**Claiborne County Human Resource Agency Employee Handbook**



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# Section: Introduction

**Welcome**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We believe that you are an integral part of our team and you will work with us to make our team successful. This handbook describes many of our policies and outlines the programs and benefits available to eligible employees. The handbook will answer many questions you may have about your employment at Claiborne County Human Resource Agency. We suggest that you become familiar with the handbook as soon as possible. We hope and believe that your experience here will be challenging, enjoyable, and rewarding.

Again, welcome! Sincerely,

CCHRA Board of Directors

**Introductory Statement**

***Revised: 09/24/2013 | Effective: 04/22/2013***

This handbook has been prepared to provide our employees with a general understanding of our personnel policies, work rules and benefits. All employees are responsible for becoming familiar with our policies and procedures. If you have any questions regarding the material in the handbook, please contact the Executive Director or your supervisor for clarification. The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time. When changes are necessary, we will provide you with amended pages for your handbook.

**Customer Relations**

***Revised: 09/24/2013 | Effective: 04/22/2013***

Clients are vital to the success of all organizations. Every employee represents Claiborne County Human Resource Agency to clients and the public. One of the highest priorities at Claiborne County Human Resource Agency is to help our clients or potential clients. Nothing is more important than being courteous, friendly, prompt, and helpful to clients.

If a client wants to make a specific comment or a complaint, you should direct the person to the EXECUTIVE DIRECTOR for appropriate action. Your contacts with the public, your telephone manners, and any communications you send to clients reflect not only on you but also on the professionalism of the Claiborne County Human Resource Agency.

**Organizational Chart**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency ORGANIZATIONAL CHART

CCHRA Board of Directors CCHRA Executive Director CCHRA Operations Supervisor

CCHRA Employees

***Section: Employment Policies & Procedures***

## ADA Policy (Americans With Disabilities Act)

***Revised: 04/22/2013 | Effective: 04/22/2013***

Reasonable accommodation is available to an employee with a disability when the disability affects the performance of job functions. We make our employment decisions based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

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

We make all types of leaves of absence available to all employees on an equal basis. We are committed to not discriminating against any qualified employee or applicant because the person is related to or associated with a person with a disability. We follow all state or local laws that gives more protection to a person with a disability than the ADA gives.

We are committed to taking all other actions that are necessary to ensure equal employment opportunity for persons with disabilities in accordance with the ADA and any other applicable federal, state, and local laws.

Specific to employees in Mississippi

Discrimination based on blindness, deafness, or visual or physical handicap is protected in the public sector.

**Employment At Will**

***Revised: 09/24/2013 | Effective: 04/22/2013***

This handbook is not a contract of employment. Any individual may voluntarily leave the employment of the Claiborne County Human Resource Agency upon proper notice or may be terminated at any time and for any reason as long as there is no violation of federal, state or local law. The handbook is an overview of our policies and benefits. Its content is subject to change at any time at the discretion of CCHRA BOARD

OF DIRECTORS AND EXECUTIVE DIRECTOR.

**Equal Employment Opportunity**

***Revised: 09/24/2013 | Effective: 04/22/2013***

We adhere to all federal, state and local laws regarding equal employment opportunity. We provide equal opportunities for all employees and applicants for employment without regard to sex, age, race, religion, national origin, citizenship status, physical or mental disability, or any service, past, present, or future, in the uniformed services of the United States.

It is the responsibility of everyone in management to ensure that equal consideration be given to all applicants and employees in personnel actions, which include recruiting and hiring, selection for training, promotion, demotion, discipline, rates of pay or other compensation, transfer, layoff, recalls, and terminations.

## Anti-Harassment Policy - Short Version

***Revised: 10/04/2019 | Effective: 10/04/2019***

Being that Claiborne County Human Resource Agency has a zero tolerance, we expect all employees to be treated with fairness, respect, and dignity. This includes customers and vendors as well as employees. Accordingly, any form of harassment based on an individual's race, color, sex, religion, national origin, age or disability is a violation of this policy and will be treated as a disciplinary matter.

**The term harassment includes slurs and any other offensive remarks, jokes, graphic material, or other offensive verbal, written, or physical conduct. Unwelcome sexual advances, requests for sexual favors, and** any other **unwelcome, unbecoming, verbal, or physical conduct will not be tolerates and is not a condition**

**of employment.**

Neither submission to nor rejection of such conduct will be used as a basis for employment decisions. We are committed to maintaining a safe and healthy work environment and takes all appropriate health and safety precautions consistent with current medical knowledge. Employees may not refuse to work with or cooperate with, withhold services from or otherwise harass, intimidate, degrade or isolate a co-worker because of a known or suspected disability or disease, or because of a co-worker's association with a person with a disability or disease. Any employee who believes that he or she has been subject of harassment shall immediately report conduct to EXECUTIVE DIRECTOR.

All complaints will be promptly investigated and we will endeavor to handle these matters expeditiously, confidentially, and in a professional manner so as to protect the offended individual and other individuals providing relevant information. Upon completion of a thorough investigation by management, prompt and appropriate action will be taken. There will be no retaliation against anyone for stepping forward with a concern regarding any type of harassment. All employees are to cooperate with any investigation into a harassment complaint. False accusations of harassment cause harm to innocent people and such conduct will not be tolerated.

**We will take all steps necessary to prevent any form of harassment from occurring. All supervisors and managers are informed of this policy and have been instructed as to what constitutes proper and improper behavior. We are prepared to promptly take steps necessary to enforce this policy. Violations of this harassment policy will result in disciplinary action of discharge.**

**Employment Applications**

***Revised: 09/24/2013 | Effective: 04/22/2013***

We rely on the accuracy of the information you put on your employment application. We expect that you and your references will give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person has already been hired, it could result in termination of employment.

**Background Checks**

***Revised: 09/24/2013 | Effective: 04/22/2013***

To ensure that individuals who join Claiborne County Human Resource Agency meet our standard qualifications and have a strong potential to be productive and successful, it is our policy to check the employment references of all applicants.

In addition to checking references of applicants, we will respond in writing only to those reference check inquiries that are submitted in writing on former employees. Responses to such inquiries will be limited to factual information that can be substantiated by our records. No employment data will be released without a written authorization and release signed by the individual who is the subject of the inquiry.

## Immigration Control and Enforcement Policy

***Revised: 09/24/2013 | Effective: 04/22/2013***

It is the our policy to fully comply with the regulations of the Immigration Reform and Control Act of 1986 (as amended) enforced by the Department of Homeland Security. We will hire only American citizens and aliens who are authorized to work in the United States.

The law requires us to do five things:

* 1. **All new employees must complete Section 1 of the I-9 form within three business days of hire.**
  2. **Check documents establishing employees' identity and eligibility to work. (Note: You are not allowed to tell the employee which documents to present and cannot ask for more than is required.)**
  3. **The person examining the documents must complete Section 2 of the I-9 Form and the Certification Section.**
  4. **Retain the form for at least three years. (If the individual employs the person for more than three years, we must retain the form until one year after the person leaves our employment.)**
  5. **Present the form for inspection to the Department of Homeland Security or Department of Labor officer upon request. (At least three days advance notice will be given.)**

If an employee is hired for less than three days, Form I-9 still must be completed before the end of the employee's first working day. The I-9 Form contains instructions for completion. The employee assigned to this task must follow those instructions completely.

**Medical Examinations**

***Revised: 09/24/2013 | Effective: 04/22/2013***

We may require that some employees have a medical examination. The exam is to determine if you are able to perform your job duties. If a medical examination is required, we will pay for the examination for all full time employees and any job offer would be contingent upon successful completion of the medical exam.

Please note that all medical information is kept confidential to protect your privacy. Only authorized personnel who have a legitimate business need to know may review the medical information.

## Employee Categories

***Revised: 05/19/2014 | Effective: 04/22/2013***

It is important that you understand the definitions of the employment categories at Claiborne County Human Resource Agency and know your classification. Your employment category helps determine your employment status and your eligibility for benefits. If you have questions or are not sure what your employment classification is, talk to your

Supervisor/Manager.

These employment categories do not guarantee employment for any specific period. You became an employee voluntarily and your employment is at will. "At will" means that you may terminate your employment at any time, with or without cause or advance notice. Likewise, "at will" means that we may terminate your employment at any time, with or without cause or advance notice, as long as we do not violate federal or state laws.

Depending on your job, you are either NONEXEMPT or EXEMPT from federal and state wage and hour laws. If you are a NONEXEMPT employee, you are entitled to overtime pay under the specific provisions of federal and state laws. If you are an EXEMPT employee, you are excluded from specific provisions of federal and state wage and hour laws.

Your EXEMPT or NONEXEMPT classification may be changed only with written notification by Claiborne County Human Resource Agency management.In addition being a Nonexempt or Exempt employee, you may also belong to one of the following

employment categories:You are a REGULAR FULL-TIME employee if you are not assigned to a temporary or introductory status AND you are regularly scheduled to work a full-time schedule.

REGULAR FULL-TIME employees are employees who are not in an introductory status AND who are regularly scheduled to work the full-time schedule. In most cases, regular full-time employees are eligible for all benefit programs, subject to the terms, conditions, and limitations of each benefit program.

You are a PART-TIME employee if you are not in an introductory status AND you are regularly scheduled to work less than 32 hours hours per week. Part-time employees receive all legally mandated benefits, such as Social Security and workers' compensation insurance. Part-time employees are not eligible for other benefit programs.

**Introductory Period**

***Revised: 09/24/2013 | Effective: 04/22/2013***

The first 6 months of employment are considered to be the probationary period. During this time you will be evaluated by your supervisor on your job performance, personal traits and general fitness for the job.

Employees in their probationary period are not eligible for sick and annual leave benefits. After completing the probationary period, your continued employment will be determined by your job performance and adherence to our policies and code of conduct.

## Job Descriptions

***Revised: 09/24/2013 | Effective: 04/22/2013***

We strive to have accurate job descriptions for all jobs. A job description includes the following sections:

* **Job information;**
* **Job summary (gives a general overview of the job's purpose);**
* **Essential duties and responsibilities;**
* **Supervisory responsibilities;**
* **Qualifications (includes education and/or experience, language skills, mathematical skills, reasoning ability, and any certification required);**
* **Physical demands; and**
* **Work environment.**

We use job descriptions to identify the requirements of a job, set up the hiring criteria, set standards for employee performance evaluations, and establish a basis for making reasonable accommodations for individuals with disabilities.

The EXECUTIVE DIRECTOR will prepare a job description when a new job is created. We review existing job descriptions and update them when a job changes. Your job description does not necessarily cover every task or duty that you might be assigned. You may be assigned additional responsibilities as necessary. If you have questions or concerns about your job description, contact your immediate supervisor.

**Performance Appraisal Program**

***Revised: 09/24/2013 | Effective: 04/22/2013***

Our policy is to review each employee's performance on an on-going basis to ensure that you are performing your job to the best of your abilities as well to suggest areas for improvement and development. The initial performance review is conducted after the employee's probationary period which is six months. Thereafter, performance reviews are conducted on a semi-annual or annual basis.

In the event you are promoted or transferred to another position, you will receive a performance review after 6 months probation. Your review will be based on such factors as quality and quantity of work, knowledge of your job, initiative, attendance, personal conduct record and your attitude toward your job and the other employees. The review presents an opportunity to discuss your performance as well as to determine the areas for improvement or development.

**Promotion Policy**

***Revised: 09/24/2013 | Effective: 04/22/2013***

We prefer to promote from within whenever qualified personnel are available within the organization. Jobs may be posted on our bulletin board. The posting will contain the required qualifications and experience as well as instructions on how to apply. Employees who meet the job criteria are encourage to apply or may refer external candidates who are qualified. We reserve the right to advertise outside Claiborne County Human Resource Agency to ensure the most qualified person is selected for the position.

## Training and Development

***Revised: 04/22/2013 | Effective: 04/22/2013***

Our policy is to ensure that employees are knowledgeable about their job and its requirements. Management should ensure that training is available to all employees periodically in various fashions, such as on-the-job training, a library of videocassettes, training meetings, external seminars and/or workshops as well as personal consultation. Managers and supervisors should also check the online webcasts that are available for a variety of skills training.

Managers/supervisors will determine what training employees are required to have and what training courses they should attend. In the event that an employee has identified some training available to him/her job, the employee should contact his/her supervisor to discuss the feasibility of company participation in the expense of the training.

Managers are authorized to send employees to special training programs if the cost is within the budget and the manager's established spending authority. Otherwise, the manager must receive authorization from their Manager to incur the cost of employee training.

Managers should document any special training an employee receives and should ensure that this documentation is placed in the employee's personnel file. Normally, training occurs on the job and we absorb all expenses associated with the training. If an hourly employee is required to attend a training session, the employee will be compensated for the time involved in the training. An employee who incurs any expenses associated with training must complete an expense report attaching the appropriate receipts and submit it to his/her immediate manager for authorization. The manager will forward it through proper channels to secure reimbursement such as vehicle mileage, meals, etc., should comply with our standard policies.

**Hiring of Relatives**

***Revised: 05/19/2014 | Effective: 04/22/2013***

The employment of relatives is permitted with the following restrictions:

1. A relative is not permitted to supervise another relative
2. Confidential positions, such as human resources, payroll or administrative assistants are not open to relatives of any employee.

Relative is defined as:

any person related to the employee by blood, marriage or adoption Close relatives include:

an individual's parent, spouse, child, sibling, grandparent, grandchild, aunt, uncle, in-law or step relative, or

any person with whom the employees has a close personal relationship such a domestic partner, romantic partner, or co-habitant.

**Re-Employment Policy**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Employees who left our employment in good standing will be considered for open positions along with other applicants. Employees who left without giving proper notice or who were discharged for cause will not be eligible for re-hire.

**Resignations**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Employees who choose to leave our employment are asked to give at least two weeks' notice. Employees who do not give an appropriate notice may not be eligible for rehire.

All terminating employees will be given an exit interview. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation. The interview will also cover what compensation the employee has coming and when termination of benefits will occur.

Employees are expected to turn in all property assigned to them at the time of termination.

**Terminations**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Discharge may become necessary due to the employee's lack of ability or failure to fulfill the requirements of the job. Discharges are always unpleasant and costly, and the decision to discharge is not made lightly.

Advance notice may or may not be given depending on the circumstances surrounding the termination.

All terminating employees will have an exit interview. The purpose of the interview is to be certain the reasons for the employee's termination are not founded on a misunderstanding or erroneous situation and to solicit information on what the employee understands of the company and the company benefits. The interview will also cover what compensation the employee has coming and when termination of benefits will occur.

Employees are expected to turn in all property assigned to them at the time of termination.

**Applications**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We rely on the accuracy of the information you put on your employment application. We also expect that you and your references give accurate and true information during the hiring process and employment. If we find that any information is misleading, false, or was left out on purpose, we may reject an applicant from further consideration. If the person was already hired, it could result in termination of employment.

**Simple EEO Policy**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We follow state and federal laws prohibiting discrimination in hiring and employment. We do not discriminate against employees in violation of these laws.

**Anti-Harassment - Long Version**

***Revised: 10/04/2019 | Effective: 10/04/2019***

**Claiborne County Human Resource Agency provides equal employment opportunity to all employees and**

**applicants and is a zero tolerance agency. This means that all employment decisions, including hiring, placement, discipline, promotion, leave of absence, job assignment, compensation, transfer, layoff, recall, and termination and access to benefits and training, are made without regard to race, color, creed, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, handicap, disability, or any other characteristic protected by federal, state, and/or local law.**

## Equal employment opportunity also encompasses Claiborne County Human Resource Agency's commitment to maintaining a work environment that is free of unlawful discrimination and harassment. In furtherance of this commitment, employees are not to display or electronically send pictures, cartoons, posters, e-mail, or jokes that may reasonably be deemed offensive because of race, color, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, handicap, disability or any other characteristic protected by federal, state, and/or local law. Similarly, employees are not to make comments, jokes, epithets, pranks, innuendos, gestures, touchings, nor to engage in any other form of conduct, that may reasonably be deemed offensive because of race, color, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, handicap, disability or any other characteristic protected by federal, state, and/or local law.

**Sexual harassment is a form of unlawful harassment that is based on an individual’s sex or is of a sexual nature. It includes, but is not limited to, the types of prohibited harassment identified above, as well as unwelcome sexual advances, requests for sexual favors, and/or other verbal or physical conduct. Such conduct constitutes sexual harassment when any of the following occur or are present: (1) submission to such conduct is made either explicitly or implicitly a term or condition of employment; (2) submitting to or rejection of such conduct is used as the basis for employment decisions; and/or (3) such conduct has the purpose or effect of unreasonably interfering with an individual’s work performance or creates an intimidating, hostile or offensive working environment. All unlawful harassment, including sexual harassment, is strictly prohibited.**

**The prohibitions above include discrimination and harassment in *any* workplace context, including conferences, meetings, social events, and work-related activities and trips. These prohibitions include unlawful harassment and discrimination from or towards managers, co-workers and other employees as well as non-employees with whom Claiborne County Human Resource Agency has a business or professional relationship, including but not limited to vendors, visitors, customers, clients, etc..**

**If you believe that you have been subjected to or witnessed offensive, hostile or any other conduct in violation of this policy, or if you believe that you have been subjected to unlawful discrimination in the terms or conditions of your employment, you must immediately report the matter as follows:**

**Reporting Complaints of discrimination or harassment**

**Claiborne County Human Resource Agency encourages and expects every employee to report incidents of discrimination or harassment, whether they are directly involved or are merely a witness. If any employee believes that he or she is being discriminated against or harassed or has been subjected to discrimination or harassment by a coworker, supervisor, manager or other individual at the workplace, or believes that his or her employment is being or has been adversely affected by such conduct, or believes that he or she has witnessed such conduct, the employee should report the concerns (orally or in writing) IMMEDIATELY to his or her supervisor, manager, next level manager, another manager, or the Human Resources department.**

**Once the matter has been reported, a prompt investigation will be conducted and, to the extent that it does not compromise the integrity of the investigation, confidentiality will be maintained concerning the allegations. Should the investigation establish that an individual has engaged in conduct prohibited under this Policy, disciplinary action warranted by the results of the investigation will be taken against the offending employee(s). To be clear, any employee found to be engaging in conduct prohibited under this Policy will be subject to** d**d**i**i**s**s**c**c**h**ip**ar**l**g**in**e**e**. **.**

**Employees who fail to cooperate with an investigation, or who knowingly provide false information in connection with a complaint or an investigation, will be subject to discipline as well.**

**Prohibition Against Retaliation**

**Claiborne County Human Resource Agency prohibits and will not tolerate any form of retaliation against an employee who has filed a complaint in good faith or an employee who, in good faith, has cooperated or participated in an investigation of a complaint. If you have filed a complaint, or have participated in an**

**investigation, and believe that you are being or have been retaliated against, you MUST immediately report this matter to one of the persons mentioned above in the sub-section titled “Reporting Complaints of Discrimination or Harassment.”**

**If you believe that you have been subjected to discrimination because of your race, color, religion, sex, sexual orientation, alienage, citizenship status, marital status, status as a Vietnam era veteran, national origin, age, handicap, disability, or any other characteristic protected by federal, state and/or local law, or if you believe that you have been retaliated against for complaining about discrimination or participating in an investigation, it is *your* responsibility as an employee to utilize the complaint procedure established in this Policy for the purposes of preventing and correcting this unacceptable workplace behavior.**

***Section: Hours of Work and Pay***

**Hours of Work**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We maintain work hours for our employees in accordance with federal and state regulations, production needs, and the maintenance of an efficient and effective schedule of work. The Fair Labor Standards Act requires employers to maintain an accurate record of hours worked and to pay one and one-half times the regular hourly rate of pay to every non-exempt employee who works overtime.

Overtime will be defined as all hours worked over forty in a workweek. The Fair Labor Standards Act permits exemption of certain professional, administrative, and executive positions and certain sales positions, as defined in the statues, from compliance with the act. The official workweek for all employees begins at 12:01

a.m. on Saturday and ends at 12:00 midnight the following Friday.

Training Time--- Any meetings, lectures, and training programs that an employee is required to attend will be considered compensable time with the exemption of part-time employees.

**Timekeeping**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Accurately recording time worked is the responsibility of every employee. Federal and state laws require us to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.Nonexempt employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons.

Overtime work must always be approved before it is performed.Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. If corrections or modifications are made to the time record, both the employee and the supervisor must verify the accuracy of the changes by initialing the time record.

Non-exempt employees are responsible for accurately recording the hours they work. This information also helps us comply with the laws that require accurate records of "time worked" in order to correctly calculate employee pay and benefits. "Time worked" is defined as all the time non-exempt staff spend performing assigned duties.

If you are a non-exempt employee, you must accurately record the time you begin and end your work, as well as the beginning and ending time of any meal periods, split shifts, or if you leave the workplace for personal reasons. Also, you always need to receive advance approval before working any overtime hours.We consider attempts to falsify timekeeping records a very serious matter. Therefore, any of the following actions may result in disciplinary action, up to and including termination: altering, falsifying, tampering with time records, or recording another employee's time record. You are also responsible for signing your time records to certify their accuracy. Your immediate Supervisor or Manager will then review and initial the time records before submitting for payroll processing. In addition, if corrections or revisions are made to the time record, both the employee and supervisor must initial the changes on the time record as being accurate.

**Pay Days**

***Revised: 05/19/2014 | Effective: 04/22/2013***

Hourly employees are paid bi-weekly on Friday. If a holiday falls on a regular scheduled payday, payday will be on Thursday.

Salaried employees will be paid bi-weekly. If a holiday falls on a regular scheduled pay day, pay day will be on Thursday.

## Overtime

***Revised: 09/24/2013 | Effective: 04/22/2013***

Our policy is that work shall be completed, whenever possible, with one shift only. When overtime work must be scheduled, equal opportunity for participation will be given among the employees who are capable of performing the work to be done unless specific skills are needed.

DEFINITION OF TERMS:

1. **Casual Overtime:**

Means overtime of an irregular nature, not expected to continue for more than a day or so. An example of casual overtime is overtime authorized to meet an emergency or unexpected absenteeism. Casual overtime includes daily or Saturday work provided the above conditions are met.

1. **Regularly Scheduled Overtime:Means overtime that occurs at regular intervals and that is usually accurately predicted for any given period of time. For instance, if because of production need a department head announces to his/her department that a certain number of people would be required to work ten hours overtime each week for the next six weeks, this would be classed as regularly scheduled overtime.**

Employees assigned overtime work must be judged by the company as capable of performing the work to be done. Opportunity for casual overtime on a particular job will normally be given to the employee who has been working on that job during the regular shift. Opportunity for Saturday overtime of a casual nature will normally be given to the employee who does this work during the regular week.

There will be no partiality shown to any employee in the distribution of overtime.

As a condition of employment, an employee is expected to work overtime and on any shift when assigned by his/her immediate supervisor. In the event an employee has a justifiable excuse and is unable to work overtime, he/she should notify his/her immediate supervisor so that an alternate may be selected.

All overtime requests must be approved by EXECUTIVE DIRECTOR. Overtime will be paid to hourly and salaried (nonexempt) payroll employees for those hours worked over and above forty hours in a workweek at the rate of 1-1/2 times regular base rate in comp hours.

For the purpose of this policy, paid vacations will be treated as time worked. No other absence will be counted as time worked. Sunday will be considered as a regular workday.

MISCELLANEOUS:

No employees will be asked or required to take time off from his/her regular work schedule due to his/her having worked overtime.

Any hourly or salaried (nonexempt) employee found on the premises at other than normal work hours without an approved overtime authorization request will be asked to clock out but will, of course, be paid for the full time worked.

**Lunch Period**

***Revised: 04/22/2013 | Effective: 04/22/2013***

The lunch period is a time for the employee to take care of personal issues and to relax and catch their breath from the toils of the business. Employees are not permitted to forgo the lunch period to shorten the work day without the permission of their supervisor. Employees needing extra time on their lunch period must also receive prior approval from their supervisor.

**Deductions**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We are required by law to deduct Federal and State Withholding Tax (where applicable) from your paycheck. The amount of tax is determined by your earnings and the number of dependents you claim. At year end you will receive a W-2 form showing your total earnings and the amount of taxes withheld. Deductions for Social Security at the rate established by law are deducted from your paycheck. We match your contributions to the Social Security tax. Other deductions may include premiums for insurance, savings plan, garnishments, etc. If an employee believes that there has been an error in pay, he/she should contact Bookkeeper.

**Child Support**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We comply with the laws of the land regarding New Hire/Child Support Law. If you are subject to a child support order, monies will be withheld from your paycheck in accordance with our state's regulations.

Child support is the court-ordered payment by the non-custodial parent to the custodial parent for the care and welfare of the child.

**Direct Deposit**

***Revised: 05/28/2014 | Effective: 04/22/2013***

We encourage direct deposit of your paycheck to your bank accounts(s). Effective October 1, 2014, all employees will be required to direct deposit payroll wages. The agency will have a financial institution that will allow employees to open accounts for direct deposit if needed. You can choose to have your check deposited in more than one account. For example, you may elect to have some money put into checking as well as a savings account.

Please submit a voided check or bank deposit slip with the bank's routing number to Bookkeeper to initiate direct deposit. It may take one or two pay periods before the transaction can be completed. In the meantime, you will receive a manual check.

Remember to notify payroll before you change the financial institutions where your checks are being sent. It takes a week or two to retrieve a check that has been sent via electronic mail!

**Garnishment**

***Revised: 04/22/2013 | Effective: 04/22/2013***

A court-ordered legal claim against the wages of an employee by a creditor for non-payment of a debt and served by the constituted legal authority is called a garnishment, and it must be recognized and executed by the organization. When a garnishment is received, we will advise the employee that a garnishment has been served. The employee will be counseled to seek assistance in working out his/her financial problems.

**Flextime**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We will work with employees to establish effective flexible scheduling, or flextime, so long as it does not adversely affect the operations of the organization or service to our customers.

Flextime allows you to vary the times you start and end work each day within certain time limits. There will usually be a core period when all employees are expected to be present.

For example: All employees will work on site from 10:00 a.m. to 2:00 p.m. daily.

Before we approve flextime, we will look at our staffing needs, your performance, and the requirements of your job. If you wish to be considered for flextime, talk with EXECUTIVE DIRECTOR.

**Travel Expenses**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We will reimburse you for reasonable business travel expenses if the Executive Director approves the travel in advance. After a trip is approved, you should make your travel arrangements through our travel administrator.

We reimburse approved travel expenses such as travel, meals, lodging, and other expenses as long as they were necessary to meet the objectives of the trip. You are expected to keep expenses within reasonable limits. If you are involved in an accident while on business travel, immediately report the accident to EXECUTIVE DIRECTOR.

If you use a vehicle owned, leased, or rented by Claiborne County Human Resource Agency, you may not use that vehicle for personal reasons unless you have advance approval.

**Breaks**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We provide an official rest break of no more than 15 minutes duration twice a day. Employees are requested to remain on the work premises during the break periods.

**Final Paycheck**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We follow the state regulations regarding deadlines for employees to receive their final paycheck.

**Deferred Compensation**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency sponsors a deferred compensation plan as an enhancement to retirement benefits. Deferred Compensation is a mandatory plan for all full-time employees and voluntary plan for part-time employees allowing employees to enjoy current tax advantages through income deferral to provide future benefits for retirement. Deferred compensation contributions reduce current income taxes and earnings on contributions grow on a tax-deferred basis. There are strict IRS restrictions on withdrawals prior to retirement. Benefit eligible employees can start, change, or stop contributions to a deferred compensation account at any time, subject to plan provisions and payroll schedules. Contact the Bookkeeper for further information on details concerning the Deferred Compensation program.

# Section: Mandatory Employee Benefits

**Social Security**

***Revised: 04/22/2013 | Effective: 04/22/2013***

The payment of Social Security and Medical Benefits is made by you and Claiborne County Human Resource Agency. We match your contribution to Social Security and Medicare and thereby pay one-half of the cost of your Retirement and Medicare Benefits under the Social Security Act.

Social Security provides a variety of benefits, including retirement income, death benefits, disability benefits and monthly income for certain dependent survivors of covered employees.For additional information regarding Social Security eligibility and benefits, go to [www.socialsecurity.gov.](http://www.socialsecurity.gov/)

**Unemployment Insurance (UI)**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agencypays the entire cost of unemployment insurance. This insurance provides a weekly income for those who may be laid off or who may have lost their job through no fault of their own. The amount of this income varies with the individual and state in which he/she resides because it based on average earnings. Eligibility requirements and the amount of benefits that you may receive are specified by state law.

**Workers' Compensation Benefits**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Employees are provided Workers' Compensation coverage from the day they begin work. Claiborne County Human Resource Agency pays the entire cost of this coverage. Employees are covered by Workers' Compensation if they are incapacitated by injury or illness arising out of their employment.

Employees must report all accidents to their supervisor immediately, regardless of how minor. If a work- related injury requires medical attention by a physician or any other medical facility that produces a bill, a claim must be made out the same day by the employee's supervisor. If the injury causes the person to be away from work beyond three days, this injury must be reported to the state Workers' Compensation Division. The employee's supervisor is responsible for submitting a copy of the original claim to the state office.

Additionally, a copy of this claim must be forwarded to the Bookkeeper, who will forward it to the insurance company. Employees are not authorized to go to a physician without first advising their supervisor or manager. Employees will not be eligible for regular compensation or vacation or holiday pay in addition to any Workers' Compensation received.

**Military Care Giver**

***Revised: 04/22/2013 | Effective: 04/22/2013***

The Military Caregiver Leave permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list.

Caregiver may be a spouse, son, daughter, parent or next of kin of the covered servicemember. The same timing requirements for certification apply to all requests for FMLA Leave, including those for military leave.

**Pregnancy Leave**

***Revised: 04/22/2013 | Effective: 04/22/2013***

If a pregnant employee is temporarily unable to perform her job because of pregnancy she will be treated the same as any other temporarily disabled employee.

Pregnant employees are permitted to work as long as they are able to perform their jobs. If an employee has been absent from work as a result of a pregnancy-related condition and recovers, she will be able to return to work.

We will hold the position open for a pregnancy-related absence the same length of time jobs are held open for employees on sick or disability leave.

## Military Leave

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency will grant a military leave of absence if you are absent from work because you are serving in the U.S. uniformed services in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). You must give your Executive Director advance notice of upcoming military service, unless military necessity prevents advance notice or it is otherwise impossible or unreasonable.

You will not be paid for military leave. However, you may use any available accrued paid time off, such as vacation or sick leave, to help pay for the leave. Continuation of health insurance benefits is available as required by USERRA based on the length of the leave and subject to the terms, conditions and limitations of the applicable plans for which you are otherwise eligible.

Your benefits, such as vacation, sick leave, or holiday benefits, will not accrue during a military leave. When you return from leave, the benefits will start accruing again. If you are on military leave for up to 30 days, you must return to work on the first regularly scheduled work period after your service ends (allowing for reasonable travel time). If you are on military leave for more than 30 days, you must apply for reinstatement in accordance with USERRA and applicable state laws.

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

If you have questions about military leave, contact your Bookkeeper for more information.

## Benefit Continuation - COBRA

***Revised: 04/22/2013 | Effective: 04/22/2013***

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) was enacted to ensure that employees and their dependents can continue their health insurance once they are no longer eligible under our health plan.

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

If you continue your insurance under COBRA, you will pay the full cost of the insurance at our group rates plus an administration fee. When you are eligible for our health insurance plan, you will receive a written notice describing your COBRA rights. This notice contains important information about your rights and what to do if you need COBRA so it is important that you read it carefully and maintain it with your insurance documents.

If you have any questions regarding COBRA, please contact your Bookkeeper.

Specific to employees in Mississippi

Mississippi offers plans with 2-19 employees the ability to qualify for 12 months.

## Military Family Leave

***Revised: 04/22/2013 | Effective: 04/22/2013***

Our organization complies with the Military Family Leave entitlements under the Family and Medical Leave Act (FMLA). Eligibility requirements are identical to those required under FMLA:

-- Employee must have completed twelve months of employment. Employment need not be consecutive; however employment prior to a continuous break in service of 7 years of more will not be counted unless the break is due of employee's fulfillment of military obligations;

-- Employee must have worked for 1,250 hours over the previous 12 months;

-- Employer must have 50 employees within 75 miles. Exigency Leave

Eligible employees with a spouse, son, daughter, or parent on active duty or call to duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Employees may not take leave if the family member is in the regular Armed Forces. The call to duty must be federal, not state.

Qualifying exigencies include any one or more of the following non-medical, non-routine activities:

1. **Short-term notice deployment activities**
2. **Military events and related activities**
3. **Childcare and school activities**
4. **Financial and legal arrangements**
5. **Counseling activities**
6. **Rest and recuperation activities**
7. **Post-deployment activities, and/or**
8. **Additional activities as mutually agreed upon between employee and the organization.**

Military Caregiver Leave

The Military Caregiver Leave permits eligible employees to take up to 26 weeks of leave to care for a covered service member during a single 12-month period. A covered service member is a current member of the

Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the service member medically unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list. Caregiver may be a spouse, son, daughter, parent or next of kin of the covered service member.

Specific to employees in Mississippi

Mississippi prohibits employers from discriminating an employee or trying to persuade an employee from serving on a jury. State employees may be granted administrative leave for jury duty.

Employee Notice

Employees must provide 30 days advance notice of the need to take Military Caregiver Leave. If leave is foreseeable but 30 days notice is not possible, the employee must provide notice as soon as possible - generally, either the same or next business day. The employee must provide notice of the need for foreseeable due to a qualifying exigency as soon as feasible.

Certification

The same timing requirements for certification apply to all requests for FMLA Leave, including those for military leave. Spouses employed by the same employer are limited to a combined total of 26 workweeks in a single 12-month period if the leave is to care for a covered servicemember with a serious injury or illness, and for the birth and care of a newborn child, for placement of a child for adoption or foster care, or to care for a parent who has a serious health condition.

FMLA Leave may be taken intermittently whenever medically necessary to care for a covered servicemember. FMLA may also be taken intermittently for a qualifying exigency arising out of the active duty status or call to active duty of a covered military member. When leave is needed for planned medical treatment, the employee must make a reasonable effort to schedule treatment so as not to unduly disrupt the employer's operations.

**Military Caregiver Leave**

***Revised: 04/22/2013 | Effective: 04/22/2013***

The Military Caregiver Leave permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status, or is on the temporary disability retired list.

Caregiver may be a spouse, son, daughter, parent or next of kin of the covered servicemember. The same timing requirements for certification apply to all requests for FMLA Leave, including those for military leave.

**Jury Duty**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency encourages you to fulfill your civic responsibilities by serving jury duty when required. If you receive a jury duty summons, show it to your immediate supervisor as soon as possible so that arrangements can be made to accommodate your possible absence from work.

# Section: Optional Employee Benefits

**Employee Benefits**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Eligible employees at Claiborne County Human Resource Agency receive many benefits. Some benefits are required by law and cover all employees. The legally required benefits include Social Security, workers' compensation, and unemployment insurance.

There are several factors that decide if you are eligible for a benefit. One important factor is your employment classification. See the Bookkeeper to find out for which benefit programs you are eligible.

This employee handbook contains policies describing some of the benefit programs, or you may find more information somewhere else, such as the Summary Plan Document.

The Organization provides the following benefit programs to eligible employees: Bereavement

Deferred Compensation Plan Dental

Health Insurance Holidays

Jury Duty Leave Life Insurance Pension Plan Sick Leave

Supplemental Insurance Vacation Leave

Vision Plan

## Vacation Policy

***Revised: 05/20/2014 | Effective: 04/22/2013***

Paid vacation is one of the ways Claiborne County Human Resource Agency recognizes length of service and performance and to show our appreciation by providing time off with pay.

ELIGIBILITY: Employees in the following employment classifications are eligible for vacation. Full Time

Regular, full-time employees are eligible to earn a paid vacation based on the following requirements:

1. **A new employee accrues a prorated amount of vacation time for the first month of service. An employee must be in active pay status on the last working day of the month to accrue vacation for that month. Employees are not allowed to use earned vacation time until he/she has completed the probationary period of six (6) months.**
2. **Vacation time accrues at a rate of eight (8) hours each month of full time service twelve (12) days for every twelve (12) months.**
3. **Employees will not accrue vacation leave while on paid or unpaid leave.**
4. **Employees may carry over accrued vacation.**

Time off for which the employee receives pay from the organization, excluding leaves of absence, will count as hours worked for purpose of vacation eligibility The employee will have one year from the day on which he/she earns vacation to take his/her vacation.

Vacation periods should be scheduled as far in advance as possible. Vacation periods should be scheduled and approved by employee's supervisor at least two (2) weeks prior to the date requested. Preference in selection of dates will be granted based on length of service.

A written authorization should be submitted in all instances where the employee is granted a vacation day(s). Scheduled vacation must be canceled no later than the end of the work shift on the last workday prior to the scheduled vacation time.

Vacation days cannot be borrowed from future years. Employees on leave of absence or layoff on their anniversary date will be eligible to receive earned vacation pay.

TERMINATION: Employees with less than one (1) year of continuous service, who have not met eligibility requirements, will not be entitled to vacation. Employees with more than one (1) year of continuous service will be paid any earned unused vacation for the previous year plus any prorated vacation for the current year for a maximum of thirty (30) days.

**Holidays**

***Revised: 04/22/2013 | Effective: 04/22/2013***

The organization provides the following holidays to all eligible employees:

Full Time

The organization observes the following holidays:

New Year's Day Martin Luther King President's Day

**C**G**o**o**n**od**fe**F**d**r**e**id**r**a**a**y**te Memorial Day**

Memorial Day Independence Day

Labor Day Veteran's Day

Thanksgiving Day

Day After Thanksgiving Day Before Christmas Christmas

New Year's Eve

When a holiday falls on Sunday, the following Monday shall be observed. When a holiday falls on Saturday, the preceding Friday will be observed. Certain Holidays, such as Christmas Eve, shall be observed on the day on which it falls.

Nonexempt employees working on a designated holiday will be paid for the holiday their regular hourly rate for those hours worked. Exempt employees will be allowed a different day off with pay.

## Sick Leave

***Revised: 05/28/2014 | Effective: 04/22/2013***

Claiborne County Human Resource Agency provides paid sick leave benefits to eligible employees who are temporarily absent due to illness or injury. Employees in the following employment classifications are eligible for sick leave:

* **Full Time**

1. **Sick leave is earned on the last workday of the payperiod for all employees on active pay status that day. An employee beginning employment earns a prorated amount of sick or personal leave for the first payperiod and continues according to the following schedule:**
   1. **Sick leave equivalent to twelve (12) days per year, earned-at a rate of eight (8) hours per month, is granted to all full-time employees.**
   2. **Employees will not accrue sick leave while on paid or unpaid leave (i.e., FMLA, vacation, sick, or donated leave of absence or other leave of absence).**
2. **Sick leave will be granted when an employee is incapacitated from the performance of his/her duties by sickness, maternity, or injury, including suffered on the job. The following policy will govern the amount of sick leave allowed except for leave governed by the Family and Medical Leave Act:**
3. **An employee is to contact his/her supervisor or EXECUTIVE DIRECTOR when sick or personal leave is needed because of illness. It remains the employee's responsibility to keep the supervisor and/or EXECUTIVE DIRECTOR informed as to his/her condition and when he/she will return to work.**
4. **Employees absent due to illness for more than three (3) consecutive days will be required to have a doctor's excuse/medical statement to verify the nature of the illness and/or if there are any work restrictions.**
5. **In the case of a work-related accident or injury, employees may use accrued sick leave and vacation leave for any lost work hours beginning on the date of the accident or injury and for scheduled work time lost as a result of that accident or injury. In addition, all employees are covered by workers' compensation insurance, which compensates an employee for lost time, medical expenses, and loss of life or dimemberant from an injury arising out of or in the course of work. Employees must report any accident or injury immediately to his/her supervisor so that the necessary paperwork may be completed.**
6. **Abuse of sick leave may result in disciplinary action, including possible termination.**
7. **All excess sick leave will be applied toward the employee's future accrual of sick leave.**
8. **Fitness to Return to Work: In conjunction with review of the treating physician(s) statement, the EXECUTIVE DIRECTOR shall decide when an employee may return to work following an illness or injury. The employee must submit a physician's statement to his/her supervisor or EXECUTIVE DIRECTOR. The statement should be submitted as early as possible in advance of the employee being released from a physician's care. The statement must include the following information:**

date the employee is being released from treatment, date the employee may return to work, and

whether the employee has any work restrictions as a result of any temporary or permanent disability.

If the employee has any restrictions due to a disability, the EXECUTIVE DIRECTOR will consider reasonable accommodations that will allow the employee to perform the essential functions of his/her position. The EXECUTIVE DIRECTOR will ensure compliance with the Americans with Disabilities Act in making the final decision. This requirement applies to any length of time the employee is away from work in which a disability has been acquired or under a physician’s care.

**Bereavement**

***Revised: 04/22/2013 | Effective: 04/22/2013***

In the event of the death of an employee's:

Father Mother Brother Sister Spouse Child

Step-Father Step-Mother Step-Child Father-in-law Mother-in-law Son-in-law Daughter-in-law Brother-in-Law Sister-in-law Grandchild Grandparent

Time off is paid. Time off will be given up to a maximum of 3 days.

If more than 3 days are needed, the employee is permitted to take vacation days or leave without pay, with the approval of your immediate supervisor or EXECUTIVE DIRECTOR.

Part-time and temporary employees may take leave. Part time employees are not eligible for paid time off for bereavement.

**Witness Duty**

***Revised: 04/22/2013 | Effective: 04/22/2013***

If you receive a subpoena to testify in court, Claiborne County Human Resource Agency will give you time off to be a witness. If you are summoned to be a witness for Claiborne County Human Resource Agency or if we ask you to testify, we will give you time off with pay.

If you have to go to court to be a witness for someone other than Claiborne County Human Resource Agency, we will give you a maximum of 8 hours hours time off with pay at your base rate. You may also use any available paid leave benefits you have, such as vacation, to be paid for any unpaid time off you have to take.

If you need time off to be a witness, show the subpoena to the EXECUTIVE DIRECTOR as soon as you receive it. We expect you to report for work whenever you are not needed in court.

**Inclement Weather**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Unless notified by your supervisor, you are to report to work on all regularly scheduled days, regardless of weather conditions. In the event of any disaster conditions, Claiborne County Human Resource Agency will operate under conditions that will require certain personnel to report to work. However, despite the weather, all Claiborne County Human Resource Agency employees will automatically become emergency service workers and are subject to be called to assist the Claiborne County Human Resource Agency.

**Medical**

***Revised: 05/20/2014 | Effective: 04/22/2013***

The medical insurance plan at Claiborne County Human Resource Agency offers Employees Only access to medical care insurance benefits. Employees in the following employment classifications are eligible to participate in the medical insurance plan:

\* Full Time

Eligible employees may participate in the medical insurance plan subject to the terms and conditions of the agreement between Claiborne County Human Resource Agency and the insurance carrier.

You will find details of the medical insurance plan in the Summary Plan Description (SPD). When you become eligible, you will receive an SPD and rate information prior to the enrollment date. For questions about medical insurance, contact the Bookkeeper for additional information.

**Dental**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency offers dental coverage which is employee paid. Claiborne County Human Resource Agency does not contribute to this coverage. It is an optional program offered to the employees of Claiborne County Human Resource Agency.

**Vision**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency offers vision coverage which is employee paid. Claiborne County Human Resource Agency does not contribute to this coverage. It is an optional program offered to the employees of Claiborne County Human Resource Agency.

**Life Insurance**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency offers a basic life insurance plan for eligible employees. The basic life insurance plan includes Accidental Death and Dismemberment (AD&D) insurance. AD&D provides benefits in case an accident causes a serious injury or death.

Employees in the following employment classifications are eligible to enroll in the life insurance plan: Full Time

The eligible employees may participate in the life insurance plan subject to the terms and conditions of the agreement between Claiborne County Human Resource Agency and its insurance carrier.

There are more details about our basic life insurance plan in the Summary Plan Description. If you have questions about our life insurance plan, contact the Bookkeeper for more information.

**Retirement Plan**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Eligible employees who select employment with the Claiborne County Human Resource Agency can look forward to retirement benefits through the state retirement system. Participation in the retirement system is mandatory for all full-time employees and part-time employees working no less than 20 hours per week.

Employees must contribute to the retirement system on his/her behalf.

In certain instances, if an employee terminates his/her employment with the Claiborne County Human Resource Agency before retiring, he/she may be eligible for a refund of contributions paid into the system, plus interest. However, employees may choose to leave contributions in the state retirement system. For further information regarding either of the above possible options, please contact the EXECUTIVE DIRECTOR and/or the Bookkeeper.

**Sick Leave Donation**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Sick Leave Donation allows a qualified employee to voluntarily donate sick leave to another qualified employee who is unable to work because of extended serious illness or injury. The procedure to initiate this process involves sharing the donating employee's intentions with their supervisor and Human Resources.

Contact the Bookkeeper for more information regarding donating or applying to receive donated sick leave.

**Salary Reduction (125) Plan (Pre-tax Deductions)**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Pre-Tax Premiums - This voluntary program allows you to pay the premiums for medical and dental benefits with pre-tax dollars. Under Section 125 of the Internal Revenue Code, you may annually elect to reduce your taxable salary by the amount you pay towards medical and dental premiums. Participation in the salary reduction plan can result in you paying less federal, state and Medicare taxes,as well as reducing your contributions to your retirement plan.

Because of the tax savings you receive, the federal government places certain restrictions on what you can and cannot do under this plan. This is an irrevocable choice, meaning changing your decision to have your premiums deducted pre-tax, as well as canceling or changing the benefits associated with these deductions, is not allowed until the next open enrollment period unless you experience a qualifying event as defined in federal law.

**Flexible Spending Accounts (FSAs)**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Flexible spending accounts allow you to pay for certain health care and dependent day care expenses on a pre-tax basis. You make an annual election of an amount to contribute through a salary reduction agreement. This amount is then deducted over the course or the plan year, divided on per pay period basis, and deposited into your account. These funds are not subject to federal, state or Medicare taxes, or PERA deductions. However, you may not deduct any expenses on your tax return that were reimbursed with pre-tax funds from a flexible spending account.

# Section: Employee Conduct/ Responsibilities

**Attendance/Punctuality Policy**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We expect Claiborne County Human Resource Agency employees to be reliable and punctual. You should report for work on time and as scheduled. If you cannot come to work or you will be late for any reason, you must notify your immediate supervisor as soon as possible.

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

**Managers and supervisors should monitor their employees' appearance to ensure appropriate, safe dress. If your dress is determined to be inappropriate, you will be sent home to change and will be off the clock if you are an non-exempt employee.**

**Note: Exceptions to our policy regarding the dress code for office personnel may be made for casual day.**

**be worn on Friday. \* Open toe shoes are not allowed for those who are not working in the office setting**

**\* Blue jeans are only to**

* **Men must be cleanly shaven, with the following exception: A neat trimmed mustache or beard is permitted.**
* **Everyone's hair must be clean and groomed.**
* **Everyone is to wear uniform attire specified by the agency**

**Dress Code/Casual Days**

***Revised: 04/22/2013 | Effective: 04/22/2013***

**Employees engaged in work that puts them in a position where they meet the public are expected to present a professional appearance to the customers. This means good personal grooming habits and the proper attire for their position with the Claiborne County Human Resource Agency.**

## Standard of Conduct

***Revised: 04/22/2013 | Effective: 04/22/2013***

The purpose of this policy is to outline what Claiborne County Human Resource Agency expects from its employees in terms of appropriate behavior. Employees who violate the work rules are subject to disciplinary action, up to and including termination.

Infractions of the following work rules are deemed to be unacceptable and may result in termination upon the first offense.

Unacceptable Violations

1. **Theft of organization property or personal property of another employee.**
2. **Punching another employee's time card or permitting someone to punch your time card.**
3. **Falsification of an application or organization record.**
4. **Sleeping while on duty.**
5. **Unauthorized disclosure of confidential information.**
6. **Serious violation of harassment policy.**
7. **Fighting, threatening, or attempting bodily injury to another person on the organization property.**
8. **Deliberating damaging organization property, property belonging to a co-worker or to a vendor.**
9. **Failure to wear safety equipment where required.**
10. **Unauthorized use of organization time, materials, tools, etc. for personal gain**
11. **Unauthorized alteration of organization machinery or equipment.**
12. **Violation of safety rules which could result in serious injury to self or others**
13. **Reporting to work under the influence of drugs and/or alcohol.**
14. **Possession of guns, knives, weapons, explosives, etc. on organization property.**
15. **Testing positive for drugs on a organization-administered drug test.**
16. **Refusal to cooperate with the investigation of a work-related matter**
17. **Insubordination**
18. **Indecent or immoral behavior on organization property**
19. **Conviction of a felony General Violations**

The following violations do not generally poise a major threat to the operation of the business or to the safety and well-being of the individual or other employees.

1. **Horseplay**
2. **Contributing to unsanitary conditions**
3. **Leave work area without permission**
4. **Failure to provide an acceptable quality of work**
5. **Repeated tardiness or absence; failure to report to work without satisfactory reason**
6. **Smoking in restricted areas**
7. **Improper operation of any vehicle on organization property**
8. **Unauthorized use of organization telephones or computers**

The above lists are not all-inclusive and the organization reserves the right to take corrective action for any behavior it deems inappropriate for the efficient operation of the business.

Managers and supervisors will follow the progressive discipline policy for violations of the Code of Conduct.

## Progressive Discipline

***Revised: 12/17/2013 | Effective: 04/22/2013***

We believe it is important that all employees are treated fairly and that disciplinary actions are prompt, consistent, and impartial. The purpose of a disciplinary action is to correct the problem, prevent it from happening again, and prepare the employee for satisfactory performance in the future.

Progressive discipline means that we will normally take these steps in the following order:

1. **A first offense may call for a verbal warning;**
2. **The next offense may be followed by a written warning;**
3. **Another offense may lead to a suspension; and,**
4. **Repeated offenses may lead to termination of employment.**

If more than 6 months have passed since the last disciplinary action, the process will normally start over. In very serious situations, certain offenses may justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

You should also look at the Standard of Conduct and Work Rules policy in this handbook. That policy lists examples of unacceptable conduct that might result in immediate suspension or termination of employment. However, some of the examples of unsatisfactory conduct listed may result in the progressive discipline process described above instead of immediate suspension or termination.

By using progressive discipline, we hope that most employee problems can be corrected at an early stage, benefiting both the employee and Claiborne County Human Resource Agency.

## Complaint Policy

***Revised: 04/22/2013 | Effective: 04/22/2013***

Your complaints and problems are of concern to the Claiborne County Human Resource Agency. It is our policy to give full consideration to any issues that may affect your job performance. The only way we can help you answer your questions or solve your problems is for you to tell us about them.

1. **If you have a problem or misunderstanding, the first step is to talk to your immediate supervisor within five working days of its occurrence. Your supervisor will give you an opportunity to discuss the matter fully and should give you an answer within three working days following the discussion. The majority of problems can be resolved in this manner. If the problem or complaint is with your immediate supervisor, go to Step 2.**
2. **In the event the problem or misunderstanding cannot be settled between you and your supervisor, you should describe your problem in writing and submit it the EXECUTIVE DIRECTOR within three working days. Your EXECUTIVE DIRECTOR will meet with you within three working days and give you a written answer within three working days following the meeting.**
3. **If the EXECUTIVE DIRECTOR has not answered your complaint your satisfaction, you will have five (5) additional days request an appointment with the Board of Directors who will discuss the problem and respond within five days of the interview. The decision of the Board of Directors in a problem situation will be final and binding.**

There will be no discrimination or retaliation against anyone presenting a complaint or discussing a problem with supervisors or anyone in management.

**Return of Property**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency may loan you property, materials or written information to help you do your job. You are responsible for protecting and controlling any property we loan you. You must also return any property given to you promptly upon request. If you terminate your employment at Claiborne County Human Resource Agency, you must return all organization property immediately.

The following are items that may be issued to you. Not all employees will receive each and every item. Badges

Manuals

Pagers

Cell Phones Security Passwords Uniforms

If you do not return our property and if the law allows, we may take money from your regular or final paycheck to cover the cost. We may also take legal action to get back our property.

**Cell Phone Use**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We provide cell phones to some employees for business use. Employees with cell phones are allowed to use them for short personal calls within reasonable limits. Sometimes we may check cell phone bills to make sure this policy is being followed.

Claiborne County Human Resource Agency prohibits employees using cell phones for business while they are driving. If you are driving and need to use a cell phone, you should pull off the road and stop before you place a call or talk on the phone.

Use of personal cell phones is discouraged, as it is disruptive to the workflow of the office. Personal cell phones should be turned off while at work. Use of your personal cell phone is permitted during your lunch break.

## Conflict of Interest

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency has guidelines to avoid real or potential conflicts of interest. It is your duty as an employee of Claiborne County Human Resource Agency to follow the following guidelines about conflicts of interest. If you have questions about what constitutes conflict of interest, contact the EXECUTIVE DIRECTOR.

When conducting business with another organization, you must work within the guidelines set up and controlled by the management team of Claiborne County Human Resource Agency. Business dealings with other organizations or companies should not result in unusual gains for any party. "Unusual gains" is defined as bribes, product bonuses, special fringe benefits, unusual price breaks, and other windfalls that will benefit either party or an employee at the other organization or company.

What is a conflict of interest? An actual or potential conflict of interest is when you are in a position to influence a decision or have business dealings on behalf of Claiborne County Human Resource Agency that might result in a personal gain for you or for one of your relatives.

We do not automatically assume that there is a conflict of interest if you have a relationship with another organization. However, if you have any influence on transactions involving purchases, contracts, or leases, you must tell management of the organization as soon as possible. By telling us that there is the possibility of an actual or potential conflict of interest, we can set up safeguards to protect everyone involved.

The possibility for personal gain is not limited to situations where you or your relative has a significant ownership in a firm with which Claiborne County Human Resource Agency does business. Personal gains can also result from situations where you or your relative receives a kickback, bribe, substantial gift, or special consideration because of a transaction or business dealing involving Claiborne County Human Resource Agency.

**Personal Data Changes**

***Revised: 04/22/2013 | Effective: 04/22/2013***

It is important that Claiborne County Human Resource Agency maintain certain personal information about you in our records. You are responsible to inform us whenever there is a change to your mailing address, telephone numbers, marital status, dependents' information, educational accomplishments, and other possibly related information.

We also need to have information about who to contact in case of an emergency. To change your personal information or if you have questions about what information is required, contact Bookkeper.

## Drug Free Workplace

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency is committed to being a drug-free and safe workplace. Our employees must be physically and mentally fit to perform their duties in a safe and efficient manner. Therefore, no employee shall work or report to work while under the influence of alcohol, illegal drugs, or that would affect his/her ability to perform the job in a safe and efficient manner.

No employee shall consume, display, or have in his/her possession, including the workplace or in organization vehicles, alcoholic beverages or illegal drugs at any time during the workday, including during lunch, breaks, and on-call hours. To do so could jeopardize the safety of other employees, organization equipment, and the organization's relations with the public, and is a prime cause for disciplinary action, up to and including discharge. The exception to this rule is when Management at organization functions or other business activities, authorizes consumption of alcoholic beverages.

When employees are required to take any kind of prescription or nonprescription medication that may potentially affect their job performance, they are required to report this to their immediate supervisor, who will determine if it is necessary to temporarily place them on another assignment or take other appropriate action.

To protect the best interests of employees and the public, the organization will take whatever measures are necessary to determine if alcohol or illegal drugs are located on or are being used on organization property. Measures that may be used will include but not be limited to searches of people and of personal property located on organization premises, which may be conducted by law enforcement authorities or by management, as well as drug and /or alcohol tests to be conducted when there is reasonable suspicion of substance abuse.

When urinalysis and/or blood tests are requested or necessary, samples will be taken under the supervision of an appropriate health-care professional. The above-mentioned searches and drug tests will not be conducted if an individual refuses to submit; however, refusal to submit will result in immediate removal from service and may result in termination.

Employees experiencing problems with alcohol or other drugs are urged to voluntarily seek assistance to resolve such problems before they become serious enough to require management referral or disciplinary action. If you have questions regarding this policy or issues related to drug or alcohol use at work, you can raise your concerns with your immediate supervisor or the EXECUTIVE DIRECTOR without fear of reprisal.

Under the Drug Free Workplace Act, if you perform work for a government contract or grant, you must notify Claiborne County Human Resource Agency if you have a criminal conviction for drug-related activity that happened at work. You must make the report within five (5) days of the conviction.

**Safety**

***Revised: 04/22/2013 | Effective: 04/22/2013***

The Occupational Safety and Health Act (OSHA) require all employers to provide a safe and healthful workplace for their employees. In this regard, it is important that adequate policies and procedures be developed and adhered to in order to ensure safe, efficient operating conditions, thereby safeguarding employees and facilities.

Our organization will not knowingly permit unsafe conditions to exist, nor will it permit employees to indulge in unsafe acts. Violations of organization rules and regulations will result in disciplinary action. The organization believes that the safety of employees and physical property can best be ensured by a meaningful program.

Employee---Since the employee on the job is frequently more aware of unsafe conditions than anyone else, employees are encouraged to make recommendations and/or suggestions regarding unsafe conditions to their immediate supervisor so that they may be corrected.

Supervisors---Supervisors are responsible for the working conditions within their department. A supervisor should remain alert at all times to dangerous and unsafe conditions, so that he/she may recommend corrective action, discipline employees who habitually create or indulge in unsafe practices, assess new or changed situations for inherent dangers, and follow up on employee suggestions for corrective action so that unsafe conditions are not instituted or permitted to continue.

**Smoking**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency is a smoke-free workplace in order to maintain the highest possible safety conditions and because we are concerned about our employees' health. We also encourage smokers to quit smoking. Any questions regarding our Non-Smoking policy, please contact the EXECUTIVE DIRECTOR.

**Reporting a Workplace Injury**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency pays 100% of the premium on insurance provided by our Workers' Compensation under the WC Act. This law was designed to provide you with benefits for any injury which you receive arising out of your employment with the organization.

Under the provisions of the law, if you are injured while at work for the organization, this injury must be reported immediately to your supervisor, no matter how slight it might seem. Failure to do so could result in your claim for Workers' Compensation benefits to be denied by the insurer.

For further information, please refer to our Workers' Compensation policy.

**Confidentiality**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Information regarded as confidential, including payroll, financial statements, customer lists, price lists and other information, should be handled carefully. Managers should instruct their staff coming in contact with this information as to what is confidential and should require that staff write "PERSONAL AND CONFIDENTIAL" on such materials on the outside of any envelopes and correspondence.

Employees should be instructed that upon receipt of materials marked Personal and Confidential, these materials should be left sealed, to be opened by the individual to whom they are addressed.

Confidential information regarding the organization or the customers we serve should in no way be divulged verbally, in written correspondence or e-mail. Failure to abide by this policy will result in disciplinary action, up to and including discharge.

## Computer Policy, Including Internet Usage and Email

***Revised: 04/22/2013 | Effective: 04/22/2013***

Internet access is provided to individuals based upon business needs to benefit the Claiborne County Human Resource Agency through connection to worldwide information resources. Employees have a responsibility to maintain and enhance Claiborne County Human Resource Agency's public image while accessing the Internet by following these guidelines:

* **Employees using Internet access via Claiborne County Human Resource Agency hardware and software are representing Claiborne County Human Resource Agency. As such, their conduct should be ethical and lawful at all times. Channels may be accessed for official organization business to gain technical or analytical information and to establish business contacts.**
* **Internet access should not be used for personal gain or advancement of personal views, for solicitation of non-organization business, or result in the disruption of the organization network operation or interfere with personal productivity at work.**
* **Employees are responsible for the content of all text, audio, or images they place or send over the Internet. Fraudulent, harassing, or obscene messages are prohibited. All messages on the Internet should be identified with the employee's name. Employees may not obscure the origin of messages and the information published should not violate or infringe upon the rights of others. Abusive, profane or offensive language transmitted through the Organization system is strictly prohibited.**
* **Employees may not download software without the express acknowledgement and support of the Network Administrator to ensure that proper licenses are obtained and viruses are not transmitted.**
* **Employees may not send or upload Claiborne County Human Resource Agency copyrighted materials, trade secrets, proprietary information, or similar materials to third parties. Employees may not violate the copyright laws in regard to receipt/download of materials available on the Internet by copying and disseminating information, except for purposes falling under the category of "fair use".**
* **All messages created, sent, or retrieved over the Internet are the property of Claiborne County Human Resource Agency and should be considered public information. Claiborne County Human Resource Agency reserves the right to access and monitor all messages and files on the computer system at any time. All communications can be disclosed to law enforcement officials or other third parties without prior consent of the sender or the receiver.**
* **Harassment of any kind is strictly prohibited. Messages with derogatory or inflammatory remarks regarding race, religion, national origin, sexual orientation, or other protected attributes may not be transmitted.**
* **Violations of the Internet Code of Conduct may result in disciplinary action up to and including termination and illegal activities may result in prosecution by legal authorities.**

**Outside Employment**

***Revised: 04/22/2013 | Effective: 04/22/2013***

The organization understands that there may be instances where it is necessary for an employee to have a part-time job in addition to their regular full time position.

Employees should understand that other employment must not interfere with their current position. Please advise your supervisor if it becomes necessary for you to take a part-time job. We strongly discourage the taking of another full time position. This generally results in a fatigued employee who cannot do either job properly.

Performance issues will be addressed if it becomes apparent that the other employment is interfering with your current position. Employees are not allowed to accept positions with any organization that may represent a conflict of interest.

**Personnel Records and Access**

***Revised: 04/22/2013 | Effective: 04/22/2013***

The Claiborne County Human Resource Agency maintains a general personnel file for each employee. The general file contains the hiring documents: resume, cover, application form, emergency contact information, salary history, copies of the last two performance appraisals, disciplinary action forms, training records, etc.

In addition to the general personnel file, the organization maintains a separate file for:

1. Form I-9, Employment Eligibility Verification
2. All medical information is kept in a separate file and its availability is strictly limited to personnel on a need- to-know basis.

An employee's personal information is to be carefully guarded and disclosure to any unauthorized person will result in disciplinary action, up to and including discharge. Employees are reminded to notify EXECUTIVE DIRECTOR in the event of a change of address, phone number, and emergency notification information so that your record may be kept current.

## Personal Relationships at Work

***Revised: 04/22/2013 | Effective: 04/22/2013***

When relatives or persons involved in a dating relationship work in the same area of an organization, it may cause problems at work. In addition to claims of favoritism and morale issues, personal conflicts from outside can sometimes carry over to work.

For purposes of this policy, we define a relative as any person who is related to you by blood or marriage, or whose relationship with you is similar to that of a relative. We define a dating relationship as a relationship that might reasonably be expected to lead to a consensual "romantic" or sexual relationship. This policy applies to all employees regardless of their gender or sexual orientation.

An employee may not directly work for a relative or supervise a relative. We also do not allow a person in a dating relationship to work for the other person in that relationship or to supervise the other person.

Claiborne County Human Resource Agency also reserves the right to take quick action if an actual or potential conflict of interest arises involving relatives or persons involved in a dating relationship who are in positions at any level (higher or lower) in the same line of authority that may affect the review of employment decisions.

If two employees become relatives, or start a dating relationship and one of them supervises the other, the one who is the supervisor is required to tell management about the relationship. We will then ask the two employees to decide which one of them is to be transferred to another available position. If they do not make that decision within 30 calendar days, Claiborne County Human Resource Agency will decide which one will be transferred or, if necessary, terminated from employment.

There may also be situations when there is a conflict or the potential for conflict because of the relationship between employees, even if there is no direct reporting relationship or authority involved. In that case, we may separate the employees by reassignment or termination of employment. If you are in a close personal relationship with another employee, we ask that you avoid displays of affection or excessive personal conversation at work.

**Visitors at Work**

***Revised: 04/22/2013 | Effective: 04/22/2013***

All visitors, including an employee's family members, who wish to see an employee during working hours, must first check in the front office. Visitors may be required to sign in and receive a visitor's badge. If a visit involves an emergency, the employee will be notified immediately, and will receive all possible cooperation from management.

Visitors do disrupt business. Please remind your friends and relatives that unless there is an emergency involved, they should not disturb you while you are working.

## Workplace Etiquette

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency can be a pleasant place to work when all employees show respect and courtesy to each other. Sometimes there are problems when employees do not realize that they are bothering or annoying other people. If this happens to you, you should first try to solve the problem by politely telling your co-worker what is bothering you.

We encourage you to keep an open mind. If another employee tells you about something that you are doing that makes it hard for that person to work, try to understand the other person's point of view.

The following are some guidelines and suggestions for how to be considerate of others at work. You will not necessarily be disciplined if you do not follow these suggestions, but the guidelines will help you get along with others. If you have comments or suggestions about workplace etiquette, contact the {Representative}.

Be prompt

Pick up after self

Be careful - watch what you are doing Do not make accusations in public

Do not interrupt

Use email and telephones in a business manner Speak quietly as voices do travel

Do not use inappropriate language Keep music volume on soft and low Clean up your work space

**Violence in the Workplace**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency will not tolerate workplace violence. Any employee who commits an act of violence at work against a person or property will face disciplinary action up to and including discharge. If circumstances warrant, the matter will be referred to legal authorities for prosecution. Workplace violence is violence against employees and is committed by persons who either have an employment-related connection with the organization or are outsiders, and involves:

1. Physical acts against persons or employer property
2. Verbal threats or vicious statements that are meant to harm or cause a hostile environment
3. Written threats, vicious cartoons or notes, and other written material that is meant to threaten or create a hostile environment
4. Visual acts that is threatening or intended to convey injury or hostility.

All employees are expected to report any act of violence. Employees should bring their concern directly to the attention of their immediate supervisor. All such reports shall be fully investigated. Any employee who takes any adverse action against a person who reports any act of violence or a suspicion of violence shall be subject to immediate discipline, up to and including discharge.

## Social Networking Policy

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency recognizes that social media is an integral part of doing business today. The proper role of social networking is to convey information about the organization, its products and services, search for possible new markets and discuss organization activities and events.

Only persons authorized to do so may prepare or modify content for the organization's official website(s) and/or blogs. You are expected to comply with the following guidelines:

1. **Employees must identify themselves by name and their position in the organization.**
2. **Written approval to publish copyrighted information must be obtained in advance. If you are using information provided by another person, be certain you have permission to use it and acknowledge the author's contribution.**
3. **Maintain the highest level of professionalism. Be respectful to all, the organization, your co-workers, customers and competitors. Remember you represent the organization and will be held responsible for your posts.**
4. **Do not disclose any confidential information about the organization and/or its customers.**
5. **Check your facts before you publish. Honesty is imperative as information can be verified quickly on the Internet. False statements will damage both the organization's and your credibility.**
6. **Promptly correct your mistakes to avoid misunderstanding and irritation.**

Information published on the Internet becomes part of a permanent record. Exercise good judgment and common sense. If in doubt, don't post until you clear it through the appropriate channels.

All social networking activities must be in compliance with the organization's policy on electronic communication.

Personal Blogs/Social Networking

* **Employees are not allowed to use organization-owned equipment, including computers, organization licensed software or other electronic equipment or facilities on organization time to conduct personal blogging or social network activities.**
* **Employees may not use the organization logo or trademark on their personal blogs or networks.**
* **Employees may not post photographs of other employees, customers, or vendors on personal posts.**
* **Employees are not to link from a personal blog or social network to the organization's internal or external websites.**
* **Bloggers are responsible for their commentary on blogs and social networks. Bloggers can be held personally liable for commenting that is slanderous, obscene, defamatory or libelous by any offended party.**
* **Social networking and blogging must be done on the employee's equipment during breaks or lunch.**
* **If you have any questions regarding the proper use of social networking/blogging, please contact EXECUTIVE DIRECTOR.**

**Job Abandonment**

***Revised: 04/22/2013 | Effective: 04/22/2013***

Employees who fail to report to work without contacting their supervisors to provide an explanation of their absence, may face discipline leading to termination unless the employee was incapacitated to the point of not being able to call in due to extenuating circumstances as deemed acceptable by their EXECUTIVE DIRECTOR.

# Section: Miscellaneous

## Ethics Policy

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency conducts its business fairly, impartially, in an ethical and proper manner, and in compliance with all laws and regulations. We are committed to conducting its business with integrity underlying all relationships, including those with customers, suppliers and communities, and among employees. The highest standards of ethical business conduct are required of our employees in performance of their responsibilities.

Employees will not engage in conduct or activity that may raise questions as to the organization's honesty, impartiality or reputation or otherwise cause embarrassment to the organization. Employees will avoid any action, whether or not specifically prohibited in the personnel policies, which might result in or reasonably be expected to create an appearance of:

-- Using your position for private gain.

-- Giving preferential treatment to any person or entity.

-- Adversely affecting the confidence of the public in the integrity of the organization.

Every employee has the responsibility to ask questions, seek guidance, report suspected violations and express concerns regarding compliance with this policy. Claiborne County Human Resource Agency will maintain a program to communicate to employees its commitment to integrity and uncompromising values. The program will inform employees of policies and procedures regarding ethical business conduct and assist them in resolving questions and in reporting suspected violations. Retaliation against employees who use these reporting mechanisms to raise genuine concerns will not be tolerated.

Executive Director is responsible for providing policy guidance and issuing procedures to assist employees in complying with Claiborne County Human Resource Agency expectations of ethical business conduct and uncompromising values. This policy constitutes the standards of ethical business conduct required of all employees.

**Suggestion Program**

***Revised: 04/22/2013 | Effective: 04/22/2013***

We have a suggestion program at Claiborne County Human Resource Agency. All regular employees are eligible to participate in the suggestion program.

A suggestion is an idea that will help Claiborne County Human Resource Agency solve a problem, reduce costs, improve operations or procedures, enhance customer service, eliminate waste or spoilage, or make Claiborne County Human Resource Agency a better or safer place to work. A suggestion should identify the problem and offer possible ideas for solving or improving an issue or provide a possible solution. A suggestion should not be about co-workers or management.

Submit your suggestion to EXECUTIVE DIRECTOR. After it is reviewed, it will be forwarded to the Suggestion Committee. As soon as possible, you will be told if your suggestion was accepted or rejected.

If your suggestion is used, you may receive a bonus or some other type of recognition.

## HIPAA

***Revised: 04/22/2013 | Effective: 04/22/2013***

Claiborne County Human Resource Agency is not covered by the requirements of the Health Insurance Portability and Accountability Act (HIPAA). However, since we do have health care plan(s) which are subject to HIPAA regulations, we have determined that we will follow the HIPAA privacy and security provisions which apply to Protected Health Information (PHI) maintained by the organization.

Protected Health Information (PHI) PHI is individually identifiable health information including demographic data that relates to:

othe individual's past, present or future physical or mental health or condition, othe provision of health care to the individual, or

othe past, present, or future payment for the provision of health care to the individual,

Individually identifiable health information includes many common identifiers (e.g., name, address, birth date, Social Security Number).

All employees who have access to PHI will receive the appropriate training relating to the HIPAA regulations. Any breach of privacy or confidentiality will be subject to disciplinary action.

The EXECUTIVE DIRECTOR is designated as the HIPAA Compliance Officer (HCO). Any questions or concerns regarding the HIPAA regulations should be referred to the HCO.

All records governed by the HIPAA policy will be maintained for a period of six years unless a state law requires a longer period of retention. After the required retention period, the records will be destroyed according the organization's record destruction policy.

## Bloodborne Pathogens Policy

***Revised: 04/22/2013 | Effective: 04/22/2013***

In the event an injury results in the release of blood of other bodily fluids which would contain pathogens, i.e., HIV or HBV (hepatitis), immediately take steps to insure the injured party is given first aid according to our safety policy.

Spilled fluids are not to be cleaned up without the proper protective equipment and materials. The spilled bodily fluids must be cleaned up according to the following procedure:

1. **Notify the appropriate supervisor as to the identity of the person(s) doing the cleaning and the circumstances surrounding the injury.**
2. **Put on protective gloves which are kept in (give exact location).**
3. **Spread absorbent material on the spilled fluids. Place contaminated material in a leak-proof plastic bag.**
4. **Sanitize the area with the solution provided in our Emergency First Responder kit.**
5. **Follow up with cleaning the affected area with hot, soapy water.**
6. **Remove your gloves and place in the bag with the contaminated material**
7. **Discard the bag in the trash containment area.**
8. **Wash your hands thoroughly in hot, soapy water.**

After the cleanup is completed and checked by the supervisor, the supervisor should complete an accident report according to our safety policy.

# Section: Additional Policies

## BONUS

***Revised: 09/29/2015 | Effective: 09/23/2015***

In according to the Code of Federal Regulations 2 CFR 200.430, the agency may utilize unrestricted revenue not to exceed a total of $10,000 to be distributed among eligible employees of CCHRA if feasible. Some considerations of the Incentive compensation to employees will be based on cost reduction, efficient performance, safety awards, etc. The above total $10,000 will be divided through a percentage based formula amongst all eligible employees.

Criteria for Transportation Bonus/Incentive

1. **Employee must be current/active/employed and working during the performance period, date of determination and date of distribution**
2. **Must be transportation and/or support staff of the program (active)**
3. **Payment will be determined by the length of time employee was active during the performance period. (Length of period divided by the number of months active during the performance period)**
4. **Amount and formula will be approved by EXECUTIVE DIRECTOR**
5. **Employee's safety violation or workers comp claims filed during the fiscal year may be taken into consideration**
6. **Federal taxes will be withheld according to the IRS provisions**

***Revised: 04/22/2013 | Effective: 04/22/2013***

In 1933, Congress passed the National Industry Recovery Act (NRA) at the request of newly inaugurated President Franklin Roosevelt. The Act sought to provide codes of "fair competition" and to fix wages and hours in industries subscribing to such codes.

In 1930, the Supreme Court, in the case of Texas & N.O.R. Co. v. Brotherhood of Railway Clerks, upheld the act's prohibition of employer interference in the selection of bargaining representatives. In 1962, President Kennedy signed an executive order giving public-employee unions the right to collectively bargain with federal government agencies.

Collective bargaining is a process of negotiations between employers and the representatives of a unit of employees aimed at reaching agreements which regulate working conditions. Collective agreements usually set out wage scales, working hours, training, health and safety, overtime, grievance mechanisms and rights to participate in workplace or company affairs.

The union may negotiate with a single employer (who is typically representing a company's shareholders) or may negotiate with a group of businesses, depending on the country, to reach an industry wide agreement. A collective agreement functions as a labor contract between an employer and one or more unions. Collective bargaining consists of the process of negotiation between representatives of a union and employers in respect of the terms and conditions of employment of employees, such as wages, hours of work, working conditions and grievance-procedures, and about the rights and responsibilities of trade unions. The parties often refer to the result of the negotiation as a collective bargaining agreement (CBA) or as a collective employment agreement (CEA).

Specific to employees in Mississippi

Strikes by teaches are illegal by statute.

***Revised: 09/24/2013 | Effective: 04/22/2013***

The Hatch Act is the 1939 law that regulates the political activities of federal employees and some state and local government workers. The legislation originally prohibited nearly all partisan activity by federal employees, banning them from endorsing candidates, distributing campaign literature, organizing political activities and holding posts in partisan organizations.

Today, most career federal employees can run for nonpartisan offices, make financial contributions to political organizations, get involved in political groups, and campaign for candidates by making speeches, distributing literature and signing nominating positions. The remaining restrictions on federal employees' activities are tailored more narrowly to their jobs: they still are banned from using their authority to exert influence over an election; encouraging or discouraging political activity by anyone with business before their agency; doing political work while on duty, in uniform, in the office or in a government vehicle; running for partisan office; and wearing political buttons while on duty.

Political appointees operate under the same rules with some exceptions. They are allowed to engage in political activity while on duty, in government buildings, wearing official uniforms or insignias, or using government vehicles, provided their actions don't amount to coercive use of the office to which they have been appointed. They cannot pay for political activities with taxpayer dollars, however.

Members of the Senior Executive Service and officials in certain sensitive positions at agencies such as the CIA, Merit Systems Protection Board, Federal Election Commission and Office of Special Counsel are held to a higher standard than their colleagues. They can vote for whomever they choose, participate in nonpartisan voter registration drives, join political organizations, express political opinions and campaign for or against ballot questions, but they cannot participate in partisan elections by making campaign speeches, circulating nominating positions, or running for office themselves. They also cannot hold office in political organizations.

Why Should I Care?

The mandatory penalties for career employees caught violating the Hatch Act start with a 30-day suspension without pay and can result in termination. If an action is close to the line but not an actual violation, OSC, which enforces the law, can write an employee a warning letter. But if an employee clearly violates the rules, there is no option for a cease-and-desist order and OSC brings the case before an administrative law judge appointed by the Merit Systems Protection Board. Employees can appeal the administrative law judge's decision to the full MSPB. It takes a unanimous vote by the board, however, to reverse decisions to fire an employee and reduce the penalty to a suspension.

The penalties for political appointees are less clear because OSC refers cases to the president, who can decide whether to pursue disciplinary action.

Nonetheless, government employees at all levels should familiarize themselves with the law.

***Revised: 04/22/2013 | Effective: 04/22/2013***

Employees who run for elected public office will be placed on a leave of absence on the date of filing the qualification papers or on the date of qualifying by the alternative method.

The leave may begin earlier if necessary to prevent campaign activity from interfering with Claiborne County Human Resource Agency employment.

Leave will continue until the election, until the employee withdraws as a candidate, or until the qualifying period is completed if unopposed.

Prior to going on leave of absence, employees must not engage in any activity related to seeking the office during working hours.

If elected to public office,employees must resign from Claiborne County Human Resource Agency when the office to which they are elected presents a conflict of interest.

***Revised: 04/22/2013 | Effective: 04/22/2013***

The U.S. Freedom of Information Act (FOIA) is a law ensuring public access to U.S. government records. FOIA carries a presumption of disclosure; the burden is on the government - not the public - to substantiate why information may not be released. Upon written request, agencies of the United States government are required to disclose those records, unless they can be lawfully withheld from disclosure under one of nine specific exemptions in the FOIA. This right of access is ultimately enforceable in federal court.

Specific to employees in Mississippi

The Mississippi Public Records Act is a series of laws designed to guarantee that the public has access to public records of government bodies at all levels in Mississippi. The Mississippi Open Meetings Act legislates the methods by which public meetings are conducted.

What records are covered?

Records are defined as "all books, records, papers, accounts, letters, maps, photographs, films, cards, tapes, recordings or reproductions thereof, and any other documentary materials, regardless of physical form or characteristics, having been used, being in use, or prepared, possessed or retained for use in the conduct, transaction or performance of any business, transaction, work, duty or function of any public body, or required to be maintained by any public body."

However, some exemptions include:

Trade secrets and other confidential fiscal information

Home contact information for law enforcement and judicial personnel Personal information of victims

Medical Records

However, departments are required to separate non-exempt material from exempt material and release the non-exempt material.

What agencies are covered?

Public body is defined as "any department, bureau, division, council, commission, committee, subcommittee, board, agency and any other entity of the state or a political subdivision thereof, and any municipal corporation and any other entity created by the Constitution or by law, executive order, ordinance or resolution."

# Section: Acknowledgement

**Acknowledgement of Receipt of Handbook**

***Revised: 04/22/2013 | Effective: 04/22/2013***

This handbook has been prepared to provide you with a general understanding of our personnel policies, work rules and benefits. All employees are responsible for becoming familiar with our policies and procedures. If you have any questions regarding the material in the handbook, please contact your supervisor or any other member of management for clarification.The handbook should not be construed as an employment contract or agreement for employment for any specified period of time. We reserve the right to make changes to these policies at any time.

When changes are necessary, we will provide you with amended pages for your handbook. I acknowledge receipt of the Claiborne County Human Resource Agency handbook:

Employee Name (Please Print) Employee Signature Date: