2
SECTION III - COMPENSATION PLAN AND PAYROLL ADMINISTRATION	2
1.00 COMPENSATION PLAN	2
1.01 Salary netermination	2
1.02 Payment of Salary	3
2.00 PAYROLL ADMINISTRATION	3
2.01 Payroll Form	3
2.02 Automobile Expense Reimbursement	3
2.03 Other Reimbursements	3
2.04 Salary Increases	3
SECTION IV.- ABSENCE AND LEAVE	2
1.00 ABSENCE	3
2.00 LEAVE	3
2.01 Scheduling of Leave	3
2.02 Annual Leave	3
2.03 Sick Leave	4
2.04 Extended Sick Leave	4
2.05 Personal Leave	4
2.06 Educational Leave	5
2.07 Administrative Leave	5
2.08 Maternity/Paternity Leave	6
2.09 Holidays	6
2.10 Floating Holidays	6
2.11 Military Leave	6
2.12 Jury or Witness Duty	6
2.13 Election Day/Voting	6
2.14 Leave Without Pay	6
2.15 Leave ob Absence	6
3.00 TARDINESS	7
4.00 HOURS OF WORK	7
4.01 Breaks	7

(C O N T I N U E D)

PAGE NO.

5.00 OVERTIME
6.00

SECTION V - TRANSFERS AND SEPARATIONS

1.00 TRANSFERS	7
2.01 SEPARATIONS	7
2.02 Retirement	8
2.03 Death	8
3.01 Automatic Probation	8
3.02 Administrative Probation	8
3.03 Benefits	8
4.00 TERMINATION OF EMPLOYEES	
4.01 Procedure	9
4.02 Notice of Uermination	9
4.03 Disciplinary Action	9
4.04 Discipline Procedure	10
4.05 Discharge	10
4.06 Transfer in Lieu of Discharge	10
4.07 Exit Interview	11
5.00 REVIEW OF EMPLOYEE'S SERVICE AND PERFORMANCE	11

SECTION VII MISCELLANEOUS POLICIES AND PROCEDURES 12

1.00 MISCELLANEOUS POLICIES	12
1.01 Confidentiality of Personnel Files	12
1.02 Publications	12
1.03 Care of Equipment	12
1.04 Dress Code	12
1.05 General Meetings	12
1.06 Temporary Employees	12
1.07 Conflict of Interest	12
2.00 MISCELLANEOUS PROCEDURES	12
2.01 Review of Personnel Policies and Procedures	12

SECTION VI. EMPLOYEES' GRIEVANCE PROCEDURE 13

1.00 DEFINITIONS	13
1.01 Grievance	13
1.02 Aggrieved	13
1.03 Party of Interest	13
1.04 immediate supervisor	13
2.00 GENERAL PROVISIONS	13
2.01	13
2.02	13
2.03 Meetings	13
2.04 Records of Meetings	13
2.05 Withdrawal	13
2.06 Reprisals	13

(C O N T I N E D)

	<u>PAGE</u>
2.08 GENERAL PROVISIONS	14
2.09	14
2.10	14
2.11	14
3.00 FORMAL PROCEDURE	14
3.01 Step I	14
3.02 Step 2	14
3.03 Step 3	14
3.04 Dissemination of Personnel Policies and Pro- cedures	15

SECTION I. INTRODUCTION AND GENERAL POLICY STATEMENT

00 INTRODUCTION

Houston Center for Independent Living, a service of the Coalition for Barrier Free Living is a private non-profit agency providing a wide range of services to disabled citizens in Harris County. The Center serves as a central focal point in the community for services and advocacy for the disabled. The primary goal of the Center is to provide disabled individuals with independent living support services, information, and skill development activities that will allow them to make informed choices leading to a fuller and more independent life. A secondary goal of raising the level of awareness in the community about disabled people gives the Center its unique distinction as both service provider and advocacy organization.

CBFL funding and funding for the Center comes from membership fees, public and private grants, individual donations and general fund raising.

The first Board of the CBFL was established in 1975. Currently the Board is composed of 18 people who are elected by the general assembly for terms of one year. The Board is primarily composed of disabled consumers with several Board members being actively involved in services and activities of the disabled, and represents many sections of the community. The Board has already contributed significantly to the progress and general success of the Coalition.

All policies governing the activities of the Center are made by the Board. Members of CBFL's Board receive no salary or any other payment for their work on the Board. The Board appoints an Executive Director who is directly responsible for managing the Center.

The Board meets each month (first Thursday) at the Center. These meetings are open to the public. The time and agenda for each meeting may be obtained by calling 528-6316.

SECTION II. EMPLOYMENT

00 POLICIES RELATING TO EMPLOYMENT

The Personnel Manual of the Houston Center for Independent Living provides descriptive information regarding personnel policies and procedures. All employees of HCIL must familiarize themselves with the policies and procedures contained in this manual. The Center's Personnel Department provides a mandatory program of orientation of all new employees. Continuing inservice training is provided for all staff on personnel policies and procedures.

01 Equal Employment Opportunity Statement - The CBFL believes that all persons are entitled to equal employment opportunities and does not discriminate against applicants for employment because of race, color, religion, sex, age, handicap, sexual preference, or national origin. CBFL complies with the Civil Rights Act of 1964, the Equal Pay Act of 1963, the Age Discrimination in Employment Act of 1967, Section 504 of the Rehabilitation Act of 1973, the Executive Order 11246, and any other legislation or executive order that applies to CBFL.

02 Nepotism Policy - CBFL complies with the provisions of Article 5996a and 5996c of Civil Statutes and the rulings of the Attorney General relating to nepotism.

03 Description of Positions - Each position at CBFL has a written position description that describes the duties performed, the qualifications for the position, the work performance measures, the supervisory controls, and any other pertinent factors. Position descriptions are reviewed and updated annually.

2.00 EMPLOYEE BENEFITS

Specific information concerning all the following employee benefits is available through the bookkeeping Office.

- 2.01 Group Medical & Life Insurance - Immediately upon employment those individuals employed at least 50% time are eligible to participate in the group medical and life insurance (Blue Cross & Blue Shield) coverage carried by the Center.

The group medical insurance provides basic medical benefits and life insurance (Blue Cross & Blue Shield); neither employees nor their dependents are charged for the coverage.

Medical insurance is no longer in force once an employee has terminated from the CBFL.

- 2.02 Worker's Compensation - Should an illness or injury occur in the nature and scope of the performance of an employee's duties as defined by and covered under the Worker's Compensation Laws of the State of Texas, the employee may be entitled to receive benefits under the Worker's Compensation Act. If an employee suffers an injury or illness which the employee feels should be covered by Worker's Compensation, the employee shall immediately notify his supervisor and shall submit to the Bookkeeping Office, the required forms for making a claim. To comply with the Worker's Compensation Act, the employee must give notice of injury to the Center within thirty (30) days and the employee must file a claim with the Industrial Accident Board within (6) months after the injury occurs. If the claim is determined to be compensable, the employee is entitled to benefits as provided under the Worker's Compensation Act, which may include partial coverage for medical costs, temporary total disability, permanent partial disability, permanent total disability, death benefits and specific injury. Compensation is not for the full wages that the employee was receiving prior to the time of the illness or injury, but is rather based upon a formula set by the Worker's Compensation Laws.

If benefits are commenced under the claim asserted by the employee, sick leave benefits otherwise payable to the employee will be reduced so that the total of the benefits being received under Worker's Compensation and sick leave will be no more than the regular pay of the employee prior to the time of the illness or injury. If the illness or injury continues beyond the time that payments are exhausted under the Worker's Compensation claim, remaining sick leave, if any, will then be exhausted in accordance with the sick leave policy of the Center.

- 2.03 Volunteer - Volunteers are subject to the same personnel policies as CBFL members.

- 2.04 Professional Liability Coverage - The Center provides professional liability insurance that covers employees while they are acting within the scope of their employment with the Center.

SECTION III - COMPENSATION PLAN AND PAYROLL ADMINISTRATION

1.00 COMPENSATION PLAN

- 1.01 Salary Determination - The Center compensates employees at a rate determined cooperatively by the Board and the Executive Director.

- 1.02 Payment of Salary - Salaries are paid by check on the 5th and 20th of every month for the periods of the 16th to end and 1st to 15th respectively.

2.00 PAYROLL ADMINISTRATION

- 2.01 Payroll Form - In order to receive salary compensation, all employees record their time on the payroll time record form. The time record must be signed by the employee's supervisor before being forwarded to the personnel officer every 15th and the last day of every month by 10:00 a.m. The personnel officer will then check the payroll time record against the time sheets and will submit the forms to the bookkeeping office. Employees who fail to submit a payroll time record by the designated time may be subject to receipt of late compensation. Any employee with questions regarding his/her time should consult the personnel officer.
- 2.02 Automobile Expense Reimbursement - All employees may be compensated for the use of their automobiles. Employees who are being compensated for the use of their automobiles according to a mileage report must complete a travel report form, have it signed by their supervisor, and then forward to the bookkeeping office on the 20th of every month.
- 2.03 Other Reimbursements - All other bills must also be submitted to the bookkeeping office on the 20th of every month.
- 2.04 Salary Increases - Salary increases are recommended to the Executive Director by department heads and are contingent upon approval by the Board.

Salary increases for employees are determined by a number of considerations, including the following:

Merit - The performance of the employee over the past year as documented by the employee's service review form and other pertinent information.

Funding - The total amount of funds available to the Center for salary increases.

Policies - The policies of funding sources and the Board of Directors.

SECTION IV. ABSENCE AND LEAVE

1.00 ABSENCE

Absence is the failure of an employee to report to work when scheduled. Employees who are going to be absent during regularly scheduled work time must call their designated supervisor to report that they will be absent that day. Failure to call designated supervisor may result in that individual having payment withheld for that day.

2.00 LEAVE

- 2.01 Scheduling of Leave - Employees must schedule all leave with the supervisor and have the required approvals prior to utilizing the leave, whenever possible. If an employee is requesting vacation leave, a request for leave form must be completed by the employee and approved by the supervisor ten (10) days prior to the time the vacation leave is scheduled to begin. Personal leave and floating holidays should be scheduled at least five (5) days prior to the time the leave is scheduled to begin.
- 2.02 Annual Leave - Annual (vacation) leave is accrued on a monthly basis from the beginning of employment and is earned at the end of each month. Leave may not be taken until three (3) months of employment has been completed. Employees may only take as many days as they have accumulated. No annual leave will be

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earned during a leave of absence without pay. Annual leave must be taken prior to the end of the agency's fiscal year. Rate of accrual is eight (8) hours per month for the first year of employment; ten (10) hours per month for the second year; twelve (12) hours for the third and fourth year; and fourteen (14) hours for the 5th year and each year thereafter. Part-time employees working half-time or more shall earn vacation leave on a pro-rata basis.

Employees who terminate prior to three (3) months of employment will not be paid for accrued vacation leave.

- 2.03 Sick Leave - Sick leave shall be accumulated at the rate of ten (10) hours per month of full time employment. Sick leave becomes available after the first month of employment and may be accumulated up to 60 working days. Supervisors may request a doctor's certification after two days of absence and/or frequent utilization of sick leave. Part-time employees, working half-time or more, will receive sick leave on a pro-rata basis. Sick leave may be taken for personal illness and outpatient or inpatient doctor's visits related to personal illness. In the event the employee has used all of his/her sick leave, the employee may use personal leave. If the illness continues and both personal leave and sick leave are exhausted, then the employee may use either vacation leave or leave without pay.

If an employee is also receiving benefits under a Worker's Compensation claim as a result of an illness or injury while working for the Authority, sick leave benefits hereunder shall be postponed by the amount of Worker's Compensation benefits that the employee is receiving so that the total of the Worker's Compensation benefits and sick leave shall not exceed the regular pay of the employee prior to the time of such illness or injury.

Once a year in December, employees will be permitted to trade in accrued sick leave at the rate of two days for each additional day of vacation, up to a trading maximum of sixteen (16) days of sick leave. However, an employee may not trade sick leave for (12) days accrued sick leave remaining. It is the employee's responsibility to notify the personnel officer in writing before December 15th of his/her intent to trade sick leave for vacation. Employees who resign or are terminated from employment will receive payment for one-half of their accrued unused sick leave at their current salary.

Employees who terminate prior to four months of employment will not be paid for accrued sick leave.

- 2.04 Extended Sick Leave - When an employee has exhausted all of his/her sick leave, further absence shall be charged against accrued vacation leave and then against the other types of leave available. When all types of leave have been exhausted, an employee may request an extended sick leave with pay.

Extended sick leave will not be offset by charting future accruals of sick leave. Extended sick leave will normally only be granted to employee with at least two years of service and in cases of catastrophic illness. The extended sick leave must be approved by the CBFL Board after recommendation by the Executive Director.

- 2.05 Personal Leave - A maximum of five (5) days per fiscal year, with pay, may be approved by an employee's supervisor for personal leave. Personal leave must be scheduled at least five (5) days in advance, except for proven emergencies. Personal leave is not cumulative and any remaining unused time on each August 31st is automatically cancelled. An employee is not eligible for personal leave until the completion of three (3) months of employment, with the exception of proven

emergencies. Personal leave may be taken to attend to a serious illness in the immediate family, to move households, to attend to legal or other business involvements, for doctors' appointments or other types of similar personal business. The employee will be required to state the nature of the business and verification may be requested. Part-time employees working half-time or more shall earn personal leave on a pro-rata basis.

- 2.06 Educational Leave - Educational leave includes any leave requested by a staff member but not required by the administration for the purpose of attending special workshops, professional meetings and any type course work. (Supervisory approval indicates that all required data are included and correct, i.e., information regarding registration, dates, description of educational program and the part(s) to be attended by the employee, and an adjusted work schedule. Supervisor approval also indicates that the educational leave being approved will not compromise or adversely affect the program in which the employee works. Annual leave may be taken in lieu of educational leave.

Educational Leave is available to all employees as long as it is within the following guidelines and has appropriate supervisory approval:

Educational leave will be granted for course work for no more than nine (9) hours per week, including travel time. All leave granted for course work shall be made up. The employee must file and have approved, and adjusted schedule of work hours.

Leave granted and made up may not interfere with the productivity and effectiveness of the service unit. Educational leave which compromises or adversely affects a program will be disapproved or cancelled.

Employees shall be granted leave to attend professional meetings and workshops. Employees granted educational leave to attend professional meetings and workshops shall not be required to make up the time. This leave is subject to supervisor approval. Information regarding this leave should be given to the immediate supervisor by the employee. Should this leave interfere with the productivity and effectiveness of the service unit, it will be disapproved or cancelled.

Some employees may be reimbursed for educational expenses subject to availability of funds, and where appropriate for development of job skills.

- 2.07 Administrative Leave - Administrative leave includes any leave required by the administration, i.e., training, recruiting, agency public relations, workshops, and professional or institutional meetings where the Center attendance is desirable. All employees are covered by administrative leave. Prior to approval of the Executive Director, a written justification of value to the Agency must be submitted. The use of administrative leave is subject to the following guidelines:

Employees may advise their supervisor of such meetings and their desire to be an agency representative; however, the request must be recommended by the appropriate supervisory staff.

All administrative leave will be granted at the discretion of the Executive Director.

A written report or verbal presentation to other staff may be required of the staff person attending such a meeting.

2.08 Maternity/Paternity Leave - An employee who has been with the Center one year may be granted a special maternity/paternity leave without pay. The employee has the option of using all accrued time (vacation and/or sick leave). Before going on maternity/paternity leave, approval has to be granted by immediate supervisor. The employee does not accrue benefits while on maternity/paternity leave.

2.09 Holidays - Eleven holidays are observed during the year:

Labor Day	1st Monday in September
Veteran's Day	11th of November
Thanksgiving and One Extra Day	4th Thursday in November Friday Following
Christmas and One Extra Day	25th of December and day following
New Year's Day	1st of January
President's Day	3rd Monday in February
San Jacinto Day	21st of April
Memorial Day	Last Monday in May
Independence Day	4 th of July

2 more - Floating
Part-time employees earn holidays which fall on a day they would normally work. When a holiday falls on a work day within the vacation of an employee, the holiday shall not be counted as a vacation day. Employees required to work on a holiday may be granted leave to be arranged with supervisor.

2.10 Floating Holidays - Two (2) Floating Holidays may be taken in conjunction with any of the designated holidays at the employee's choice, subject to the advance approval (five days) of the employee's supervisor. Floating Holidays may be taken in before and/or the day after the holiday. An employee's birthday or any U.S. Holiday, Holy or Commemorative Days not observed by the Center may be taken as Floating Holiday.

2.11 Military Leave - As provided by Law (Art. 5765, Sec. 7, V.A.C.S.), the Center's employees who are members of the Reserve components of the United States Armed Services shall be entitled to Leave of Absence. Copies of the law are available to the employee upon request.

2.12 Jury or Witness Duty - Leave with full pay will be granted for required jury or witness duty. Requests for jury or witness duty are to be approved by the employee's supervisor. Request for jury or witness duty must be supported by a copy of the summons or other written statement attached to the leave form.

2.13 Election Day/Voting - Each employee is encouraged to exercise his/her voting privileges at all local, state, and national elections. If, for some reason, time off should be required for voting, the employee is to obtain the approval of his/her immediate supervisor. Time off to vote will be allowed up to a maximum of two hours.

2.14 Leave Without Pay - Upon request, a leave without pay may be given for various reasons upon the approval of the employee's supervisor and Department Head. A leave without pay may not exceed twenty consecutive working days. Vacation, holidays, and other benefits will not accrue while the employee is on a leave without pay status. Leave without pay will normally be granted to those employees who have more than six (6) months of service with the agency.

2.15 Leave of Absence - Upon request, a leave of absence without pay may be given for various reasons upon the approval of the employee's supervisor. If the employee wishes to return to his/her former position, arrangements may be made with consideration being given to the employee and to the Center. Vacation, holidays, and other benefits do not accrue while the employee is on a leave of absence status.

3.00 TARDINESS

It is the employee's responsibility to be at work on time and to call his/her supervisor when it is not possible to be at work on time. The supervisor will keep a record of tardiness. This record may be considered when reviewing the employee's performance on the job.

Any employee who is consistently more than 15 minutes late will be asked to use this time against their vacation time or will take deduction from pay. The employee will be notified in writing in the form of a warning prior to the above action being taken.

4.00 HOURS OF WORK

The regular work week for a full-time employee is 35 hours in five (5) days, excluding lunch periods. Daily work hours may vary depending upon the nature of the work performed and/or work assignments.

- 4.01 Breaks - Each employee is provided thirty (30) minutes of paid work break time per day. Normally, this is divided into a fifteen (15) minute break in the morning and a fifteen (15) minute break in the afternoon.

5.00 OVERTIME

Certain executive, administrative, and professional employees are exempted by the Fair Labor Standards Act and are not required to be given compensatory time for overtime, nor are reports and records to be maintained for such overtime. Those employees classified as non-exempt are not permitted to work overtime unless approved by their supervisors. If overtime is approved, compensatory time must be given. These records are to be kept by the personnel officer. Compensatory time should not exceed 120 hours in any given fiscal year.

- 6.00 All of the above policies are superseded by any grants administration guidelines covering any employee or program.

SECTION V. TRANSFERS AND SEPARATIONS

1.00 TRANSFERS

A transfer is the movement of an employee from the position to another position in the overall structure of the Center. Transfers may be promotions or demotions or may involve a change to a comparable position in another part of the CBFL. Any promotion, demotion, or lateral transfer is recommended by the employee's immediate supervisor on the basis of documentation of the employee's performance on the Employee Service Review Form.

Transfers may be requested by an employee or by the component in which the employee works. The Executive Director may transfer any employee when he believes that transfer to be in the best interest of the Center.

2.01 SEPARATIONS

Resignations - An employee resigning his/her position should give no less than a two-week notice; in most instances, a four-week advance notice is preferred. All resignations must be in writing and filed with the Personnel Officer through the employee's immediate supervisor. The Personnel Officer will make arrangements so that all financial matters between CBFL and the employee will be properly completed.

Agency benefits terminate at the effective date of resignation.

✓ 2.02 Retirement - There is no mandatory retirement age.

- 2.03 Death - Deceased employees will be removed from the payroll as the end of the day on which death occurred. After the date of death, the employee's estate becomes eligible to receive payment for the employee's vacation time, insurance, and any other benefits.

PROBATION

CBFL utilizes two types of probation; automatic probation and administrative probation.

- 3.01 Automatic Probation - Automatic probation is designed to provide for a period of time during which the employee and the Center may evaluate their relationship. Every new employee is placed on automatic probation for the first 90 days of employment.

Upon completion of the first 90 days of employment, the immediate supervisor will perform a written review of the employee's performance on the service review form. At any time during the first 90 days of employment, the supervisor may perform a written review form. The review will be shared with the employee and, in conjunction with other factors, will determine the employee's future status with CBFL. Employment may be terminated at any time during the first 90 days upon recommendation by the appropriate supervisor to the Personnel Officer, after a written review of the employee's performance on the service review form. The actual decision as to termination shall be made by the Executive Director. Two weeks wages, in lieu of notice, may be given to any employee on automatic probation whose employment is being terminated.

- 3.02 Administrative Probation - Administrative probation is utilized to give an employee whose performance is not satisfactory the opportunity to improve with the guidance of his/her supervisor. The immediate supervisor may place the employee on administrative probation and will inform the employee in writing. The recommended length of time for administrative probation is no longer than 60 days. An employee may be terminated at any time while he or she is on administrative probation.

Prior to being placed on administrative probation, the supervisor will perform a written review of the employee. The review will detail the area of deficiency. This review will be discussed with the employee by the supervisor. It is the responsibility of the supervisor to notify the Personnel Office before placing the employee on administrative probation or removing an employee from the probation. At the end of the probationary period, a written evaluation of the employee's performance will be conducted and forwarded to the Personnel Office.

- 3.03 Benefits - If an employee is on administrative probation and requests any type of leave to which he/she is entitled, the request should be arranged with the supervisor; if the request is granted, the probationary period is automatically extended to account for the period of time the employee was on leave status.

4.00 TERMINATION OF EMPLOYEES

4.01 Procedure - Individual supervisors are responsible for notifying the Executive Director of any action recommending termination of employees they supervise.

4.02 Notice of Termination - In case of termination due to reduction of staff or other causes not under the control of the employee, the employee will be given a two-week notice. Pay to cover the notification period in lieu of notice may be granted when necessary.

4.03 Disciplinary Action - The management of HCIL endeavors to be fair and uniform in its handling of personnel related matters. Disciplinary action shall be initiated in the case of a violation of HCIL policy and/or accepted standards of behavior. All disciplinary actions shall be administered fairly, uniformly and equally. Violations are classified, according to their seriousness, as follows:

GROUP A

1. Theft or other acts of dishonesty.
2. Convictions of any felony or crime involving moral turpitude.
3. Failure to comply with official directives or established HCIL policy.
4. Chronic absenteeism or tardiness
5. Intoxication while on duty or the consuming of alcohol on the job
6. Use of or possession of unauthorized, illegal or nonprescribed drugs while on the job.
7. Falsification of employment application, any employee personnel records, or any HCIL reports
8. Assault or threat with a deadly weapon or the carrying of a concealed weapon while on duty.
9. Willful destruction of, or damage to, HCIL property.
10. Conduct endangering the life, safety, or health of others.
11. Releasing confidential information concerning clients or staff without authorization.
12. Mental incapacity preventing performance of duties
13. Physical or verbal abuse of a client
14. Abandonment of job

GROUP B

1. Discourtesy to, or mistreatment of clients, the public, or fellow employees
2. Poor attitude

3. Threats toward or coercion of other employees
4. Poor quality or quantity of work
5. Fighting, discriminatory probation or an inability to get along with fellow employees
6. Violation of safety rules endangering self or others
7. Negligence or carelessness resulting in damage to HCIL property
8. Failure to turn in assignments in timely manner

GROUP C

1. Misuse of time during working hours, or use of time that does not contribute to objectives of the job.
2. Failure to conform to scheduled breaks
3. Excessive or unauthorized personal use of the telephone
4. Ineffective or careless performance of duties
5. Excessive absenteeism or tardiness, regardless of cause

Violation of established HCIL policies or exhibition of attitude, conduct or mannerisms during job performance which, in the opinion of the employee's immediate supervisor or the Executive Director, is detrimental to the overall good of HCIL, its morale, or its services, will be grounds for disciplinary action and may be classified as either GROUP A, B, or C, depending on the severity of the act or conduct.

The following actions will be used for disciplinary actions as consequences of the above violations:

	<u>1st Offense</u>	<u>2nd Offense</u>	<u>3rd Offense</u>
GROUP A	Discharge and/or prosecution, if applicable		
GROUP A			
GROUP B	Administrative	Discharge	
GROUP C	Documented written Warning	Administrative Probation	Discharge

When an employee is given written warning for one of the listed violations and then works twelve (12) months without receiving another written warning, the warning shall not be counted against the employee as a first offense.

- 4.04 Discipline Procedure - When it appears to a supervisor that an employee's conduct warrants disciplinary action, he/she will advise the employee promptly of the situation and the facts. The employee will be given an opportunity to present any mitigating information or circumstances. The employee shall be given an opportunity to state his/her position. If the offense warrants discharge, the recommendation for discharge must be approved by the Executive Director. All disciplinary action must be approved in advance by the Executive Director.

Disciplinary action shall be in written form and shall be read to or read by the employee. The employee shall, by his/her signature, acknowledge receipt of the disciplinary action and the action shall become a part of the employee's central personnel record. Should an employee refuse to acknowledge receipt of the disciplinary action by his/her signature, that refusal shall be witnessed by a third party and appropriate documentation will be placed in the central personnel record.

The records of disciplinary actions relating to offenses from Group A shall become permanent part of employee's central personnel records. Records of disciplinary action, all records of the Group B or group C disciplinary action shall be removed from the employee's central personnel records.

The Executive Director may suspend an employee with or without pay at any time while disciplinary action against that employee is being considered.

- 4.05 Discharge- For offenses committed by the employee that fall into either Group B or Group C and are of the number that result in discharge, the employee will be given notice of termination or severance pay equal to two (2) weeks pay.

The decision of whether to give a discharged employee either notice or severance pay will be made by the Executive Director and shall be binding and final.

- 4.06 Transfer in Lieu of Discharge - In certain instances, management may, at its option, allow an employee to transfer to another area in lieu of discharge. As with any transfer, the employee will be placed on automatic probation.

Transfer in lieu of discharge should be used judiciously and sparingly following consultation with, and appraisal by the Executive Director. In those cases wherein management has determined that an employee should be offered the opportunity to transfer, as a visible alternative to discharge, the employee's option will be limited as follows.

1. Accept the transfer unconditionally
2. Accept the transfer under protest, and continue to work in the newly assigned position, while submitting the issue to the grievance procedure and awaiting a judgement as to the propriety of the transfer.
3. Resign in lieu of discharge
4. Discharge

- 4.07 Exit Interview - All employees who are separating from HCIL will be requested to have interview with their supervisor or the Executive Director.

5.00 REVIEW OF EMPLOYEE'S SERVICE AND PERFORMANCE

Prior to the end of the 90 days automatic probationary period, an employee may be reviewed by his/her supervisor on the Employee Service Review Form. When the first 90 days of employment have been completed, each employee must be reviewed. Reviews will occur on at least a 6-month basis thereafter and at other intervals, according to the needs of HCIL. Reviews will be conducted if an employee is placed on or removed from administrative probation. Finally, an employee service review shall be completed in conjunction with an exit interview whenever an employee gives notice of his/her voluntary resignation from HCIL.

SECTION VII. MISCELLANEOUS POLICIES AND PROCEDURES

1.00 MISCELLANEOUS POLICIES

1.01 Confidentiality of Personnel Files - Information contained in an employee's personnel file shall be kept confidential except to the following people:

1. Supervisors responsible for the work product of the employee
2. The supervisor selecting applicants for an position within the Center for which the employee is being considered
3. Anyone associated with the Center or funding sources of the Center who has permission from the Executive Director or his designated agent to review these files.
4. Any person with a valid court order authorizing inspection
5. The employee or his designated agent, as indicated by the employee's written permission, is permitted to view the employee's personnel file shall be during normal Personnel Office hours.

The employee's record must be kept up-to-date. This is possible only through the cooperation of each individual. Employees must report to the Personnel Office any changes of address or telephone number.

1.02 Publications - All publications of the CBFL are available to employees. Employees who have news that they would like to include in the publication should forward the information to the CBFL representative at the Center.

1.03 Care of Equipment - Each employee is held responsible for the equipment and other materials entrusted to his/her care. Diagnostic materials, typewriters, adding machines, and other equipment are expensive and should receive the best of care.

1.04 Dress Code: There is no formal dress code for employees; however, each employee is expected to dress in a manner deemed appropriate for conducting business. It is particularly important that as a representative of the Center, employees have a presentable appearance at all times.

1.05 General Meetings - In order to keep employees apprised of agency functions, policies and procedures, and actions of the Board of Trustees, regular meetings will be held throughout the Agency. These meetings will normally be held throughout the Agency. These meetings will normally be held in the service facility by the supervisor of the facility.

1.06 Temporary Employees - CBFL occasionally employs applicants for a temporary period of time. Such employees are paid on a contract basis and do not receive the Center's benefits. Arrangements for temporary employees are to be made through the Personnel Officer.

1.07 Conflict of Interest - CBFL is an agency expending public funds; if an employee has any financial interest in or is on the governing board of any firm, corporation, or vendor that transacts or seeks to transact business with CBFL, it is the employee's responsibility to file a written report of that interest with the Executive Director.

2.00 MISCELLANEOUS PROCEDURES

2.01 Review of Personnel Policies and Procedures - CBFL reviews the Personnel Policies and

SECTION VI. EMPLOYEES' GRIEVANCE PROCEDURE

All employees and supervisors are encouraged to maintain open communication with each other regarding matters of employment in order that problems may be resolved informally. The employee may utilize the following process to obtain personal consideration if a problem cannot be resolved informally.

1.00 DEFINITIONS

- 1.01 A "grievance" is a dispute or disagreement alleging a violation of the policies of the Board related to wages, hours or conditions of work.
- 1.02 The "aggrieved" is an employee alleging a grievance.
- 1.03 A "party of interest" is the person alleging the grievance and any person or persons involved in the resolution of the grievance.
- 1.04 The "immediate supervisor" is the appropriate administrator to whom the employee reports directly.

2.00 GENERAL PROVISIONS

- 2.01 At all stages of the grievance procedure, the burden to establish that an error has been made regarding policies of the Board relating to wages, hours, or conditions of work is on the employee filing the grievance.
- 2.02 If a grievance arises that is not under the jurisdiction of the immediate supervisor, the grievance shall be transmitted in writing directly to the Executive Director. If the grievance cannot be resolved by the Executive Director, it will enter at Step 3 of the Grievance Procedure.
- 2.03 Meetings - All meetings concerning grievances will take place at reasonable hours. Employees absent from their assigned duties because of such meetings shall have the approval of the administration. If a grievance hearing is scheduled during the regular work day, all participants in the investigation and processing of the grievance, including the aggrieved and witnesses, shall be released from regular duties and shall suffer no loss of pay or other benefits. Reasonable notice of scheduled meetings shall be given to all participants.
- 2.04 Records of Meetings - All documents, communications and records dealing with a grievance shall be filed separately from, and no notation of such grievance shall appear in, the official personnel file of the aggrieved unless so requested by the aggrieved. All matters pertaining to a grievance shall be treated as confidential material and shall not be considered in decisions regarding assignment, transfer, promotion, or re-employment.
- 2.05 Withdrawal - A grievance may be withdrawn at any step and may not be reopened.
- 2.06 Reprisals - No reprisals of any kind shall be taken by or against any employee in the grievance procedure by reason of such participation. Reprisals shall not be taken against any part of interest.
- 2.07 Legal Remedy Rights - No part of this procedure shall work in such a way as to deny the complainant the right to pursue an appeal to any authorized agency or legal redress in the courts.

- 2.08 The employee has a right to grieve individually or be accompanied at all meetings and his hearings at all steps and stages of the grievance by a representative. No meeting shall take place without said representative if the aggrieved employee so requests.
- 2.09 An employee is not entitled to a representative during a supervisory conference or any agency meeting outside the grievance procedure when no punitive action has been taken against that employee.
- 2.10 All meetings shall be held during normal working hours and work days. Every effort will be made to expedite the grievance.
- 2.11 The time frames for decision making set forth in the formal procedure must be adhered to in all instances but may be suspended by the agreement of all concerned parties.

3.00 FORMAL PROCEDURE

3.01 Step 1 - If a problem arises that can not be resolved informally by the supervisor and the employee, the supervisor will offer a solution or decision for action to resolve the matter. If the solution or decision is of a disciplinary nature, it must have the approval of the Executive Director. The solution or decision will be in writing and a copy provided for the employee, employee's supervisor and the Executive Director.

3.02 Step 2 - If the employee and supervisor, in consultation with the Executive Director, cannot resolve the matter to the satisfaction of the employee, the employee may request that the matter be referred to the Board. The employee's request to the Board must be within two weeks after receipt of the written summary. The supervisor and employee will present a written statement to the Board which contains at least the following points:

- A brief narrative of the matter
- A statement of the remedial action requested
- A summation of the result of discussions
- A statement of the basic issue that still remains unsolved

3.03 Step 3 - Within five working days of the receipt of the grievance by the President of the Board or his designee or the Grievance Committee, a meeting of all parties shall be scheduled. Within five working days of the initial meeting at this level, the disposition of the grievance shall be indicated in writing and a copy furnished to all parties and interest. If the grievance is referred to a designee or Grievance Committee, a recommendation will be made to the president of the board for consideration.

The President of the Board shall receive copies of all the signed material previously presented in the procedure; no evidence or complaint may be added during this step that has not been previously heard and discussed by all parties concerned.

The president of the Board may schedule, at his discretion, a meeting of all or some of the parties involved. The President of the Board may also, at his discretion, refer the matter to the entire Board for review, or may appoint a Committee on the Board to consider such matter. In the absence of such referral, the decision of the President is the final administrative process and should be used only when an equitable solution cannot be reached in the previous step.

Procedures annually.

- 3.04 Dissemination of Personnel Policies and Procedures - All employees of the CBFL will receive a copy of the officially approved Personnel Policies and Procedures.