



CENTRAL OKLAHOMA COMMUNITY
ACTION AGENCY
PERSONNEL POLICIES AND PROCEDURES

Helping People – Changing Lives – Building Communities

TABLE OF CONTENTS

TABLE OF CONTENTS

TABLE OF CONTENTS	1
PERSONNEL POLICIES, AFFIRMATIVE ACTION & EMPLOYMENT AT WILL ACKNOWLEDGMENT	1
INTRODUCTION	2
PURPOSE	2
GENERAL	2
APPLICABILITY	2
EMPLOYMENT CONTRACTS	2
EMPLOYMENT AT WILL	2
SCOPE	2
ADMINISTRATION	3
RESPONSIBILITIES	4
BOARD OF DIRECTORS:	4
THE ROLE OF THE BOARD OF DIRECTORS SHALL INCLUDE SUCH THINGS AS:	4
EXECUTIVE DIRECTOR:	4
PROGRAM DIRECTORS, MANAGERS, COORDINATORS AND SUPERVISORS:	4
WORKPLACE COMMITMENTS	5
EQUAL OPPORTUNITY/ CIVIL RIGHTS and AFFIRMATIVE ACTION	5
POLICY	5
PROCEDURES	6
INTERNAL POSTINGS OF POLICY	6
RESPONSIBILITY FOR ADMINISTRATION OF THE PROGRAM	6
PERIODIC REVIEW OF PERSONNEL PROCESSES	6
DEFINITIONS	6
SCOPE	7
EQUAL EMPLOYMENT OFFICER DESIGNATED	7
POLICY	7
EEO COMPLAINT PROCEDURE	7
DEALING WITH ALLEGATIONS OF DISCRIMINATION AND/OR UNLAWFUL HARASSMENT	9

TABLE OF CONTENTS

PROCESS	9
PROHIBITED CONDUCT	9
EMPLOYEE RESPONSIBILITIES	9
SUPERVISOR / MANAGER RESPONSIBILITIES	10
REPORTING REQUIREMENTS	10
INVESTIGATIONS	10
PROHIBITION AGAINST RETALIATION	11
SEXUAL HARASSMENT AND SEXUAL MISCONDUCT	12
PURPOSE / INTRODUCTION	12
SCOPE OF THE POLICY	12
DEFINITIONS	12
RESOLUTION OPTIONS	12
INFORMAL RESOLUTIONS	13
GRIEVANCE PROCEDURE	13
REPORTING	13
GRIEVANCE INVESTIGATION	14
PROVISION APPLICABLE TO GRIEVANCES	15
EMPLOYEE DISABILITIES / AMERICANS WITH DISABILITIES ACTS AS AMENDED / OKLAHOMA LAW (ADA)	16
PURPOSE OF POLICY	16
POLICY	16
DETERMINATION OF DISABILITY	16
DISABILITY-RELATED INQUIRIES	16
CONFIDENTIALITY OF MEDICAL RECORDS	17
ACCOMMODATION	17
GLOSSARY OF ADA-RELATED TERMS	17
CONCERN ABOUT QUESTIONABLE ACCOUNTING AND AUDIT MATTERS	19
HANDLING OF REPORTED VIOLATIONS	19
ACTING IN GOOD FAITH	20
CONFIDENTIALITY	20

TABLE OF CONTENTS

DISPUTE RESOLUTION _____	20
NO RETALIATION _____	20
DISPUTE RESOLUTION PROCESS _____	20
GRIEVANCE PROCEDURE AGAINST EXECUTIVE DIRECTOR _____	21
PROHIBITION OF WORKPLACE VIOLENCE AND BULLYING _____	22
POLICY _____	22
SCOPE _____	22
IMPLEMENTATION OF POLICY _____	22
VIOLATIONS _____	23
DRUG AND ALCOHOL-FREE WORKPLACE _____	23
POLICY _____	23
COCAA IS COMMITTED TO _____	23
COCAA STRICTLY PROHIBITS THE FOLLOWING BEHAVIOR _____	24
REPORTING REQUIREMENTS _____	24
EMPLOYEE RESPONSIBILITIES _____	25
HUMAN RESOURCES RESPONSIBILITIES _____	25
DIRECTOR / SUPERVISOR RESPONSIBILITIES _____	26
EMPLOYER RESPONSIBILITIES _____	26
EMPLOYEE EDUCATION _____	26
EMPLOYEE ASSISTANCE AND VOLUNTARY REFERRAL _____	26
REASONABLE SUSPICION TESTING _____	27
POST-ACCIDENT TESTING _____	28
RANDOM TESTING _____	29
CONSEQUENCES OF REFUSAL TO SUBMIT TO TESTING / ADULTERATED SPECIMEN _____	29
TESTING GUIDELINES _____	30
OPTION FOR DRUG RETEST _____	30
SEARCHES _____	30
DISCIPLINE RELATED TO ABUSE _____	31
CONFIDENTIALITY _____	32
WHISTLE BLOWER POLICY _____	32

TABLE OF CONTENTS

PURPOSE / INTRODUCTION	32
REPORTING RESPONSIBILITY	32
NO RETALIATION	33
REPORTING CONCERNS	33
COMMUNITY COMPLAINT POLICY	33
POLICY	33
INFORMAL RESOLUTION OF COMPLAINTS	33
FORMAL COMPLAINTS	34
PROCEDURE	34
RESPONSIBILITY OF PERSON FILING COMPLAINT	34
RESPONSIBILITY OF THE OFFICIAL RECEIVING THE COMPLAINT	35
AGENCY POLICIES AND PROCEDURES	36
CODE OF ETHICS	36
CODE OF ETHICAL STANDARDS	37
EMPLOYEE / CLIENT RELATIONSHIP	39
OUTSIDE CONTACTS	40
SUPERVISOR CONSULTATIONS	40
GIFTS AND GRATUITIES	40
CONFIDENTIALITY	41
EMPLOYEE POLITICAL ACTIVITY	41
LOBBYING	43
RUNNING FOR OR HOLDING POLITICAL OFFICE	43
USE OF EMPLOYEE PROPERTY AND PREMISES	43
EMPLOYEE UNLAWFUL DEMONSTRATION, RIOTING AND CIVIL DISTURBANCES	44
CONFIDENTIAL INFORMATION, INTELLECTUAL PROPERTY AND COMPANY PROPERTY	44
COMPUTER/INTERNET/E-MAIL/PHONE POLICY	44
PURPOSE / INTRODUCTION	44
POLICY	45
GUIDING PRINCIPLES	45
POLICY AND GENERAL GUIDELINES	45

TABLE OF CONTENTS

COMPUTER / NETWORK	46
COMPUTER / NETWORK GUIDELINES	46
INTERNET / E-MAIL	46
INTERNET / E-MAIL GUIDELINES	47
COPYRIGHTS AND LICENSE AGREEMENTS	47
INTERNET SAFETY POLICY	47
RESPONSIBILITY	47
DEFINITIONS AND ACRONYMS	48
PERSONAL PHONE USE	48
CELL PHONE USE IN VEHICLES	48
ADDITIONAL CELL PHONE FUNCTIONS AND SERVICES	49
SOCIAL MEDIA	49
INTRODUCTION / PURPOSE	49
SOCIAL MEDIA GUIDELINES	49
GENERAL IMPLEMENTATION OF POLICY	50
DRESS CODE	50
DRESS CODE – OFFICE PROFESSIONAL	50
PERSONAL APPEARANCE	50
ENFORCEMENT	51
NON-EMPLOYEE ACTIVITIES	51
USE OF TOBACCO, INCLUDING ELECTRONIC CIGARETTE'S	52
CHILDREN AT WORK	52
PURPOSE / INTRODUCTION	52
POLICY	52
NOTIFICATION	52
PARENTS/CAREGIVERS MUST	53
ACCESS	53
EXCEPTION TO THE POLICY	53
EMPLOYEE DATING	53
POLICY	53

TABLE OF CONTENTS

EMPLOYEE RESPONSIBILITIES _____	53
SUPERVISOR / MANAGER RESPONSIBILITIES _____	54
OUTSIDE EMPLOYMENT AND COMPENSATION POLICY _____	54
PROCEDURE _____	54
EMPLOYEE FRINGE BENEFITS _____	56
POLICY _____	56
SOCIAL SECURITY _____	56
UNEMPLOYMENT COMPENSATION _____	56
GROUP INSURANCE PLAN _____	56
WORKERS COMPENSATION _____	57
REPORTING INJURIES AND ILLNESSES _____	58
TRANSITIONAL DUTY (LIGHT DUTY) _____	58
RETIREMENT PROGRAM _____	59
HEALTH/VISION/DENTAL INSURANCE COVERAGE _____	59
ELIGIBILITY _____	59
PLAN CHANGES _____	59
EMPLOYEES ON UNPAID LEAVE _____	60
LIFE INSURANCE COVERAGE _____	60
ELIGIBILITY _____	60
POLICY _____	60
COVERAGE _____	60
DISABILITY LEAVE _____	60
ELIGIBILITY _____	60
STAFF POSITIONS/ JOB DESCRIPTIONS _____	62
POLICY _____	62
PROCEDURES _____	62
EMPLOYMENT CLASSIFICATIONS _____	63
RECRUITMENT AND HIRING PRACTICES _____	64
POLICY _____	64
RECRUITMENT PROCEDURES _____	64

TABLE OF CONTENTS

JOB ANNOUNCEMENTS	64
OPEN RECRUITMENTS	65
NEPOTISM	65
SOURCE OF CANDIDATES	66
INTERVIEW AND SELECTION PROCESS:	66
NON-SELECTION PROCESS	67
HIRING RESTRICTIONS	67
CRIMINAL CONVICTION	67
GENERAL REQUIREMENTS FOR FILING OF APPLICATIONS	68
APPLICATION FORMS	68
SIGNATURES	68
APPLICATION FILING PERIODS	68
ELIGIBILITY OF APPLICANTS	68
INTERVIEWING APPLICANTS	69
SELECTION	69
PHYSICAL EXAM	69
CORRECTION OF ADMINISTRATIVE ERRORS	70
REFERENCE CHECKS	70
ACQUIRING REFERENCES	70
PROVIDING REFERENCES	71
APPLICANT / EMPLOYEE INVESTIGATIONS (BACKGROUND CHECKS)	71
OFFERS OF EMPLOYMENT	72
JOB OFFER LETTERS	72
PRE-EMPLOYMENT DRUG SCREENING	72
OTHER CONDITIONS	73
INTRODUCTORY PERIOD	74
POLICY	74
PROCEDURE	74
NEW EMPLOYEE IN-PROCESSING	74
ORIENTATION	75

TABLE OF CONTENTS

WAGE AND COMPENSATION PLAN	76
POLICY	76
COMPENSATION PLAN	76
SALARY ADJUSTMENTS	76
PAY PERIODS AND PAY DAYS	77
EMPLOYEE CHANGE OF STATUS	77
ATTENDANCE POLICIES	78
WORK TIME	78
ATTENDANCE	78
WORK SCHEDULES	78
LUNCH PERIODS	78
REST PERIODS	79
PURPOSE OF TIME REPORTING	79
HOURS WORKED	79
NON-EXEMPT EMPLOYEE TIMEKEEPING	79
POSITION DESIGNATIONS - EXEMPT OR NON-EXEMPT	81
RESPONSIBILITY FOR TIME REPORTING	81
EXEMPT EMPLOYEES	81
LEAVE POLICIES AND PROCEDURES	82
ANNUAL / VACATION POLICY	82
PURPOSE / INTRODUCTION	82
ANNUAL LEAVE	82
SICK LEAVE	84
ELIGIBLE EMPLOYEES	84
ACCRUAL OF SICK LEAVE	84
USE OF SICK LEAVE	84
REQUESTING SICK LEAVE	84
DOCTOR'S CERTIFICATION	85
DOCUMENTATION REQUIRED	85
ACCUMULATION OF SICK LEAVE	85

TABLE OF CONTENTS

SEPARATION FROM EMPLOYMENT _____	85
LEAVE OF ABSENCE WITHOUT PAY _____	85
REQUESTING LEAVE WITHOUT PAY _____	86
ABUSE OF LEAVE WITHOUT PAY _____	86
ABSENT WITHOUT AUTHORIZATION LEAVE (AWOL) _____	86
HOLIDAYS _____	87
HOLIDAY PAY _____	87
FUNERAL LEAVE _____	87
FUNERAL LEAVE PAY _____	87
IMMEDIATE FAMILY _____	87
GUIDELINES _____	87
ADDITIONAL TIME OFF _____	88
ADMINISTRATIVE LEAVE _____	88
AUTHORIZATION _____	88
ELIGIBLE EMPLOYEES _____	88
GUIDELINES _____	88
COURT AND JURY DUTY _____	89
MILITARY LEAVE _____	89
REQUEST FOR ABSENCE(S) _____	90
EMERGENCY ROAD CONDITIONS _____	90
DISASTER AREA DECLARATION _____	90
DAILY ACTIVITY REPORT / TIME CARDS _____	91
LEAVE POLICIES AND PROCEDURES _____	91
EXEMPT-EMPLOYEES _____	91
INCLEMENT WEATHER POLICY _____	92
PURPOSE/INTRODUCTION _____	92
GUIDELINES _____	93
PERSONNEL ACTIONS _____	94
PROMOTIONS / TRANSFERS/ VOLUNTARY DEMOTIONS / SUCCESSION PLANNING _____	94
POLICY _____	94

TABLE OF CONTENTS

PROMOTIONS/TRANSFERS _____	94
VOLUNTARY DEMOTION: _____	94
INTER-AGENCY TRANSFER: _____	95
REDUCTION IN FORCE _____	95
POLICY _____	95
PROCEDURES: _____	95
SUCCESSION PLANNING _____	96
REHIRE _____	96
EMPLOYEE SEPARATION _____	97
JOB ABANDONMENT _____	97
FINAL PAYCHECK _____	97
COBRA BENEFITS _____	98
PERFORMANCE MANAGEMENT _____	99
STATEMENT _____	99
PURPOSE _____	99
ONGOING COMMUNICATION REGARDING PERFORMANCE _____	99
FREQUENCY OF PERFORMANCE EVALUATIONS _____	99
WRITTEN RECORD _____	100
EMPLOYEE INVOLVEMENT _____	100
SUPERVISOR RESPONSIBILITY _____	100
PROCEDURE _____	101
STEPS IN PERFORMANCE EVALUATION PROCESS _____	101
DOCUMENTATION OF PERFORMANCE EVALUATION _____	101
DRIVING POLICY _____	102
PURPOSE / INTRODUCTION _____	102
GUIDELINES _____	102
SAFE PRACTICE STANDARDS _____	103
EMPLOYEE DRIVING WHILE ON DUTY _____	103
PERSONAL VEHICLES _____	104
PERSONAL USE OF COCAA VEHICLE _____	104

TABLE OF CONTENTS

VEHICLE MAINTENANCE	104
PURPOSE/INTRODUCTION	104
POLICY	104
VEHICLE MAINTENANCE AND REPAIRS	104
PRE-TRIP INSPECTIONS	105
PREVENTATIVE MAINTENANCE	105
MAINTENANCE RECORDS	105
TRAVEL AND TRANSPORTATION	106
POLICY	106
TRAVEL EXPENSES	106
TRAVEL AND BUSINESS EXPENSES POLICY	106
TRAVEL ADVANCES	106
EMPLOYEE AND DIRECTOR BUSINESS TRAVEL	107
REASONABLENESS OF TRAVEL COSTS	107
SPECIAL RULES PERTAINING TO AIR TRAVEL	108
SPOUSE / PARTNER TRAVEL	108
DISCIPLINARY ACTION	109
PURPOSE / INTRODUCTION	109
PROGRESSIVE DISCIPLINE POLICY	109
PROCEDURE	110
EMPLOYEE CONSULTATION / VERBAL WARNING	110
WRITTEN WARNING	110
DISCIPLINARY PROBATION	110
SUSPENSION	111
RECOMMENDATION FOR TERMINATION OF EMPLOYMENT	111
PERFORMANCE AND CONDUCT NOT SUBJECT TO PROGRESSIVE DISCIPLINE	112
DOCUMENTATION FOR ALL LEVELS OF DISCIPLINE	112
DISCIPLINE ACTION POLICY	112
JUSTIFICATION FOR DISCIPLINE	112
NOTICE	113

TABLE OF CONTENTS

WRITTEN NOTICE _____	113
CONFERENCE PRIOR TO IMPLEMENTATION _____	114
IMPLEMENTATION OF DISCIPLINE _____	114
ADMINISTRATION LEAVE DURING DISCIPLINARY PROCEEDING _____	114
PERSONNEL FILES _____	115
ACCESS TO PERSONNEL FILES _____	115
EMPLOYEE ACCESS _____	116
NEGATIVE INFORMATION _____	116
EMPLOYEE INFORMATION SUBMITTED _____	116
VERIFICATION OF EMPLOYMENT _____	116
CONFIDENTIAL INFORMATION _____	117
IDENTIFICATION OF CONFIDENTIAL INFORMATION _____	117
ACCESS TO CONFIDENTIAL INFORMATION _____	118

PERSONNEL POLICIES, AFFIRMATIVE ACTION & EMPLOYMENT AT WILL ACKNOWLEDGMENT

PERSONNEL POLICIES, AFFIRMATIVE ACTION & EMPLOYMENT AT WILL ACKNOWLEDGMENT

I have been made aware of Central Oklahoma Community Action Agency (COCAA) Policies and Procedure Manual and Affirmative Action Plan and recognize that it is my responsibility to familiarize myself with the agency's policies and procedures contained in these documents and to be guided by them. I have been provided a copy of these policies and procedures and been made aware, as of this date that a copy of these documents are located in the Human Resources office.

I understand that these manuals and plans are intended for informational purposes only. Neither this manual nor any language contained herein will be construed as creating a contract or limiting the rights of COCAA and the employee to end the employment relationship at any time.

Employees of COCAA are considered to be employed at will and are not hired for definite periods of time. This means that the employee or the Agency can terminate employment for any reason and at any time.

No other policy, practice, document or statement may be construed as creating an implied or expressed promise or contract that commits the employee or the agency to continued employment at COCAA for a specific period of time.

COCAA employees shall complete the following steps:

- Sign and date in the spaces provided below, acknowledging receipt of policies.
- Return this page only to COCAA Human Resources Department.

Name (Please Print) _____

Signature: _____

Date: _____

INTRODUCTION

INTRODUCTION

PURPOSE

To establish general guidance, policy, and procedural instructions for the administration of various personnel programs relevant to Personnel management, compensation and benefits for the Central Oklahoma Community Action Agency (COCAA). Procedural instructions, as written, provide a standard and uniform system whereby all employee rules, regulations, and benefits will be administered on a fair and impartial basis and in accordance with Federal, State and Local guidelines and statutes.

GENERAL

Personnel Policies and Procedures at this Agency originate from Federal and State regulations, and through internal development with the approval by the Executive Director and the Board of Directors. Policies, as approved by the Board, are final and will not be deviated from, unless amended or revised by the Executive Director. The chapters of this manual contain both the policies and procedures applicable to the appropriate subject matter.

APPLICABILITY

This manual applies to all employees of COCAA.

EMPLOYMENT CONTRACTS

The agency offers no employment contracts nor does it guarantee any minimum length of employment. The agency reserves the right to terminate the employment of any employee at any time "at will" with or without cause. This applies to all employees whether or not they have completed an orientation period. A supervisor or program manager of the agency has no authority to offer contract employment to an applicant or employee.

EMPLOYMENT AT WILL

Employees of COCAA are employed "at will." This gives both the employee and the agency the right to terminate the employment relationship at any time, with or without reason or notice.

SCOPE

The information contained in this Manual applies to all employees of COCAA. Following the policies described in this Manual, is considered a condition of continuous employment. Nothing in these policies is intended to supersede applicable state or federal laws or administrative regulations related to personnel matters.

Our objective is to provide you with a work environment that is constructive to both personal and professional growth.

INTRODUCTION

ADMINISTRATION

COCAA reserves the right to change these personnel policies at any time. Nothing contained in these policies is intended to or imply a contract of employment. All employees of COCAA are expected to read and familiarize themselves with the contents of these policies. After receiving and reviewing these policies, each employee is expected to sign an acknowledgement form. The employee should return the signed acknowledgement form to the Human Resource Department for inclusion into his/her personnel file. Employees who fail to comply with these policies may be subject to disciplinary action, up to and including termination.

All changes, revisions, additions, and notices of deletions to these policies will be made available to all employees.

RESPONSIBILITIES

RESPONSIBILITIES

BOARD OF DIRECTORS:

1. Appointing the Executive Director;
2. Selecting the officers and committees of the Board;
3. Determining the policies under which the Board and Agency shall operate;
4. Evaluating the Executive Director annually;
5. Determining within regulations and policies, the major fiscal, personnel and program policies;
6. Reviewing and approving the personnel policies regarding hiring, evaluation, compensation and termination of the COCAA Executive Director;
7. Reviewing and approving programs and expenditures for each month;
8. Recruiting volunteers and space for programs and activities;
9. Considering and approving all program proposals and budgets;
10. Determining overall program plans and priorities;

THE ROLE OF THE BOARD OF DIRECTORS SHALL INCLUDE SUCH THINGS AS:

1. Being a catalyst for positive change for the community. Bringing problems and needs of the community to the board for discussion;
2. Looking at options for solving some of the problems or fulfilling the needs of the community;
3. Examining issues that affect the quality of life in the community;
4. Raising money;
5. Serving as advocate for clients and being a catalyst for institutional change in institutions that serve them;
6. Serving as a link between the Board of Directors and the people or groups represented;
7. Serving as a good public relations advocate for the programs, projects and activities of the agency.

EXECUTIVE DIRECTOR:

1. Insures that necessary procedures are established to implement the personnel actions.

PROGRAM DIRECTORS, MANAGERS, COORDINATORS AND SUPERVISORS:

1. Administer Agency rules, regulations, and benefits in accordance with the Personnel Management Policies and Procedures established in this manual.

WORKPLACE COMMITMENTS

WORKPLACE COMMITMENTS

EQUAL OPPORTUNITY/ CIVIL RIGHTS AND AFFIRMATIVE ACTION

COCAA, is concerned that it fulfills its role as an equal opportunity employer and service provider. Civil rights laws of 1964 have been enacted to assure equality of opportunity, and this agency shall strive to meet the requirements of these laws to the extent that equal opportunity for all people is a reality.

POLICY

1. Comply with all applicable laws prohibiting discrimination in employment and any other applicable federal, state, and local statutory provisions.
2. COCAA maintains its commitment to provide equal employment opportunity to employees or applicants for employment without regard to their membership in a Protected Class.
3. COCAA will recruit, hire, train, and promote persons in all job titles, and ensure that all other Personnel Actions are based upon valid job requirements and administered without discrimination on the basis of membership in a Protected Class.
4. COCAA will seek consistency in wages for personnel with equivalent responsibilities, while still recognizing that wage differences may result from individual variations in experience, skill, and length of service. Recommendations for wage increases or denials of wage increases will be made without discrimination on the basis of membership in a Protected Class.
5. Employees and applicants for employment will not be subjected to harassment, intimidation, threats, coercion or discrimination because they have engaged in or may engage in any of the following activities: (i) filing a complaint regarding the violation of any state or federal law or regulation; (ii) appropriately assisting or participating in an investigation, compliance evaluation, hearing, or any other activity related to the administration of federal or state equal employment opportunity or affirmative action laws or regulations; (iii) engaging in appropriate opposition to any act or practice made unlawful by any federal or state equal employment opportunity or affirmative action law or regulation; or (iv) exercising any other right protected by federal laws on equal employment opportunity.
6. Provide reasonable accommodation as required by the Americans with Disabilities Act, Title VII's protection against religious discrimination, the Pregnancy Discrimination protections of Title VII, the Oklahoma Anti-Discrimination Act and any state or federal law wherever the need for accommodation is obvious and/or such is known by COCAA, and/or the applicant or employee indicates a need for such reasonable accommodation, provided that the individual is otherwise qualified to perform the essential functions of the assigned job and the employee's performance of the assigned job duties does not pose a threat to the safety of him/herself or others or impose undue hardship on COCAA's business operations. The accommodation provisions regarding "employee disabilities" will be generally utilized for accommodations under other laws, but adapted as may be needed.

WORKPLACE COMMITMENTS

7. Hold all managers and supervisors responsible for ensuring that personnel policies, guidelines, practices, procedures, and activities are in compliance with federal and state fair employment practices, statutes, rules, and regulations.

PROCEDURES

INTERNAL POSTINGS OF POLICY

1. COCAA will include the key provisions of this Policy in its Employee Handbook and Code of Ethics.
2. This Policy will be posted where all other COCAA personnel policies are posted.
3. An overview of this Policy will be provided at both New Employee Orientation and at Leadership training.

RESPONSIBILITY FOR ADMINISTRATION OF THE PROGRAM

The chief responsibility for the implementation, monitoring, and oversight of the Affirmative Action Plan shall rest with the Executive Director, Equal Employment Opportunity Officer and Personnel Committee.

PERIODIC REVIEW OF PERSONNEL PROCESSES

1. COCAA will ensure that its personnel processes provide for careful, thorough, and systematic consideration of the job qualifications of all applicants and employees.
2. COCAA will undertake periodic reviews of all of its personnel processes and will make any necessary modifications to ensure that COCAA equal employment opportunity and affirmative action obligations are carried out.
3. COCAA will create and maintain a consistent schedule for the review of all job qualification standards to ensure that such standards are job-related for the position in question and are consistent with business necessity.

DEFINITIONS

1. "Personnel Action" includes all decisions related to the following: hiring, promotion, demotion, transfer, layoff, corrective action, termination, and rehiring; setting rates of pay or any other form of compensation and changes in compensation; job assignments, job classifications, organizational structures, position descriptions; leaves of absence; employee benefits available by virtue of employment; selection and financial support for educational and financial assistance and training, including professional meetings, conferences and other related activities; selection for leaves of absence to pursue training; activities sponsored by COCAA including social and recreational programs; and any other terms, conditions, or privileges of employment at COCAA.
2. "Protected Class" includes race; color; religion; sex; national origin; physical or mental disability; status as a disabled veteran, recently separated veteran, other protected veteran, or Armed Forces service medal veteran; or membership in any other protected class as defined by applicable federal or state law on affirmative action.

WORKPLACE COMMITMENTS

SCOPE

This policy applies to all persons involved in the operation of COCAA and prohibits harassment, discrimination, and retaliation by any employee, including supervisors and coworkers, customers or clients of COCAA, and any vendor or other service provider with whom COCAA has a business relationship. COCAA will not tolerate instances of harassment, discrimination, or retaliation, whether or not such behavior meets the threshold of unlawful conduct. While single incidents of alleged harassment, discrimination, or retaliation may not be sufficiently severe or pervasive to rise to the level of being a violation of the law, COCAA nevertheless prohibits such conduct and may impose appropriate disciplinary action against any employee engaging in such.

EQUAL EMPLOYMENT OFFICER DESIGNATED

The primary responsibilities for ensuring fair employment practices for COCAA are promoted and adhered to are assigned to COCAA's designated Equal Employment Opportunity (EEO) Officer. COCAA's designated EEO Officer will also serve as the Americans with Disabilities (ADA) Coordinator, unless otherwise noted, and as such, also has responsibility for coordinating COCAA's compliance with federal and state disability laws. The EEO Officer shall be designated by the Executive Director. The name and work telephone number of the designated individual will be posted on bulletin boards at COCAA work sites. In the event the designated EEO Officer is unavailable, the Executive Director is designated as the alternative EEO Officer.

POLICY

It is the policy of Central Oklahoma Community Action Agency to hire the most qualified candidate to fill open positions. To that end, COCAA will advertise all open positions. Advertising by the agency will be done to ensure COCAA's equal employment opportunity and affirmative action requirements are met. COCAA hereby assures that in the administration of all program accounts under its auspices, it will comply with all relevant laws and regulations concerning Affirmative Action, Equal Employment, harassment, sexual harassment, and accommodation of disabled/handicapped applicants and employees.

EEO COMPLAINT PROCEDURE

Any employee who believes that his/her human/civil rights have been violated under COCAA personnel policies, Federal, State, or local law, or the rules and regulations of funding sources, may file a complaint under COCAA's Equal Employment Opportunity Complaint Procedure. These complaint procedures are available to all COCAA employees. No employee shall be warned, reprimanded, censored, harassed, or have any adverse type of personnel action taken against her/him because of the filing of a complaint pursuant to the rights granted by the Equal Opportunity Complaint Procedure. A complaint form is in Appendix III of the Affirmative Action Plan.

A complainant may be assisted by a representative of his/her choosing, and may have such representative present at any discussion or hearing after the written complaint has been filed.

WORKPLACE COMMITMENTS

1. The complainant will initiate a complaint **as soon as possible after the occurrence of the act or acts complained of, but no later than one (1) month after the occurrence.** The complaint shall include specific descriptions of the discriminatory behavior as well as reference the appropriate law or regulation that was violated.
2. An employee with a complaint against the Executive Director must file that complaint with the Chair of the Board of Directors. The same paperwork must be used as for any other complaint.
3. Any party involved may seek advice and counsel from the EEEO. The complainant may seek assistance in writing the complaint. The supervisor may seek assistance on how to handle the complaint.

Equal Employment Opportunity Officer

Tracy Izell

429 North Union

Shawnee, OK 74801

Phone: (405) 275-6060

Toll-Free: (800) 256-5940

Fax (405) 214-4326

WORKPLACE COMMITMENTS

DEALING WITH ALLEGATIONS OF DISCRIMINATION AND/OR UNLAWFUL HARASSMENT

PROCESS

Employees or applicants who believe they are being discriminated against or subjected to any form of unlawful harassment by another (e.g. employee, customer, vendor, contractor, etc.) because of their race, color, religion, age, gender, sexual orientation, national origin, ancestry, disability, veteran status, genetic information or any other category or status protected by state or federal law as well as those who believe they have witnessed another employee, client or member of the public being subjected to discrimination and/or harassing behavior, have an affirmative duty to bring the situation to the attention of COCAA.

PROHIBITED CONDUCT

COCAA will not tolerate any form of unlawful harassment, including any behavior on the part of employees, clients, customers, vendors, etc., that impairs an employee's ability to perform his/her duties. Examples of unlawful harassment includes, but are not limited to:

1. Verbal conduct such as epithets, derogatory comments, slurs, or unwanted sexual advances, invitations, or sexually degrading or suggestive words or comments made in person, in writing, via telephone or via electronic means.
2. Visual conduct such as derogatory posters, notices, email, photographs, cartoons, drawings, gestures, leering, or displaying sexually suggestive objects or pictures.
3. Physical conduct such as unwanted touching, impeding or blocking normal movement, or interfering with work or movement.
4. Threats or demands either direct or veiled, to submit to sexual requests in order to keep a job or avoid some job-related loss, and offers of job benefits in return for sexual favors.
5. Retaliation for opposing, reporting, or threatening to report harassment, assisting another employee in filing an unlawful harassment complaint, or for participating in a harassment investigation, proceeding, or hearing.

EMPLOYEE RESPONSIBILITIES

1. Employees who believe they personally are being or have been subjected to discriminatory action and/or are the target of any form of unlawful harassment, or have witnessed any other employee being subjected to discrimination or unlawful harassment, should immediately:
 - a. Identify the prohibited conduct to the alleged harasser and request that the harasser cease the conduct.
 - i. *Note: An employee is **NOT** required to talk directly to the harasser or to his/her supervisor. It is **critical**, however, that the employee contact Program Manager or EEO Officer if s/he believes s/he is being harassed or has witnessed what the employee believes to be harassment directed to or committed by another employee(s).*

WORKPLACE COMMITMENTS

- b. If the employee feels uncomfortable in speaking directly to the alleged harasser or if the employee requested the harassing behavior to cease, but the request did not produce the results desired, the employee should report the conduct as soon as possible to a supervisor or manager or to COCAA's designated EEO Officer.
- c. Employees who believe the EEO Officer has engaged in discriminatory or harassing conduct should bring such concerns to the attention of the alternate EEO representative. The Executive Director will designate an objective person to conduct an investigation of such allegations.
- d. Applicants are encouraged to contact the designated EEO Officer or the alternate.

SUPERVISOR / MANAGER RESPONSIBILITIES

Regardless of whether the employee involved is in the supervisor's or manager's department and regardless of how s/he became aware of the alleged discriminatory and/or harassing conduct, all supervisors and managers must immediately report all allegations or complaints of discrimination or unlawful harassment or observations of such conduct to the EEO Officer, alternate representative, or Executive Director. A supervisor's or manager's failure to immediately report such activities, complaints, or allegations will result in discipline, up to and including termination.

REPORTING REQUIREMENTS

1. A supervisor who receives information or is a witness to any unlawful discriminatory or harassing conduct by an employee which violates COCAA's policies or the law, is required to report this information to his/her EEO Officer or Executive Director immediately.
2. The information reported must include:
 - a. The persons(s) involved, including all witnesses;
 - b. A written record of specific conversations held with the accused and any witnesses; and
 - c. All pertinent facts, including date(s), time(s), and locations(s).
3. A supervisor is required to report this information to his/her immediate supervisor, e.g., the Program Director, Executive Director, or the EEO Officer, and may not conduct a formal investigation, release findings, or administer discipline prior to this disclosure and without specific authorization to do so.
4. An employee who witnesses or obtains information regarding unlawful discriminatory or harassing conduct by his/her immediate supervisor is required to report the incident to that individual's supervisor.

INVESTIGATIONS

1. Upon being made aware of allegations or complaints of discriminatory conduct and/or unlawful harassment, COCAA will ensure that such allegations or complaints are investigated promptly. COCAA treats all allegations or complaints of discrimination or unlawful harassment seriously and expects all employees to be candid and truthful during the investigation process.

WORKPLACE COMMITMENTS

2. COCAA will make efforts to ensure that all investigations are kept as confidential as reasonably possible. Due to the sensitive nature of investigations involving unlawful harassment, employees will be strongly advised to refrain from discussing the subject content with others, particularly while the investigation is in progress. COCAA will release information obtained only to those individuals necessarily involved in the investigation and the administration of the complaint, or as required by law.
3. The individual who made the initial complaint, as well as the individual against whom the complaint was made, will be made aware of the final determination by COCAA. If evidence arises that a participant in the investigation made intentionally false statements, that employee will be disciplined, up to and including possible termination.
4. If it is determined that discrimination and/or unlawful harassment has occurred, COCAA will take remedial action against the perpetrator commensurate with the severity of the offense. Such remedial action may include, but is not limited to, a verbal and/or written reprimand, counseling, transfer, suspension without pay, and/or termination. COCAA will also initiate action to deter any future discrimination or unlawful harassment from occurring. With regard to disability-related complaints, the EEO Officer (when appropriate, working with the Program Director or Supervisor and/or the complainant) shall propose a resolution to the complaint based upon the findings of such investigation. Such resolution will include reasonable accommodation when COCAA determines that such a reasonable accommodation can be provided.

PROHIBITION AGAINST RETALIATION

Retaliation is adverse treatment which occurs because of opposition to discrimination or unlawful workplace harassment. COCAA will not tolerate any retaliation by management or by any other employee against an employee who exercises his/her rights under this policy. Any employee who believes s/he has been unlawfully harassed, retaliated, or discriminated against in any manner whatsoever as a result of having filed a complaint, assisted another employee in filing a complaint, or participated in an investigative process should immediately notify the EEO Officer or the alternate. COCAA will promptly investigate and deal appropriately with any allegation of retaliation.

WORKPLACE COMMITMENTS

SEXUAL HARASSMENT AND SEXUAL MISCONDUCT

PURPOSE / INTRODUCTION

COCAA is committed to the working environment being free from inappropriate conduct of a sexual nature. Sexual misconduct and sexual harassment in any form will not be tolerated and individuals who engage in such conduct will be subject to disciplinary action. It is also applicable regardless of the gender of the complainant or the alleged harasser.

SCOPE OF THE POLICY

This policy applies at any location or time as to conduct or comments by any employee. The Policy also allows reporting of unwelcome conduct or comments by third-parties, which are connected in any manner to the work place. It includes comments and conduct directed to any employee, about an employee whether intended to be known by the employee or not, or in the presence, sight or hearing of an employee.

DEFINITIONS

1. Sexual Harassment
 - a. Unwanted sexual attention, comments or conduct in any form;
 - b. Implied or express promise of favors or threats of retaliation in connection with any sexual request, comment or conduct.
2. Sexual Misconduct – includes unwelcome sexual advances, request for sexual favors, or verbal or physical conduct of a sexual nature directed towards another individual that does not rise to the level of sexual harassment, but is unprofessional and inappropriate for the workplace.
3. Examples of Behavior that could be considered sexual misconduct or sexual harassment, **physical** contact of a sexual nature including touching, patting, hugging, or bushing against a person's body; explicit or implicit propositions or offers to engage in sexual activity; comments of a sexual nature, including sexually explicit statements, questions, jokes or anecdotes; remarks of a sexual nature about a person's clothing or body; remarks about sexual activity; speculation about sexual experience; exposure to sexually oriented graffiti, pictures, posters, or materials; and/or physical interference with or restriction of an individual's movements.

RESOLUTION OPTIONS

A person who believes that he or she has been subjected to discrimination or harassment in violation of this policy and seeks to take action may use either the informal resolution process or the formal complaint process or both. The informal resolution and formal grievance resolution process described in this policy are not mutually exclusive and neither is required as a pre-condition for choosing the other; however, they cannot both be used at the same time.

WORKPLACE COMMITMENTS

INFORMAL RESOLUTIONS

1. This process may be used as a prelude to filing a formal grievance or an alternative. It is not necessary that option be used. Anyone who believes that he or she has been subject to sexual harassment or sexual misconduct may immediately file a formal grievance as described under "Resolution Options". An individual wishing to utilize the informal resolutions process should contact the appropriate supervisor, and/or Equal Opportunity/Affirmative Action Officer (EEO).
2. Informal Assistance – The individual is provided assistance in attempting to resolve possible sexual harassment or sexual misconduct if the individual does not wish to file a formal grievance. Such assistance includes strategies for the individual to effectively inform the offending party that his or her behavior is unwelcome and should cease. Action should be taken by an appropriate agency management member to stop the unwelcome conduct, or begin mediation. However, the agency may take more formal action to ensure an environment free of sexual harassment or sexual misconduct.
3. Timeframe – Informal resolutions will be completed in a timely manner from receipt of a request for informal resolution.
4. Confidentiality and Documentation – The agency shall document informal resolutions and the documentation will be retained by the Human Resource Director. The agency will endeavor to maintain confidentiality to the extent permitted by law. The agency will attempt to find the right balance between the individual's desire for privacy and confidentiality with the responsibility of the agency to provide an environment free of sexual harassment.

GRIEVANCE PROCEDURE

REPORTING

1. COCAA encourages any person who believes that he or she has been subjected to sexual misconduct or sexual harassment to immediately report the incident to the appropriate supervisor, Equal Opportunity Officer or Human Resource Director. In no case will a complainant be required to report such conduct to the person accused of the misconduct. The complainant will be advised of the procedures for filing a formal grievance of sexual harassment or sexual misconduct. When a supervisor or a member of management receives a grievance, he or she will immediately notify the Equal Opportunity Officer and/or the Human Resource Director.
2. Grievances should be filed as soon as possible after the conduct giving rise to the grievance, but no later than 180 days after the event occurred.
3. In order to initiate the investigation process, the complainant should submit a signed "Employee Grievance Form" with a written statement setting out the details of the conduct that is the subject of the grievance, including the complainant's name, signature, and contact information; the name of the person directly responsible for the alleged violation; a detailed description of the conduct or event that is the basis of the alleged violation; the date(s) and location(s) of the occurrence(s); the names of any witnesses to the occurrence(s); the resolution sought; and, any documents or information that is relevant

WORKPLACE COMMITMENTS

to the grievance. While an investigation may begin on the basis of an oral grievance the complainant is strongly encouraged to file a written grievance. When a supervisor or a member of management receives a written grievance, he or she will immediately notify the Equal Opportunity Office or Human Resource Director.

GRIEVANCE INVESTIGATION

1. The Equal Opportunity Office and/or Human Resource Director, and supervisor, as appropriate, are responsible for investigating formal grievances. If the complaint is not in writing, the investigator should prepare a statement of what he or she understands the complaint to be and seek to obtain verification of the complaint from the complainant.
2. Within ten (10) working days of receipt of a grievance the Equal Opportunity Officer or Human Resource Director, as appropriate, will authorize an investigation of the grievance.
3. As part of the investigation process, the accused individual shall be provided with a copy of the allegations and allowed the opportunity to respond verbally and/or in writing within a reasonable time frame set by the Equal Opportunity Officer or Human Resource Director. The complainant and the accused individual may present any document or information that is believed to be relevant to the grievance.
4. Any person thought to have information relevant to the grievance shall be interviewed and such interviews shall be appropriately documented. Other acceptable methods for gathering information include, but are not limited to visual inspection of materials alleged to be offensive and follow-up interviews, as necessary.
5. The investigation of a grievance will be concluded as soon as possible after receipt of the written grievance. If investigations exceed sixty (60) days, a justification for the delay shall be presented and reviewed by the Executive Director. The complainant, accused individual and supervisor will be provided an update on the progress of the investigation after the review.
6. Upon completion of the investigation, a written report will be issued. The report shall include: a recommendation of whether a violation of the policy occurred, an analysis of the facts discovered during the investigation, and recommended disciplinary action if a violation of the policy occurred. The written report will be sent to the Executive Director for review.
7. Written notifications of the findings of the investigation and outcome will be sent to the complainant and the respondent by the Executive Director. The grievance and the respondent have seven (7) working days from the date of the notification letter to submit comments regarding the investigation to the administrative official.
8. Within thirty (30) working days of receiving any comments submitted by the complainant or respondent, the Executive Director will take one of the following actions:
 - a. Request further investigation into the grievance;
 - b. Dismiss the grievance if the results of the completed investigation are inconclusive or there is insufficient reasonable, credible evidence to support the allegation(s);
or
 - c. Find that this policy was violated.

WORKPLACE COMMITMENTS

9. A decision that this policy was violated shall be made upon the record provided by the investigator or any comments submitted by the complainant or respondent; and, shall be based on the totality of circumstances surrounding the conduct, its severity, frequency, whether it was physically threatening, humiliating, or was simply offensive in nature. Facts will be considered on the basis of what is reasonable to persons of ordinary sensitivity and not on the particular sensitivity or reaction of an individual.
10. If the Executive Director determines that this policy was violated, he or she will authorize disciplinary action that is appropriate for the severity of the conduct. Disciplinary action can include, but are not limited to verbal reprimands, written reprimands, the imposition of corrective actions or conditions, reassignment, suspension, and dismissal.
11. The complainant and the respondent shall be informed in writing of the Executive Director's decision.
12. The Human Resource Director, will monitor the circumstance surrounding the grievance to ensure that the situation has been remedied.

PROVISION APPLICABLE TO GRIEVANCES

1. Assistance - During the grievance process, a complainant or respondent may be assisted by a person of his or her choice; however, the assistant may not examine witnesses or otherwise actively participate in a meeting or interview.
2. False Complaints - Any person who knowingly and intentionally files a false complaint under this policy or any person who knowingly and intentionally makes false statements, with the course of the investigation is subject to disciplinary action, up to and including termination.
3. Confidentiality and Documentation - The agency shall document informal resolutions and the documentation will be retained by the Human Resource Director. The agency will endeavor to maintain confidentiality to the extent permitted by law. The agency will attempt to find the right balance between the individual's desire for privacy and confidentiality with the responsibility of the agency to provide an environment free of sexual harassment.

WORKPLACE COMMITMENTS

EMPLOYEE DISABILITIES / AMERICANS WITH DISABILITIES ACTS AS AMENDED / OKLAHOMA LAW (ADA)

PURPOSE OF POLICY

COCAA recognizes that the preceding sections of its personnel policy relating to fair employment practices encompass its commitment to fair and equitable treatment of all employees and applicants, including those with disabilities. COCAA also recognizes that there are specific issues relating to individuals with disabilities that must be individually addressed. COCAA acknowledges its responsibility to ensure that individuals in the workplace can efficiently and safely perform the essential functions of their jobs without posing a direct threat to themselves and others.

POLICY

It is COCAA's policy to comply proactively with the applicable employment provisions of disability laws, including the Americans with Disabilities Act (ADA), as amended. COCAA does not tolerate discrimination against any qualified individual with a disability in regard to any terms, conditions, or privileges of employment and prohibits any type of harassment or discrimination based on the physical or mental disability, history of disability, or perceived disability of an individual holding or seeking employment with COCAA. COCAA is committed to provide *reasonable* accommodation wherever the need for such is reported or is obvious to COCAA, or whenever the employee or applicant indicates a need for *reasonable* accommodation, provided that the individual is otherwise qualified to perform the essential functions of the assigned job, and the employee's performance of the assigned job duties does not pose an obvious threat to the safety of him/herself or others.

DETERMINATION OF DISABILITY

A disability is any physical or mental impairment which significantly impairs one or more major life activities, bodily functions, or a record such an impairment or other perception of such an impairment. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, concentrating, thinking, communicating, and working. A major life activity also includes the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

DISABILITY-RELATED INQUIRIES

COCAA shall adhere to the provisions of applicable laws regarding an employer's limitations on making disability-related inquiries or requiring medical examinations at each of the three stages of the employment process: pre-offer, post-offer/pre-employment, and employment. COCAA's restrictions regarding disability-related inquiries and medical examinations apply to all employees/applicants, whether or not they have disabilities. A disability-related question to an applicant may be a violation of law, even though the applicant may not have a disability. COCAA may require the employee to provide a fitness-for-duty certification from an appropriate medical provider whenever COCAA has reason to believe the employee may be unable to perform the essential functions of his/her job.

WORKPLACE COMMITMENTS

CONFIDENTIALITY OF MEDICAL RECORDS

COCAA shall treat any medical information or genetic information obtained from a disability-related inquiry or medical exam, as well as any medical information voluntarily disclosed by an employee, as a confidential medical record. Confidential medical records also include medical information from voluntary health or wellness programs. COCAA will share such information only with appropriate supervisors, managers, first aid and safety personnel, and officials investigating compliance claims on a need-to-know basis. Such information may be disclosed to appropriate COCAA personnel or outside consultants and attorneys in relation to any employment issue between the employee and COCAA, if the medical records are relevant to any such dispute. Any medical information shall **not** be kept in or with the employee's personnel file. Such medical information shall be kept in a separate secure confidential medical file.

ACCOMMODATION

ACCOMMODATION OF APPLICANTS

Whenever an applicant requests accommodation in applying for, testing, or interviewing for a position with COCAA, the ADA Coordinator shall determine whether the applicant's condition constitutes a disability under the disability laws. COCAA's ADA Coordinator shall then determine whether the request for accommodation for a covered disability is reasonable or if another type of accommodation can be provided. In making the determination of reasonableness, the ADA Coordinator may consider whether granting such requests might impose an undue hardship on COCAA.

ACCOMMODATION OF EMPLOYEES

When COCAA has some objective reason to believe an employee may need some type of accommodation to perform his/her essential job functions, COCAA must initiate an interactive process with the employee to find out what accommodation the employee might need. Also, whenever an employee approaches his/her supervisor, COCAA's ADA Coordinator, or any other manager within COCAA requesting some type of accommodation, COCAA will initiate the interactive process. Whenever a manager or supervisor becomes aware that an employee has requested or may require some type of accommodation, the director/supervisor should promptly notify the ADA Coordinator. Upon learning of the employee's request for accommodation, the ADA Coordinator shall arrange to meet with the supervisor and the employee to discuss his/her accommodation request, the need for any reasonable documentation of the disability and the associated functional limitations, and the impact of the proposed accommodation on COCAA. Review of an employee's particular situation by a medical review officer will assist the organization in determining appropriate accommodation.

GLOSSARY OF ADA-RELATED TERMS

1. An "**essential function**" is a fundamental job duty of the position held or desired. A function is essential if the job exists to perform that function, a limited number of other employees are available to perform the function, or the function requires special skill or expertise. Determinations

WORKPLACE COMMITMENTS

as to essential functions must be made on a case-by-case basis and are normally determined based on such factors as:

1. The written job description prepared before advertising or interviewing applicants for the job;
2. In COCAA judgment, the amount of time spent performing the function;
3. Input as to the actual work experience of past employees in the job or current employees in similar jobs; and
4. The nature of the work operation and the consequences of not having the function performed.
5. Marginal functions associated with any job should not be considered essential functions. Punctuality and regular work hours may not be an essential function of some jobs. For example, if the job functions can be performed without the presence of a supervisor, adhering to established work hours may not be an essential function. Therefore, reasonable accommodations to the contrary may be necessary.
6. A **“disability-related inquiry”** is a question (or series of questions) likely to elicit information about a disability. Generally, disability-related inquiries are not allowed during the hiring process. Examples of disability-related inquiries not permitted include:
 - a. Asking whether the employee/applicant currently has or has ever had a disability, how s/he became disabled, or inquiring about the nature or severity of an employee’s/applicant’s disability;
 - b. Asking an employee/applicant a broad question about his/her impairments that is likely to elicit information about a disability;
 - c. Asking an employee/applicant whether s/he is currently taking any prescription drugs or medication; and
 - d. Asking about an employee’s/applicant’s genetic information.
 - e. Other examples of prohibited disability-related questions include, but are not limited to, asking about an employee’s/applicant’s prior workers’ compensation history, and asking an employee’s/applicant’s coworker, family member, doctor, or other person about the employee’s/applicant’s disability.
 - f. Questions that are not likely to elicit information about a disability are not prohibited under the ADA. These types of inquiries include asking employees/applicants about their general well-being, whether they can perform the essential job functions and whether they currently use illegal drugs. COCAA may also ask an employee, but not a job applicant, about non-disability-related impairments such as how s/he broke his/her arm.
7. A **“medical examination”** is a procedure or test usually given by a health care professional or in a medical setting that seeks information about an individual’s physical or mental impairments or health. Medical examinations include, but are not limited to:
 - a. Vision tests conducted and analyzed by an ophthalmologist or optometrist; blood, urine, and breath analyses to check for alcohol use;
 - b. Blood pressure screening and cholesterol testing; nerve conduction tests;
 - c. Range-of-motion tests that measure muscle strength and motor function;
 - d. Pulmonary function tests;
 - e. Psychological tests designed to identify a mental disorder or impairment; and

WORKPLACE COMMITMENTS

- f. Diagnostic procedures such as x-rays, CAT scans, and MRI's.
8. Procedures and tests that employers may require that are generally not considered medical examinations include:
 - a. Blood and urine tests to determine the **current** illegal use of drugs;
 - b. Physical agility and physical fitness tests; and
 - c. Tests that evaluate an employee's/applicant's ability to read labels or distinguish objects as part of a demonstration of the ability to perform actual job functions.
9. Under the ADA, an "**employee**" is an individual employed by an employer. Generally, an individual is an employee if the employer controls the means and manner of his/her work performance. Where more than one entity controls the means and manner of how an individual's work is done, the individual may be an employee of each entity.

CONCERN ABOUT QUESTIONABLE ACCOUNTING AND AUDIT MATTERS

1. The submission of concerns regarding questionable accounting or audit matters by employees, directors and other stakeholders of the organization, on a confidential and anonymous basis.
2. If the concern was reported verbally to the reporting individual the concern should be put in writing.
3. The Executive Director is required to promptly report the concern to the Chairman of the Board, which has specific and exclusive responsibility to investigate all concerns.
4. If the Executive Director, for any reason, does not promptly forward the concern to the Chairman of the Board, the reporting individual should directly report the Concern to the Chairman of the Board. Contact information for the Chairman of the Board may be obtained through the Executive Director.
5. Concerns may also be submitted anonymously. Such anonymous concerns should be in writing and sent directly to the Chairman of the Board.

HANDLING OF REPORTED VIOLATIONS

1. The Finance Committee shall address all reported questionable accounting and audit concerns. The Chairman of the Board shall immediately notify the Finance Committee, the Executive Director and the Finance Director of any such report.
2. The Chairman of the Board will notify the sender and acknowledge receipt of the concern within 5 business days, if possible. It will not be possible to acknowledge receipt of anonymously submitted concerns.
3. All reports will be promptly investigated by the Finance Committee and appropriate corrective action will be recommended to the Board of Directors, if warranted by the investigation.
4. In addition, action taken must include a conclusion and/or follow-up with the complainant for complete closure of the concern.
5. The Finance Committee has the authority to retain outside legal counsel, accountants, private investigators, or any other resource deemed necessary to conduct a full and complete investigation of the allegations.

WORKPLACE COMMITMENTS

ACTING IN GOOD FAITH

1. Anyone reporting a concern must act in good faith and have reasonable grounds for believing the information disclosed indicates an improper accounting or auditing practice, or a violation of the codes. No adverse action will be taken against a staff person for reporting any ethical concern.

CONFIDENTIALITY

1. Reports of concerns, and investigation pertaining thereto, shall be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.
2. Disclosure of reports of concerns to individuals not involved in the investigation will be viewed as a serious disciplinary offense and may result in discipline, up to and including termination of employment. Such conduct may also give rise to other actions, including civil lawsuits. This statement is not meant to prohibit the complainant from reporting to outside agencies or authorities.

DISPUTE RESOLUTION

DEFINITION OF DISPUTE

Subject to the exclusions listed below, a dispute is any disagreement between COCAA and an employee pertaining to the application of COCAA's personnel policies, or an allegation by an employee that COCAA has failed to follow policies and procedures, or an incomplete awareness/misinterpretation of all relevant facts and conditions. The term "**dispute**," as used herein, shall exclude the following:

1. Disciplinary action.
2. Termination of an introductory employee.
3. Termination of an at-will employee.

NO RETALIATION

COCAA shall not restrain, coerce, retaliate, interfere with, or discriminate against any employee based on the employee's use of the dispute resolution process.

DISPUTE RESOLUTION PROCESS

Step 1. Discussion with Immediate Supervisor

1. The employee shall first discuss the dispute informally with the immediate supervisor. The discussion shall be held within ten (10) work days of the action causing the dispute or of the date the action reasonably could have been expected to be known to the employee. In no event shall any dispute be accepted for consideration more than six (6) months from the date of the initial occurrence causing the dispute, regardless of the date the action became known to the employee.

WORKPLACE COMMITMENTS

2. The immediate supervisor shall verbally respond to the employee within ten (10) work days of the informal discussion between the employee and supervisor. Additionally, the immediate supervisor must document the verbal response.

Step 2. Formal Written Notice of Dispute

1. In the event the employee believes the dispute has not been satisfactorily resolved at **Step 1**, the employee may submit the dispute, in writing, to the Executive Director within five (5) work days after receipt of the immediate supervisor's verbal response and a copy must be filed with the Human Resource Department. If the written notice of dispute is not presented within the time limits provided herein, it shall be waived. The written notice of dispute shall:
 - a. Fully describe the dispute and how the employee was adversely affected.
 - b. Set forth the section(s) of the written policy or rule allegedly violated and state the specific nature of the violation.
 - c. Indicate the date(s) of the incident(s).
 - d. Specify the remedy or solution to the dispute sought by the employee.
 - e. Identify the employee and be signed by the employee.
2. No modifications in the alleged basic violation shall be made subsequent to the filing of a dispute, unless mutually agreed to by both COCAA and the employee. However, corrections in citations can be made at any time by the employee.
3. The Director and the Human Resource Director shall meet with the employee to discuss the dispute and shall deliver a written decision to the employee within ten (10) work days of the meeting outlining the reasons behind the decision.
4. Any dispute resolved at this step shall be subject to the review and confirmation of the Executive Director before the resolution is effective. Such review will occur within fourteen (14) work days and the confirmation shall be final and binding.

GRIEVANCE PROCEDURE AGAINST EXECUTIVE DIRECTOR

To file a grievance against the Executive Director, an Employee must file the complaint in writing and submit the complaint to the Personnel Committee Chairperson. Within five (5) business days of receipt of the grievance from the employee, the Personnel Committee Chairperson will conduct a meeting with the Personnel Committee to review the complaint and hear a response from the Executive Director. If necessary, the Personnel Committee will conduct a grievance hearing with both parties. At the discretion of the Personnel Committee, the grievant and the Executive Director may be heard in front of the hearing committee together or separately. The Personnel Committee will make recommendations for action to the Board in Executive Session at the next regular Board meeting.

WORKPLACE COMMITMENTS

PROHIBITION OF WORKPLACE VIOLENCE AND BULLYING

POLICY

COCAA is committed to providing for the safety and security of all employees, customers, visitors, and property.

SCOPE

This policy applies to all employees, including regular, part-time temporary, casual, provisional, and elected officials, as well as contract and temporary workers and anyone else on COCAA's property.

IMPLEMENTATION OF POLICY

1. COCAA will not tolerate any form of workplace violence or bullying, whether physical, verbal, or through depictions, electronic or other communications. This includes acts or threats of physical violence, intimidation, harassment, and/or coercion, which involve or affect COCAA or which occur on property owned or controlled by COCAA or during the course of COCAA's business.
2. Examples of workplace violence or bullying include, but are not limited to, the following:
3. All threats (including direct, conditional, or veiled) or acts of violence or bullying occurring on premises owned or controlled by COCAA, regardless of the relationship between COCAA and the parties involved in the incident.
4. All threats of any type or acts of violence or bullying occurring off COCAA's premises involving someone who is acting in the capacity of a representative of COCAA.
5. All threats of any type or acts of violence or bullying occurring off COCAA's premises involving an employee of COCAA, if the threats or acts affect the legitimate interests of COCAA.
6. Any acts or threats resulting in a criminal conviction of an employee or agent of COCAA or of an individual performing services for COCAA on a contract or temporary basis which adversely affect the legitimate interests and goals of COCAA.
7. Specific examples of conduct which may be considered threats or acts of violence or bullying include, but are not limited to, the following:
 - a. Hitting, shoving, or otherwise assaulting an individual;
 - b. Direct, conditional, or veiled threats of harm directed to an individual or his/her family, friends, associates, or property;
 - c. The intentional or malicious destruction or threat of destruction of COCAA property, or property of another employee;
 - d. Harassing or threatening phone calls, text messages, notes, letters, or computer messages, or other forms of communication;
 - e. Harassing surveillance or stalking;
 - f. Unauthorized possession or inappropriate use of firearms, weapons, hazardous biological or chemical substances, or explosives while on COCAA business.
8. COCAA desires to detect and deter real, potential, or threatened violence or bullying. Every employee is required to report immediately any acts of violence or bullying or any threat of violence or bullying against any coworker, supervisor, manager, elected official, visitor,

WORKPLACE COMMITMENTS

or other individual. Supervisory personnel who witness or become aware of any acts or threats of violence or bullying must notify their superior immediately. Every other person on COCAA property is encouraged to report incidents of threats or acts of violence or bullying of which s/he is aware. Threats or acts of violence or bullying may include:

- a. Discussing weapons or bringing them to the workplace.
 - b. Displaying overt signs of extreme stress, resentment, hostility, or anger.
 - c. Making threatening remarks.
 - d. Sudden or significant deterioration of performance.
 - e. Displaying irrational or inappropriate behavior.
 - f. Stalking whether in person or on social media.
 - g. Harassing, demeaning or offensive conduct either by electronic communications, graffiti, social media or other forms of communication.
9. Reports of violence or bullying or threatening behavior should be made to the Human Resources Department, an employee's immediate director or supervisor, or any other supervisory or management employee. COCAA is committed to ensuring that employees reporting real or perceived threats in good faith will not be subject to harassment or retaliation. Nothing in this policy alters any other reporting obligation established in COCAA policies or in state, federal, or other applicable law.

VIOLATIONS

1. Violations of this policy by any employee will lead to disciplinary action, up to and including termination and/or appropriate legal action. COCAA may also take appropriate disciplinary action against any employee who intentionally makes a false or malicious statement about coworkers or others.
2. Actions of law enforcement personnel which are necessary in the performance of their duties and are consistent with policies or sound law enforcement procedures shall not be considered to violate this policy. In addition, actions necessary for bona fide self-defense or protection of employees of COCAA or of COCAA property shall not be considered to violate this policy.

DRUG AND ALCOHOL-FREE WORKPLACE POLICY

COCAA recognizes that substance abuse in our nation and our community exacts staggering costs in both human and economic terms. Substance abuse can be reasonably expected to produce impaired job performance, lost productivity, absenteeism, accidents, wasted materials, lowered morale, rising health care costs, and diminished interpersonal relationship skills.

COCAA IS COMMITTED TO

1. Maintaining a safe and healthy workplace for all employees;
2. Assisting employees who recognize they have a problem with drugs or alcohol and suggesting appropriate treatment;

WORKPLACE COMMITMENTS

3. Periodically providing employees with information about the dangers of workplace drug abuse; and
4. When appropriate, taking disciplinary action for failure to comply with this policy.

COCAA STRICTLY PROHIBITS THE FOLLOWING BEHAVIOR

1. The use, sale, attempted sale, manufacture, attempted manufacture, purchase, possession or cultivation, distribution and/or dispensing of illegal drugs by an employee at any time and in any amount. This prohibition includes the use or possession of prescription medicines for which the individual does not have a valid prescription and the inappropriate use of prescribed medicines for which the employee has a valid prescription. In addition, COCAA prohibits employees from possessing open containers of alcoholic beverages while on COCAA's premises and/or while on duty.
2. Bringing alcohol, illegal drugs, and other substances which may impair the safety or welfare of employees or the public onto the premises controlled by COCAA or placing in vehicles or equipment operated on behalf of COCAA.
3. Appear at work under the influence of alcohol, illegal drugs or lawfully obtained prescription drugs which impair the ability to work unless the prescription drug use can be accommodated.

REPORTING REQUIREMENTS

1. A supervisor who receives information or is a witness to any use of drugs or alcohol by an employee which violates COCAA's policies or the law, is required to report this information to his/her Supervisor or the Human Resource Director immediately.
2. The information reported must include:
 - a. The persons(s) involved, including all witnesses;
 - b. Any information gathered, such as actual observation of drug/alcohol use, the presence of paraphernalia, observation of any unusual physical signs or behaviors;
 - c. A written record of specific conversations held with the accused and any witnesses;
 - d. All pertinent facts, including date(s), time(s), and locations(s).
3. A Supervisor is required to report this information to his/her immediate supervisor, e.g., Executive Director or the Human Resource Director, and may not conduct a formal investigation, release findings, or administer discipline prior to this disclosure and without specific authorization to do so.
4. An employee who witnesses or obtains information regarding illegal drug/alcohol or use of legal drugs, including prescription drugs, which may impair the safety of the workplace by another employee, including managers, is required to report the incident to that employee's supervisor or to an HR employee or to the Executive Director.
5. Specimen collection, drug testing procedures, sample collection, and alcohol testing procedures will comply with all applicable provisions of federal and state law.
6. A positive test result for alcohol or drugs will be grounds for disciplinary action, up to and including termination.

WORKPLACE COMMITMENTS

7. All COCAA employees are subjected to Drug and Alcohol-Free Workplace Policy and when applicable COCAA Random Drug & Alcohol Testing Policy.

EMPLOYEE RESPONSIBILITIES

1. Each employee is responsible for reviewing and complying with COCAA's Drug and Alcohol-Free Workplace Policy.
2. Each employee is responsible for meeting standards for work performance and safe on-the-job conduct.
3. Employees shall not report to work under the influence of alcohol, illegal drugs, or misused prescription or over-the-counter drugs.
4. Employees who suspect they may have a substance abuse problem are encouraged to seek counseling and rehabilitation from a substance abuse professional or other treatment provider.
5. It is the employee's responsibility and obligation to determine, by consulting a physician if necessary, whether or not a legal drug s/he is taking may/or will affect his/her ability to safely and efficiently perform his/her job duties. An employee whose impairment may affect job performance must contact his/her supervisor and attempt to find an appropriate alternative assignment. If none is available, the employee may take sick leave or take other steps consistent with the advice of a physician. If an employee reports to work under the influence of prescription medication and, as a result, endangers him/herself or others, the employee will be disciplined, up to and including termination.
6. Each employee must report the facts and circumstances of any criminal drug or alcohol conviction that occurred while on duty or which may impact the employee's ability to perform the duties of his/her job. If duties involve driving a vehicle, the employee must report to his/her supervisor a conviction for driving under the influence (DUI), and/or revocation or suspension of the driver's license pending adjudication.
7. Notification to COCAA must occur before resuming work duties or no later than five (5) days after the conviction or revocation/suspension. Failure to notify COCAA will result in disciplinary action, up to and including possible termination.
8. All employees are subject to random drug and alcohol testing as provided in this policy.
9. Employees must act as responsible representatives of COCAA and as law-abiding citizens. It is every employee's responsibility to report violations of this policy to his/her immediate supervisor or to the Human Resource Director. Such reporting is critical in preventing serious injuries or damage to COCAA's property.
10. All employees are required to submit to a drug/alcohol test and sign the consent form.

HUMAN RESOURCES RESPONSIBILITIES

1. Authorizing the testing of employees.
2. Coordinating drug and/or alcohol testing.
3. Requesting completion of the consent form.
4. Notifying employees of positive test results and their right to a retest of the same sample.

WORKPLACE COMMITMENTS

5. Implementing disciplinary action against employees who fail to comply with provisions outlined in this policy.
6. Ensuring that the drug and/or alcohol test forms and results are kept confidential and only provided to employees with a business need for the information.
7. Receiving complaints or reports of violence of the policy.

DIRECTOR / SUPERVISOR RESPONSIBILITIES

1. Determining if reasonable suspicion exists to warrant drug and/or alcohol testing and detailing, in writing, the specific facts, symptoms, or observations that are the basis for the reasonable suspicion.
2. Submitting the documentation to the Human Resource Director.
3. Complying with the appropriate provisions outlined in this policy that apply to supervisory personnel.

EMPLOYER RESPONSIBILITIES

1. Providing communication and training on this policy to include a training program to assist supervisors to recognize the conduct and behavior that gives rise to a reasonable suspicion of drug and/or alcohol use by employees and how to effectively intervene.
2. Receiving and maintaining employee drug and alcohol testing records and files from all sources and assuring that they are kept confidential.
3. Making drug and/or alcohol testing and notice forms available.
4. Administering the contract with a third party to provide drug and alcohol testing services.
5. Overseeing the administration of COCAA's Drug and Alcohol-Free Workplace Policy.
6. Notifying directors/supervisors/employees randomly selected for drug and/or alcohol testing.
7. Ensuring the administration of all pre-employment drug testing.

EMPLOYEE EDUCATION

COCAA maintains information relating to the hazards of and treatment for drug-and alcohol-related problems. Proactive training and information shall be sponsored by COCAA periodically. Any employee may voluntarily seek advice, information, and assistance. Medical confidentiality will be maintained consistent with this policy.

EMPLOYEE ASSISTANCE AND VOLUNTARY REFERRAL

COCAA strongly encourages employees who suspect they have substance abuse problems to voluntarily refer themselves to a treatment program. A voluntary referral is defined as being one that occurs prior to any positive test for illegal drugs or alcohol under this policy and prior to any other violation of this policy, including a criminal conviction of that individual for a drug- or alcohol-related offense. A decision to participate in an assistance program will not be a protection or defense from discipline.

1. Any employee who voluntarily requests assistance in dealing with a personal drug and/or alcohol problem may do so through a private treatment program for drug and alcohol problems. An employee who is being treated for substance abuse in a recognized

WORKPLACE COMMITMENTS

rehabilitation program may, if the Americans with Disabilities Act applies, be entitled to reasonable accommodation so long as the employee is conforming to the requirements of the program and is abstaining from the use of controlled substances and/or alcohol.

2. The employee must agree to release treatment information to COCAA to permit the monitoring of the employee's ongoing compliance with the treatment recommendation. Employees requiring inpatient treatment are requested to notify the Human Resource Director in advance of the treatment admission. After such accommodation, the discontinuation of any involvement with alcohol or drugs is an essential requisite for continued employment. Upon completion of a substance abuse program, employees must take and pass a return-to-work test and sign a return-to-work agreement that will include a commitment to follow recommendations given by the treatment provider and other conditions as COCAA deems appropriate.
3. All information regarding an employee's participation in treatment will be held in strict confidence. Only information that is necessary for the performance of business will be shared by COCAA management.
4. Employees are limited to treatment for substance abuse one time only under this policy.

REASONABLE SUSPICION TESTING

When any supervisor has reasonable suspicion that an employee may be under the influence of alcohol or drugs, the employee in question will be directed by the Human Resource Director or his/her designee to submit to drug and/or alcohol testing.

1. The supervisor shall be responsible to determine if reasonable suspicion exists to warrant drug and/or alcohol testing and shall be required to document, in writing, the specific facts, symptoms, or observations which form the basis for such reasonable suspicion. When possible, the documentation will be forwarded to the Human Resource Director to authorize the drug and/or alcohol test of an employee.
2. The Executive Director or his/her designee shall direct an employee to undergo drug and/or alcohol testing if there is reasonable suspicion that the employee is in violation of this policy. The employee will be suspended with pay pending results of the test.
3. Circumstances which constitute a basis for determining reasonable suspicion may include any activity identified in any state or federal statutes including, but not limited to:
4. The following behaviors are a non-exclusive list of behaviors which will contribute toward a reasonable suspicion and, in combination or individually, on a case-by-case basis:
 - a. Information provided either by reliable and credible sources or independently corroborated.
 - b. The supervisor or program director receives information from a reliable and credible source as determined by the Executive Director and/or Human Resource Director that an employee is violating COCAA policy.
 - c. Direct observation of drug or alcohol use.
 - d. The director/supervisor/employee directly observes an employee using drugs or alcohol while an employee is on duty.
 - e. Drug or alcohol paraphernalia possibly used in connection with illicit drugs or alcohol found on the employee's person or at or near the employee's work area.
 - f. Evidence that the employee has tampered with a previous drug and/or alcohol test.

WORKPLACE COMMITMENTS

5. The following behaviors will also contribute toward reasonable suspicion and, collectively or independently, on a case-by-case basis may provide a sufficient reason for requesting a drug and/or alcohol test:
 - a. **A pattern of abnormal or erratic behavior.** This includes, but is not limited to; a single, unexplainable incident of serious abnormal behavior or a pattern of behavior which is radically different from what is normally displayed by the employee or grossly differing from acceptable behavior in the workplace.
 - b. **Presence of physical symptoms of drug and/or alcohol use.** The supervisor observes physical symptoms that could include, but are not limited to, glassy or bloodshot eyes, slurred speech, poor motor coordination, or slow or poor reflex responses different from what is usually displayed by the employee or generally associated with common ailments such as colds, sinus problems, hay fever, and diabetes.
 - c. **Violent or threatening behavior.**
 - i. *First Incident:* If an employee engages in unprovoked, unexplained, aggressive, violent, and/or threatening behavior against any person, the Human Resource Director may request that the employee submit to drug and/or alcohol testing.
 - ii. *Second Incident:* Whether or not an employee has previously received formal counseling or disciplinary action for unprovoked, unexplained, aggressive, violent, or threatening behavior, upon a second or subsequent episode of similar behavior/conduct, the Human Resource Director will request that the employee undergo drug and/or alcohol testing or disciplinary action including termination.
 - d. **Absenteeism and/or tardiness.**
 - i. If an employee has previously received disciplinary action for absenteeism and/or tardiness, a continued poor record that warrants a second or subsequent disciplinary action may, in combination with other relevant behaviors, result in drug and/or alcohol testing.
6. An employee who is required to submit to reasonable suspicion testing will be provided transportation by COCAA to the location of the test. After the employee submits to the test or if the employee refuses to be tested, COCAA will provide transportation for the employee to his/her home.

POST-ACCIDENT TESTING

1. Each employee involved in an OSHA-recordable accident will be tested for drugs and/or alcohol as soon as possible after the accident, but after any necessary emergency medical attention has been provided. OSHA recordable accidents are those accidents that result in:
 - a. Medical treatment other than first-aid treatment;
 - b. Loss of consciousness, restriction of work or motion; or
 - c. Transfer to another job.
 - d. Additionally, any accident in which there is property damage will trigger a post-accident test. (An employee may be suspended with pay pending the results of this test and with or without pay pending any subsequent investigation.) An employee

WORKPLACE COMMITMENTS

who is required to submit to post-accident testing will be provided transportation by COCAA to the location of the test.

2. In the event an employee is so seriously injured that s/he cannot provide a blood, breath, or urine specimen at the time of the accident, the employee must provide necessary authorization, as soon as the employee's physical condition allows, to enable COCAA to obtain hospital records or other documents that indicate whether there were drugs or alcohol in the employee's system when the accident occurred.
3. In the event federal, state, or local officials conducted drug and/or alcohol testing following an accident, the employee will be required to sign a release allowing COCAA to obtain the test results from such officials.
4. An employee who is subject to a post-accident test must remain readily available for testing. An employee who leaves the scene before the test is administered or who does not make him/herself readily available may be deemed to have refused to be tested, and such refusal shall be treated as a positive test. Further, the employee, subject to a post-accident test, must refrain from consuming alcohol for eight (8) hours following the accident or until the employee submits to an alcohol test, whichever comes first.
5. For safety reasons, an employee required to submit to post-accident testing may be placed on leave of absence pending receipt of the post-accident testing results and any related investigation.

RANDOM TESTING

1. All employees shall be subject to random drug and alcohol testing.
2. The selection of employees for random testing shall be on a nondiscriminatory basis and made from a computer-based random number generator. Random testing will be unannounced and the dates for administering the tests will be spread reasonably throughout the year. Random testing will be performed at any time while the employee is at work.
3. An employee selected for random testing shall proceed immediately to the test site. An employee who engages in conduct which does not lead to testing as soon as possible after notification may be considered to have refused to be tested.
4. Employees selected for a random test but absent due to vacation, sick leave, other leave, or on urgent COCAA business approved by the Executive Director will not be notified to take the random test until the first day they return to work after random selection. Random selection may result in some employees being tested more than once each year; some may not be tested at all.

CONSEQUENCES OF REFUSAL TO SUBMIT TO TESTING / ADULTERATED SPECIMEN

1. An employee who refuses to submit to testing for drugs and/or alcohol will be subject to disciplinary action, up to and including termination. An employee who consents to a drug or alcohol test but fails to appear timely at the collection site, or who fails to give his/her urine sample after reasonable opportunity to do so, will be treated as a refusal to submit to a drug or alcohol test.

WORKPLACE COMMITMENTS

2. Submission of an altered or adulterated specimen or substitution of a specimen by a specimen donor will be considered a refusal to comply with this policy and subject the employee to disciplinary action, up to and including termination.

TESTING GUIDELINES

COCAA will test for the following types of substances:

1. Marijuana (THC)
2. Cocaine, including crack
3. Opiates, including heroin and codeine
4. Amphetamines, including methamphetamines
5. Phencyclidine (PCP)
6. Alcohol
7. Other drugs may be added to this list. Where applicable, COCAA will follow federal testing procedures for drugs and alcohol set forth by the Federal Department of Transportation (DOT) 49 CFR Part 40. These regulations may be amended from time to time.

OPTION FOR DRUG RETEST

1. No later than seventy-two (72) hours after receipt of a positive drug test, an employee who tests positive may request a confirmatory retest of the same sample at his/her expense at a certified laboratory of his/her choice.
2. Upon request, the medical review officer will authorize the laboratory holding the employee's sample to release to a second laboratory, approved by the Department of Health and Human Services, a sufficient quantity of the sample to conduct a second testing analysis.
3. The employee will be required to authorize the laboratory to provide COCAA with a copy of its test results. The accuracy of the test results will be verified by the laboratory conducting the analysis.

SEARCHES

If COCAA reasonably suspects that an employee or on-site contractor is in possession of illegal drugs, alcohol, or contraband in violation of this policy, COCAA may search COCAA vehicles, lockers, desks, work area. By entering into or being present at a job site while on COCAA time or representing COCAA in any way, an individual is deemed to have consented to such searches. If an individual is asked to submit to a search and refuses, that individual will be considered insubordinate and will be escorted off the job site and disciplined, up to and including termination. COCAA may take whatever legal means are necessary to determine whether alcohol or illegal drugs are located or being used on COCAA property. COCAA may call upon law enforcement authorities to conduct an investigation if deemed necessary.

Searches will be conducted by management personnel and may or may not be conducted in the presence of the person whose property or work area is searched. Any suspected contraband will be confiscated and may be turned over to law enforcement as appropriate. Any person whose

WORKPLACE COMMITMENTS

property is confiscated will be given a receipt for that property by COCAA's representative conducting the search.

DISCIPLINE RELATED TO ABUSE

1. Employees in violation of the provisions of this policy will be subject to disciplinary action, up to and including termination.
2. An employee may be found to have violated this policy on the basis of any appropriate evidence including, but not limited to:
 - a. Direct observation of illegal use of drugs, prohibited use of alcohol, or possession of illegal drugs or alcohol or related contraband;
 - b. Evidence obtained from a motor vehicle citation, an arrest, or a criminal conviction for use or possession of illegal drugs or for the use, or being under the influence, of alcohol on the job;
 - c. A verified positive test result; or
 - d. An employee's voluntary admission.
3. Prior to determining its course of action, COCAA may direct an employee who has tested positive to submit to an evaluation by a substance abuse professional. The evaluation will attempt to determine the extent of the employee's use of or dependence on the abused substance(s) and, if necessary, recommend an appropriate program of treatment.
4. If an evaluation is conducted which results in a recommendation for treatment, continued employment may, but is not required, to be allowed if the recommended treatment is immediately begun and successfully completed. The treatment program may include, but is not limited to, rehabilitation, counseling, and after-care to prevent future substance use/abuse problems. The treatment program will **not** be at COCAA's expense; however, employees may use benefits provided by applicable insurance coverage. Failure by the employee to enroll in the recommended treatment program, to consistently comply with the program's requirements, to complete it successfully, and/or to complete any continuing care program shall be grounds for immediate termination from employment. Employees are limited to substance abuse treatment one time only under this policy.
5. When an employee is required to undergo treatment under this policy, the employee may be required to comply with the following as a condition of continued employment:
 - a. Monitoring of the treatment program and the employee's participation by COCAA;
 - b. Submission to return-to-work testing as required under this policy and continuing follow-up testing as provided in the *Return-to-Work Testing/Follow-Up Testing*; and
 - c. Any other reasonable condition that COCAA deems necessary to maintain a safe and healthy workplace for all employees.
6. Failure by the employee to enroll in a required treatment program, to consistently comply with the program requirements, to successfully complete the program, and/or to complete any continuing care program will be grounds for immediate termination of employment.
7. Disciplinary action will also be taken for any job performance or behavior that would otherwise be cause for disciplinary action.

WORKPLACE COMMITMENTS

CONFIDENTIALITY

All medical and rehabilitation records are confidential medical records and may not be disclosed without the prior written consent of the patient, authorizing court order, or otherwise as permitted by state and federal law. Positive test results may only be disclosed to the employee; the appropriate medical and substance abuse treatment providers; a COCAA representative necessary to respond to an alleged violation of this policy; individuals within COCAA who have a need-to-know of drug and/or alcohol testing results; and a court of law or administrative tribunal in any adverse personnel action.

WHISTLE BLOWER POLICY

PURPOSE / INTRODUCTION

1. COCAA Code of Ethics requires directors, employees, and volunteers to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of COCAA, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.
2. This Whistleblower Policy is intended to encourage and enable employees and volunteers to raise concerns within the organization for investigation and appropriate action. No director, employee, volunteer, or contractor who in good faith reports a violation of the code, agency policies, or law shall suffer harassment, retaliation or adverse employment consequences.
3. It is the intent of COCAA to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.
4. An employee who reports internally shall be presumed to be acting in good faith provided that the report is made in sufficient detail and in a time period that allows COCAA to investigate and correct the reported situation.
5. The protection described below is only available to employees that comply with this requirement.

REPORTING RESPONSIBILITY

1. It is the responsibility of all directors, employees, and volunteers to comply with and report violations or suspected violations of the Code of Ethics, agency policies, or laws in accordance with this policy.
2. If any employee reasonably believes that some policy, practice, or activity of COCAA is in violation of law, a written complaint must be filed by that employee with the Human Resource Director and/or Executive Director, or the Board Chairman.

WORKPLACE COMMITMENTS

NO RETALIATION

1. COCAA will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of COCAA or of another individual or entity with whom COCAA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.
2. COCAA will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of COCAA that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.
3. An employee, director or volunteer who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment or dismissal from the volunteer position.
4. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within COCAA prior to seeking resolution outside COCAA.

REPORTING CONCERNS

1. Directors, employees, and volunteers should share their questions, concerns, suggestions or complaints with someone who can address them properly.
2. Employees and volunteers should report and discuss their concern with their Program Manager.
3. However, if an employee or volunteer is not comfortable speaking with their program director, or is not satisfied with the response, that employee or volunteer is encouraged to report directly to the Executive Director.

COMMUNITY COMPLAINT POLICY

POLICY

This policy describes how community members and/or program participants may present complaints about an agency program or staff member. It is the policy of the agency to resolve all complaints made by community members in a timely and effective manner and, as far as is practical, to the satisfaction of the complainant. This procedure is a problem-solving mechanism in which every attempt is made to resolve issues at the lowest level of authority, with the least possible amount of program disturbance. For staff grievances, staff members are referred to the employee grievance policy.

INFORMAL RESOLUTION OF COMPLAINTS

1. Complaints about local program issues should be submitted first to the relevant staff person at the local center or office. Most complaints can be resolved by informal discussion between the complainant and the staff member or the local supervisor or other management staff in that location.
2. Before a formal complaint can be filed, direct discussion must take place between the person(s) involved in the complaint. More than one attempt to resolve the problem or

WORKPLACE COMMITMENTS

conflict must be taken by the parties involved. The date(s) and time(s) of the informal discussion shall be noted.

3. Failing resolution at that level, the person with the complaint must attempt to resolve problems or concern at the local supervisor level. More than one meeting must occur prior to the issue becoming a formal complaint.

FORMAL COMPLAINTS

1. Any community member may use the formal complaint procedure after informal discussion process fails.
2. Formal complaints pertaining to staff or the program shall go immediately to the Program Manager. Complaints relating to the program manager shall go immediately to the Executive Director and complaints relating to the Executive Director will be taken to the Board of Directors.
3. There will be no retaliation against a complainant for using the complaint procedure. Such alleged action shall constitute the grounds for a separate complaint.

PROCEDURE

The following procedures apply to processing a complaint which is not resolved locally.

RESPONSIBILITY OF PERSON FILING COMPLAINT

1. The person filing the complaint will put their complaint in writing using the agency's Community Complaint Form. Must have the complaining party's original, handwritten signature.
2. The complaint must include information on how to contact the person making the complaint.
3. The complaint must be specific and describe conditions or circumstances of their concern.
4. No anonymous complaints will be accepted or considered.
5. The complaint should be sent to the agency's Human Resources Director located at the central office in Shawnee who will see that the appropriate official receives the complaint. The names and addresses for any of the above officials can be obtained by calling any of the local offices.
6. Complaint Resolution Hierarchy:
 - a. Originator
 - b. Supervisor, manager or coordinator/designee
 - c. Program Manager
 - d. Grievance Review Board
 - e. Executive Director
 - f. Board of Directors

WORKPLACE COMMITMENTS

RESPONSIBILITY OF THE OFFICIAL RECEIVING THE COMPLAINT

The official will conduct a thorough investigation of the complaint which may include a meeting with the complainant. The content of all meetings will be kept confidential. They will then respond in writing to the complainant. This response should be in a timely manner and clearly state either:

1. That the official denies the validity of the complaint, or;
2. That a plan for corrective action has been designed and will be fully implemented in a prompt manner.

AGENCY POLICIES AND PROCEDURES

CODE OF ETHICS

No persons who have exercised any functions or responsibilities with respect to activities assisted with COCAA funds may obtain a financial interest in or benefit from a COCAA activity or have an interest in any contract, subcontract or agreement, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.

1. Persons Covered – The conflict of interest provisions apply to any person who is an employee, agent, consultant, officer or elected or appointed official of the agency receiving COCAA funds.
2. Exceptions – Upon the written request of the Executive Director, ODOC may grant an exception on a case-by-case basis when it determines the exception will serve to further the purposes of the COCAA programs and the effective and efficient administration of COCAA's program or project. An exception may be considered only after the Executive Director has provided an assurance that:
 1. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made.
 2. An opinion of COCAA's attorney that the interest for which the exception is sought would not violate State or local law.
3. Factors to be considered for exceptions – In determining whether to grant a requested exception after the agency has satisfactorily met the requirements below, ODOC will consider the cumulative effect of the following factors, where applicable:
 1. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
 2. Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity. If that person is a member of such a class or group, the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
 3. Whether the affected person has withdrawn from his or her functions or responsibilities or the decision-making process with respect to the specific assisted activity in question;
 4. Whether the interest or benefit was present before the affected person was in a position as described in Paragraph A of this requirement;
 5. Whether undue hardship will result either to COCAA or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
 6. Any other relevant considerations.

AGENCY POLICIES AND PROCEDURES

CODE OF ETHICAL STANDARDS

The elected officers and appointed officers and employees of COCAA recognize that holding public office and/or employment is a public trust. To preserve that trust, we demand the highest code of conduct and ethical standards. The purpose of this policy is to define and establish the standards of ethical conduct that are required of public officials and employees so as to ensure their professional integrity in the performance of their duties. The officers and employees of COCAA shall comply with the following provisions. This list is not all-inclusive, but simply provides the basic level of conduct expected.

1. They will treat everyone, including coworkers, subordinates, supervisors, customers and the public, with the utmost respect and courtesy.
2. They will not provide false or misleading information in response to a request for information that is made for official purposes in connection with their employment.
3. They will, at all times, act in a way that upholds the values, integrity, and good reputation of COCAA.
4. They will comply with any other conduct requirement that is prescribed by COCAA.

In addition, COCAA officials and employees are required to comply with the following:

- a. No official or employee shall seek or accept any gift, service, favor, employment, engagement, perquisite, gratuity, or economic opportunity or advantage which would improperly influence a reasonable person in his/her position to depart from the faithful and impartial discharge of his/her public duties.
- b. No official or employee shall use his/her position with COCAA to secure or grant unwarranted privileges, preferences, exemptions, or advantages for him/herself, any member of his/her household, any business entity in which s/he has a significant pecuniary interest, or any other person.
- c. No official or employee shall participate as an agent of government in the negotiation or execution of a contract between the governmental entity and any private business in which s/he has a significant pecuniary interest.
- d. No official or employee shall accept any salary, retainer, augmentation, expense allowance, or other compensation from any private source for the performance of his/her duties as an official or employee.
- e. If an official or employee acquires, through his/her public duties or relationships, any information which by law or practice is not at the time available to the public generally, s/he shall not use such information to further his/her own current or future pecuniary interests or the current or future pecuniary interests of any other person or business entity.
- f. No official or employee shall suppress any governmental report or other document or information because the release of such report or information has the potential to impact his/her own pecuniary interests or those with whom s/he has a business or personal relationship.
- g. No official or employee shall use governmental time, property (including monies or funds), equipment, or other facility to benefit his/her personal or financial interests.

AGENCY POLICIES AND PROCEDURES

- h. No official or employee shall attempt to benefit his/her personal or financial interest(s) by influencing or intimidating a subordinate.
- i. No official or employee shall seek other employment or contracts through the use of his/her official position or the influence associated thereto.
- j. An official or employee shall not, in any manner, directly or indirectly, receive any commission, personal profit, or compensation of any kind resulting from any contract or other transaction in which COCAA is in any way interested or affected except:
 - i. A member of any board, commission, or similar body who is engaged in the profession, occupation, or business regulated by the board, commission, or body may, in the ordinary course of his/her business, bid on or enter into a contract with any governmental agency, except the board or commission of which s/he is a member, if s/he has not taken part in developing the contract plans or specifications and s/he will not be personally involved in opening, considering, or accepting offers.
 - ii. A public officer or employee, other than an officer or employee described above, may bid on or enter into a contract with a governmental agency if the contracting process is controlled by rules of open competitive bidding, the sources of supply are limited, s/he has not taken part in developing the contract plans or specifications, and s/he will not be personally involved in opening, considering, or accepting offers.
- k. Violations of any of the above provisions may result in disciplinary action, up to and including termination.
- l. No persons who have exercised any functions or responsibilities with respect to activities assisted with COCAA funds may obtain a financial interest in or benefit from a COCAA activity or have an interest in any contract, subcontract or agreement, either for themselves or for those with whom they have family or business ties, during their tenure or for one year thereafter.

Persons Covered – The conflict of interest provisions apply to any person who is an employee, agent, consultant, officer or elected or appointed official of the agency receiving COCAA funds.

Exceptions – Upon the written request of the Executive Director, ODOC may grant an exception on a case-by-case basis when it determines the exception will serve to further the purposes of the COCAA programs and the effective and efficient administration of COCAA's program or project. An exception may be considered only after the Executive Director has provided an assurance that:

1. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made.
2. An opinion of COCAA's attorney that the interest for which the exception is sought would not violate State or local law.
3. Factors to be considered for exceptions – In determining whether to grant a requested exception after the agency has satisfactorily met the requirements, ODOC will consider the cumulative effect of the following factors, where applicable:
 - i. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

AGENCY POLICIES AND PROCEDURES

- ii. Whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity. If that person is a member of such a class or group, the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- iii. Whether the affected person has withdrawn from his or her functions or responsibilities or the decision-making process with respect to the specific assisted activity in question;
- iv. Whether the interest or benefit was present before the affected person was in a position as described;
- v. Whether undue hardship will result either to COCAA or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- vi. Any other relevant considerations.

EMPLOYEE / CLIENT RELATIONSHIP

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

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

1. Any form of harassment, stalking, unwelcome calling or texting is strictly prohibited, including verbal, physical, and sexual harassment.
2. Any form of sexual contact or activity between staff and a client is strictly prohibited.
3. Although receiving an occasional hug from a client is acceptable, touching initiated by the staff is seldom appropriate. Before initiating a hug, staff are to ask the client's permission.
4. Staff will respect and promote the unique identity of each client and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, disability, sexual orientation or gender identity.
5. Staff are prohibited from "Friending" clients on their personal social networking pages.
6. Business relations/transactions, including the selling or trading of goods or services, between staff and clients are not to occur.
7. Personal information about staff, e.g. home phone numbers, addresses, or information concerning a staff member's personal health or relationships is not to be shared with clients or other staff, unless prior approval is given by the individual staff member.
8. Contact with clients is to be limited to assigned work hours only, unless prior approval is given by the immediate supervisor.

AGENCY POLICIES AND PROCEDURES

9. Staff are not to use relationships with clients to meet their own personal needs or to further their own interests.
10. Helping relationships are to continue only so long as it is reasonably clear that clients are benefiting from the relationship.

OUTSIDE CONTACTS

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

1. Clients are not to be invited to a staff member's home. Supervisors must be consulted in the event of a special situation, and advance approval is required.
2. Visits to a client's home are to relate to the goals specified in the individual service or action plan.

SUPERVISOR CONSULTATIONS

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

1. Staff are to consult a supervisor whenever a client's behavior appears inappropriate (i.e. seductive, hostile, dependent, etc.).
2. Staff are to notify their supervisor if a client relationship could impede their ability to do their job (i.e., client used to be boy/girlfriend, current or previous relative, previous relationship ended badly, etc.).
3. Staff are to consult a supervisor regarding visits to a client's home or for any situation that could be ethically ambiguous. ***Note: Some programs require staff to visit clients in their homes. This policy refers to situations that are not part of the regular program operation.***

GIFTS AND GRATUITIES

1. Staff are to exercise caution and professional judgment in receiving gifts and/or gratuities from clients, vendors or contractors.
2. Staff are to exercise professional judgment as to whether to accept gifts from clients, vendors or contractors with a value of \$25 or less. Acceptance of gifts with a value exceeding \$25 is prohibited.
3. Staff are to insure that the acceptance of a gift offered by a client has a therapeutic value for the client.
4. Staff are to consult a supervisor when conflicts or concerns arise regarding the acceptance of gifts.
5. Individual staff members are not to give gifts to clients.
6. "Clients", refers to those receiving services from COCAA programs and includes, but is not limited to, providers, families, residents, participants, parents, students, children, and youth.

AGENCY POLICIES AND PROCEDURES

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

CONFIDENTIALITY

1. **Within the limit of the law, client information is to be held in strict confidentiality. Information about clients may be disclosed only on a “need to know” basis or as otherwise required by law. Clients are to be consulted prior to disclosing confidential information outside of COCAA.**
2. Names, service issues, and other information are to be kept confidential.
3. Written information regarding clients, including files and file notes, are to be kept out of public sight and stored in a locked cabinet after hours. Old records are to be stored in a manner that maintains their confidentiality. Access to client records shall be limited to staff on a need to know basis as determined by the Program Manager.
4. Written consent must be obtained before clients are to be audio/video taped. Written parental permission must be obtained for minors.
5. Staff are to abide by Oklahoma state law and COCAA mandated reporting requirements including, but not limited to: child abuse, elder abuse, and duty to warn regarding potential harm to self or others. Staff need to refer to the reporting policies applicable to each individual program.
6. Staff will consult supervisors with any questions regarding confidentiality.
7. Disclosure of confidential information is grounds for immediate termination, except for abuse reporting. If employees have any questions about what information is considered confidential, they are to consult with their supervisor or the Human Resources Office prior to disclosure.

EMPLOYEE POLITICAL ACTIVITY

1. Employees shall not engage in political activity of any kind during working hours. This includes, but is not limited to: soliciting money, influence, service, or any other valuable thing to aid, promote, or defeat any political committee or the nomination or election of any person to public office. Wearing or displaying of apparel, buttons, insignia, or other items which advocate for or against a political candidate or a political cause is also an example of prohibited political activity during work hours. Furthermore, no person shall attempt to coerce, command, or require a person holding or applying for any position, office, or employment, including a citizen requesting service supplied by COCAA, to influence or to give money, service, or other valuable thing to aid, promote, or defeat any political committee, or to aid, promote, or defeat the nomination or election of any person to public office. May not discriminate against or in favor of an employee or beneficiary of the program because of his or her political beliefs. May not require an employee or beneficiary to disclose his or her political affiliation. May not offer employment, promotion or benefits under the program as a reward for the support or defeat of any political party or candidate for public or party office; may not create or threaten to create a disadvantage in employment or deprivation of benefits as a penalty for such support.

AGENCY POLICIES AND PROCEDURES

2. Employees may not participate in any of the above-mentioned activities off duty while wearing a uniform, name tag, or any other item identifying them as a representative of COCAA.
3. Employees are expressly forbidden to use any COCAA resources, including but not limited to: interoffice mail, email, telephone, fax machines, the Internet, or copy machines to engage in any political activity outside the approved scope of the employees' official duties.
4. Voter registration activities, transporting voters or prospective voters to the polls, or engaging in such activities in a manner that identifies such activities with CSBG-funded program or services operated by COCAA, is prohibited. (Employees are to consult with their Program Manager or the Executive Director for clarification if they are covered under this specific policy.)

AGENCY POLICIES AND PROCEDURES

LOBBYING

COCAA may conduct lobbying-type activities to the extent that both its attorney, or a specially retained counsel, and its tax counsel advise that such activity is legal, ethical and will not jeopardize the tax status of the COCAA.

RUNNING FOR OR HOLDING POLITICAL OFFICE

While employees are encouraged to participate in the political process, they must understand COCAA also has an obligation to provide service to the public. Employees who are seeking, or who have been elected or appointed to public office, shall not conduct any business related to these activities while on duty. This includes all the items listed in the previous section, (i.e., political activity.) If there is a conflict with, or the activities hinder the performance of the duties with COCAA, the employee will comply with one of the following: (final approval is at COCAA sole discretion)

1. The employee will be expected to resign their position;
2. The employee may apply and seek approval for use of accrued leave time, or;
3. The employee may request unpaid leave.

USE OF EMPLOYEE PROPERTY AND PREMISES

1. Employees will use COCAA property and equipment including, but not limited to, monies and funds, communication equipment, vehicles, tools, equipment, and facilities only for work-related purposes as directed or approved by management. When using COCAA property and equipment, employees are expected to exercise care, perform required maintenance, and follow all operating instructions as well as comply with safety standards and guidelines. Employees will not misuse, destroy, or otherwise use in an improper or unsafe manner any property of COCAA. Employees are prohibited from making unauthorized copies, any other unauthorized use of, or allowing or facilitating the unauthorized possession by others of COCAA keys or other access devices.
2. No employee or volunteer may drive a COCAA vehicle unless and until COCAA has verified the employee has a valid Oklahoma driver's license.
3. The Executive Director is authorized to implement procedures to annually check for a valid Oklahoma driver's license for each employee or volunteer who drives a COCAA vehicle or drives vehicle on COCAA business.
4. COCAA may authorize the examination of lockers, desks, vehicles, and all other property and spaces owned or controlled by COCAA to check for the presence of any unauthorized material, weapons of any type, or controlled substances including, but not limited to, alcohol and illegal drugs. Prior notice to employees that COCAA-owned property or space is to be searched is not required. A search may be conducted either in or outside the employee's presence.

AGENCY POLICIES AND PROCEDURES

EMPLOYEE UNLAWFUL DEMONSTRATION, RIOTING AND CIVIL DISTURBANCES

Employee limitations with respect to the above actions are contained in federal and/or state regulations. The policy stipulates that no employee or volunteer will use their position in the program to plan, initiate, participate in, or otherwise aid or assist in the conduct of any unlawful demonstration, rioting or civil disturbances. Required interpretation or assistance with regard to this policy will be directed to the Executive Director. Employees who violate applicable regulations are subject to termination.

CONFIDENTIAL INFORMATION, INTELLECTUAL PROPERTY AND COMPANY PROPERTY

During your employment by COCAA, you may have access to confidential and proprietary data. This information includes, but is not limited to, programs, procedures, techniques; services; lists of clients, volunteers, or donors; responsibilities of key personnel; composition and organization of financial accounts; operations; and web applications. This confidential Information constitutes a valuable asset of COCAA, developed over a period of time and at substantial expense.

To protect COCAA's interest in this valuable asset, you must (a) not use any such confidential information for your personal benefit or for the benefit of any person or entity other than COCAA, and (b) use your best efforts to limit access to such confidential Information to those who have a need to know it for the business purposes of the agency. In addition, you should minimize those occasions on which you take documents, computer disks, or a laptop containing such information outside the office. On those occasions where it is necessary, all appropriate precautionary and security measures should be taken to protect the confidentiality of the information.

During the course of your employment with COCAA, you will be provided and/or will generate correspondence, memoranda, literature, reports, summaries, manuals, proposals, contracts, client information, customer lists, prospect lists, and other documents and data concerning COCAA business. Any and all such records and data, contained in any medium, is the property of COCAA. Upon termination of your employment at COCAA, you are required to return all such records to the Company and may not retain any copy of any such records or make any notes regarding any such records. We reserve the right to search for such information and property in personal items while on COCAA premises such as vehicles, purses, briefcases, etc.

COMPUTER/INTERNET/E-MAIL/PHONE POLICY

PURPOSE / INTRODUCTION

Computer information systems and networks are an integral part of business at COCAA. This policy and directives have been established in order to protect this investment, safeguard the information contained within these systems, and reduce agency and legal risk. Violations of this policy may result in disciplinary action in accordance with COCAA's policies and procedures. Due to the ease of availability and the potential for good and/or harm, we must adopt certain very specific rules and regulations for computer, internet, and email.

AGENCY POLICIES AND PROCEDURES

POLICY

It is COCAA's policy to protect computer hardware, software, data, and documentation from misuse, theft, unauthorized access, and environmental hazards. All employees should be aware that anything they access on their work computer/laptop/tablet/other device belonging to the agency, the agency's internet access, personal or agency emails are subject to the guidelines written within. Personal cell phones/tablets/devices may also be subject to this policy.

GUIDING PRINCIPLES

The agency trusts and expects employees to exercise personal responsibility whenever they use the agency's computers, Internet system, email or social media accounts, which includes not violating the trust of those with whom they are engaging. Employees may use social media to speak for themselves individually or to exercise their legal rights. If there is misrepresentations made by the media, analyst, bloggers or other social media users, a designated employee will be assigned by the Executive Director to respond to the issues. Do not break confidentiality in any way to defend the agency. Employees are responsible for making sure that their online activities do not interfere with their ability to fulfill their job requirements or their commitments to their managers, co-workers or customers.

POLICY AND GENERAL GUIDELINES

1. Employees do not have a personal privacy right regarding any matter created, received, stored or sent from/on the agency's email, Internet system, or computers.
2. The agency reserves the right to inspect and disclose the contents of any individual's agency email account, but will do so only when it has agency needs as determined by the Executive Director.
3. The agency reserves the right to disclose any agency email correspondence to law enforcement officials, without notice.
4. COCAA's email, Internet, and computers may not be used for any purpose that is illegal, against COCAA policy or contrary to COCAA's best interest.
5. Solicitation of non-COCAA business or any use of COCAA agency email, Internet, or computers for personal gain is prohibited.
6. Each employee is responsible for the content of all text, audio, or images that he or she places on or sends over COCAA's computers, Internet, or email.
7. Employees may not hide their identities or represent that any email or other electronic form of communication were sent from someone else or someone from outside of the agency.
8. If you produce, collect and/or process business-related information in the course of your work, the information remains the property of COCAA. This includes such information stored on third-party websites such as webmail service providers.
9. All communications sent by employees through COCAA's Internet, or email, must comply with all COCAA policies and may not disclose any confidential information.
10. The employee should notify his/her supervisor immediately if any unsolicited email received from outside COCAA that appears to violate this policy.

AGENCY POLICIES AND PROCEDURES

11. If any employee accidentally accesses an inappropriate website in the normal course of business, the employee should notify his or her supervisor immediately.
12. The agency maintains the right to monitor the volume of Internet and networking traffic. The specific content of any transactions will not be monitored unless there is a suspicion of improper usage.
13. If an employee is using a personal email account to handle agency business this becomes the property of the agency and could be subject to the terms listed within this policy.
14. Passwords whether private or agency may be obtained through COCAA's IT Manager, if the accounts are accessed using COCAA's Internet or network system or in the event that it becomes critical to legal or agency business.

COMPUTER / NETWORK

Computers and network systems provide access to resources that are vital to the agency's daily operations. Usage of these tools should support the basic missions of COCAA. Employees are responsible to properly use and protect information resources and to respect the rights of others. All data stored on the agency's computers belongs to the agency. Personal data can be viewed at any time by supervisors or agency IT specialists.

COMPUTER / NETWORK GUIDELINES

1. Critical computer equipment, e.g., file services, must be protected by an uninterruptible power supply (UPS). Other computer equipment should be protected by a surge suppressor.
2. Environmental hazards to hardware such as food, smoke, liquids, high or low humidity, and extreme heat or cold should be avoided to protect electronic equipment.
3. Employees will be responsible for protecting the information located on their computers and all confidential information will be kept secure.
4. Employees may not use work computers or the network system to violate any rules in COCAA's policies and procedures manual.
5. No employee may download additional software from the Internet without prior authorization from their immediate supervisor and the COCAA IT Manager.
6. Employees will not knowingly introduce a computer virus into company computers nor load diskettes or executable files unless approved by the IT Manager. Any employee who suspects that his/her workstation has been infected by a virus shall immediately notify their supervisor and the IT Manager.
7. Notification in the form of an email are to be sent to the IT Manager and the direct supervisor with any issues or concerns that need to be addressed.

INTERNET / E-MAIL

COCAA encourages the use of the Internet and email because it makes communication more efficient and effective. Occasional and reasonable personal use of COCAA's Internet and email services are permitted; however, Internet service and email are COCAA's property. Every employee has a responsibility to maintain and enhance COCAA's public image and to use COCAA email and Internet access in a productive and fiscally responsible manner.

AGENCY POLICIES AND PROCEDURES

INTERNET / E-MAIL GUIDELINES

1. Email and Internet access may not be used for transmitting, retrieving, or storing any communications of a discriminatory or harassing nature or displays of nudity or explicit sexual activity.
2. Harassment, bullying or actions to demean, defame, embarrass or humiliate another person is prohibited.
3. Messages with derogatory or inflammatory remarks about an individual's race, age, disability, religion, national origin, physical attributes, or sexual orientation may not be transmitted or forwarded using the COCAA system.
4. Email messages should be composed in a way that is professional, business-like, and in good taste. You should compose email messages with the same care as hard copy correspondence.
5. Abusive, profane, or offensive language may not be transmitted through COCAA's network.
6. An employee may not access another employee's email without the employee's permission.
7. Agency email passwords may be changed by the designated representatives at any time if it is vital to legal or business relations.

COPYRIGHTS AND LICENSE AGREEMENTS

COCAA's policy is to comply with all laws regarding intellectual property. COCAA and its employees are legally bound to comply with the Federal Copyright Act (Title 17 of the U.S. Code) and all proprietary software license agreements. Noncompliance can expose COCAA and the responsible employee(s) to civil and/or criminal penalties. All installed software must be licensed according to the instructions of the software manufacturer.

INTERNET SAFETY POLICY

COCAA's policy is to prevent user access over its computer network to, or transmission of, inappropriate material via Internet, email, or any other form of direct electronic communications and to prevent unauthorized access and other unlawful online activity, to prevent unauthorized online disclosure, use or dissemination of personal identification information of minors; and comply with the Children's Internet Protection Act (CIPA). Access to inappropriate material is restricted through technology protection measures that block or filter Internet.

RESPONSIBILITY

This policy applies to all agency employees, temporary employees, volunteers, contract labor, clients and visitors while utilizing agency property. Each employee shall be responsible for all computer transactions that are made with his/her User ID and password, and should adhere to procedures developed by the agency. Employees who are believed to have violated this policy will receive disciplinary action ranging from a verbal warning to dismissal. The actual penalty applied will depend on factors such as the seriousness of the breach and the employee's disciplinary record.

AGENCY POLICIES AND PROCEDURES

DEFINITIONS AND ACRONYMS

1. IT - Information Technology
2. Business Email - Email account provided by a department mail system or approved external mailbox that is used for official agency business.
3. Children's Internet Protection Act - Pub. L. No. 106-554 and 47 USC 254(h) was enacted by Congress in 2000 to address concerns about children's access to obscene or harmful content over the Internet.
4. Technology Protection Measure - a specific technology that blocks or filters Internet access to visual depictions that is obscene, harmful to minors, or is of sexual content.
5. User ID - employee's identification used to log into websites and computers.

PERSONAL PHONE USE

1. Personal calls during the work hours, regardless of the phone used can interfere with employee productivity and be distracting to others. While at work employees are expected to exercise the same discretion in using personal cellular phones as is expected for the use of company phones.
2. Employees are to make personal calls during breaks and lunch period and to ensure that friends and family members are aware of the agency's policy.
3. The agency will not be liable for the loss of personal cellular phones brought into the workplace.
4. The use of Agency telephones for personal long distance calls at expense to the Agency is specifically prohibited and the use of Agency telephone, in general for personal matters will be limited to a reasonable period of time as determined by the employee's supervisor.
5. If an emergency situation arises and COCAA issued cell phone must be used for a personal call and the employee is not able to obtain prior authorization from a supervisor, the employee is required to notify the supervisor as soon as is practicable. The employee is required to furnish the reason for the call and, if requested, the number called. Violation of this policy may result in the employee being responsible for reimbursing any costs incurred.
6. Employees are expected to protect COCAA-issued cellular equipment from loss, damage or theft.

CELL PHONE USE IN VEHICLES

1. Employees on duty and/or conducting official business at any time while operating motor vehicles are prohibited from using cell phones while the vehicle is in motion. This includes dialing, answering, and checking messages. Employees are neither required nor expected to use a cell phone while the vehicle is in motion.
2. Employees shall pull off the road and safely stop before placing or accepting calls or checking messages.
3. This policy does not prohibit passenger use of cell phones.
4. This prohibition is in effect regardless if the cell phone is issued by COCAA or is privately owned by the employee.

AGENCY POLICIES AND PROCEDURES

ADDITIONAL CELL PHONE FUNCTIONS AND SERVICES

In addition to telephone service, many cell phones or cellular providers offer various functions and/or services, including text messaging and digital photography not directly related to work. Employees are strictly prohibited from using any of these or similar features while at work or while operating a motor vehicle.

SOCIAL MEDIA

INTRODUCTION / PURPOSE

COCAA respects employee's usage of social media outlets for personal use. Social media includes all means of communicating or sharing information or content of any sort on the Internet, including to your own or someone else's web log or blog, journal or diary, personal website, social networking platform or affinity website, web bulletin board or chat rooms whether or not associated or affiliated with COCAA, as well as any other form of electronic communication.

An employee's use of social media may involve certain risks and requires an employee to exercise certain responsibilities. Thus, it is important for employees to remember that any conduct that adversely affects the employee's job performance, the performance of colleagues or others who work on behalf of or for COCAA, such as suppliers, vendors, etc., may result in disciplinary action up to and including termination.

SOCIAL MEDIA GUIDELINES

1. All postings on social media must comply with our policies on confidentiality and disclosure of proprietary information. If you are unsure about the confidential nature of information you are considering posting, consult your immediate supervisor or Program Manager.
2. Do not post any picture involving an employee, client, or volunteer without their consent. An employee should be honest and accurate when posting information or news and if a mistake is made, the employee should quickly correct it. An employee should never post any information or rumors that he/she knows to be false about COCAA, COCAA clients or people working on behalf of COCAA.
3. The agency website may be used to publicly post positive images about the agency. Personal social media outlets may not be used on COCAA's Internet or computers for personal reasons during work time unless it is directly related to agency business.
4. Personal accounts may be used while an employee is not on duty.
5. Activities in or outside of work that affect your job performance, the performance of others, or the agencies interest are a proper focus for this policy.
6. If you post any comment about the agency, we urge you to have the agency's best interest in mind.
7. All organizational policies that regulate off-duty conduct apply to social media activity including, but not limited to, policies related to illegal harassment, code of conduct, nondiscrimination, and protecting confidential and/or proprietary information.

AGENCY POLICIES AND PROCEDURES

8. If an employee decides to use social media to post complaints or criticisms, COCAA directs that its employees or clients not use statements, photographs, video or audio that could be reasonably viewed as malicious, obscene, threatening, intimidating, disparaging to COCAA employees and clients or that might constitute harassment or bullying. Examples of such conduct might include offensive posts meant to intentionally harm someone's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or COCAA policy.
9. Following the end of employment relationships with COCAA, you shall take prompt affirmative steps to ensure that no social media platform represents you to be a current employee of COCAA.
10. Designated employees who are responsible for maintaining websites and/or social media accounts understand and agree that the content posted must be mindful of the issue of copyright infringement when posting materials that may be owned by others.

GENERAL IMPLEMENTATION OF POLICY

This Social Media Policy is not to be applied or interpreted in a manner that interferes with any rights employees may have under the National Labor Relations Act. For example, employees should feel at liberty to discuss wages, performance, status, discriminatory treatment, etc.

DRESS CODE

Dress and personal appearance requirements may be made by Program Directors and the Executive Director. However, in all cases, dress shall be neat, clean and applicable to the professional environment in which the employee works. Flagrant violations of the dress code will be called to the attention of the employee by supervisors.

DRESS CODE – OFFICE PROFESSIONAL

As an office or management staff for COCAA you represent our agency to the people we serve, your co-workers and all visitors, as well as to the entire community. As an agency, we seek to communicate an image of professionalism to all with whom we come in contact; therefore, your appearance and demeanor must be professional at all times. A professional appearance is essential to a favorable impression with customers, regulators and vendors. Good grooming and appropriate dress reflect employee pride and inspires confidence. Office Professional applies to all office staff, not specified in another program.

PERSONAL APPEARANCE

The following is a guideline in establishing appropriate department dress:

Employees working in office areas should dress professionally. Appropriate attire includes, but is not limited to, slacks, khakis, Capri or crop pants (if they portray a business appearance), knit blouses or tops, dress shirts, polo and cotton shirts, skirts and dresses, turtlenecks, sweaters, and loafers.

AGENCY POLICIES AND PROCEDURES

Blue jeans, T-shirts, sweat suits, workout clothes, leggings and similar clothes are not appropriate dress.

1. Only on approved casual days, employees may dress in casual clothing, including blue jeans and COCAA Polo Style Shirts or T-shirts, although dress standards still require a neat, clean appearance.
2. Field employees, are required to wear the assigned work uniform if provided by COCAA. Under no circumstances may employees wear halter tops, strapless tops, spaghetti straps, tank tops, cropped tops, clothing with offensive wording (sexually-related references or foul language) or that promotes the use of illegal drugs, clothing that shows undergarments (sheer), torn clothing, clothing with holes in it, or tight-fitting, revealing, or oversized clothing.

All clothing must be clean, neat, and fit properly. Safe, neat, and clean shoes should be worn at all times.

For all employees, professional appearance means that COCAA expects employees to maintain good hygiene and grooming while working. Facial hair is permitted as long as it is neat and well-trimmed. Earrings are acceptable. Rings through the nose, eyebrow, tongue, or body parts other than the ear lobe that are visible to the public may not be worn while working.

Employees are expected to be conservative in the wearing of makeup, scented products, and hairstyles.

If an employee requires a reasonable accommodation regarding his/her dress for bona fide health and/or religious reasons, s/he should contact his/her supervisor or manager to discuss an exception to the personal appearance guidelines. Unless it would constitute an undue hardship or safety hazard, COCAA will accommodate such requests.

ENFORCEMENT

1. All employees should practice common sense rules of neatness, good taste, and comfort. Provocative clothing is prohibited. **COCAA reserves the right to determine appropriate dress at all times and in all circumstances.**
2. When COCAA believes an employee's dress or grooming does not comply with the personal appearance guidelines, the immediate supervisor will discuss the issue with the employee. If continued counseling fails to result in the desired response, the supervisor may initiate disciplinary action.
3. COCAA may send employees home to change clothes should it be determined that dress is not appropriate.

NON-EMPLOYEE ACTIVITIES

Non-employees will not be allowed on the premises for the purpose of distribution of literature to employees or solicitation of employees at any time whatsoever, except as approved by the Executive Director.

AGENCY POLICIES AND PROCEDURES

USE OF TOBACCO, INCLUDING ELECTRONIC CIGARETTE'S

COCAA is committed to providing a safe and healthy workplace and to promoting the health and well-being of its employees. The use of tobacco products is prohibited within any building owned, leased, contracted for and utilized by COCAA. This prohibition extends to anywhere within work areas, restrooms, hallways, employee lounges, cafeterias, conference and meeting rooms, lobbies, and reception areas. COCAA may designate an outdoor smoking area for its employees. Smokers should be considerate of coworkers, customers, and members of the public. COCAA shall not allow the use of tobacco products during staff and training meetings. Further, COCAA bans smoking and the use of tobacco products in all vehicles it owns or uses. Employees who smoke must observe the same guidelines as non-smokers for the frequency and length of break periods.

CHILDREN AT WORK

PURPOSE / INTRODUCTION

The presence of children in the workplace with the employee parent during the employee's workday is inappropriate and is to be avoided except in emergency situations or on rare occasions. This policy is established to avoid disruptions in job duties of the employee and co-workers, reduce property liability, and help maintain the company's professional work environment.

POLICY

COCAA recognizes that many staff have childcare responsibilities and acknowledges that there can be rare occasions when care arrangements break down. At those times, where it is unavoidable, staff may have no alternative to bringing children into the workplace.

In these circumstances the following applies:

NOTIFICATION

If bringing a child to work with the employee is unavoidable, the employee must contact his/her supervisor as soon as possible to discuss the situation and obtain permission to have the child accompany the employee while working.

Factors the supervisors will consider are:

1. The age of the child,
2. How long the child needs to be present.
3. The work environment in the employee's area,
4. Health and safety risk, and any possible disruption to the employee's and co-workers' work.
5. Consideration will not be given to allowing a child with an illness to come to work with the employee.
6. Supervision of Child/ren: At all times children under the age of 16 years remain the sole responsibility of their parent/caregiver. Staff are fully responsible for the behavior and actions of their children while on the premises. Such responsibility includes supervision which is close enough to prevent accidents.

AGENCY POLICIES AND PROCEDURES

PARENTS/CAREGIVERS MUST

1. Continually assess the risks to which their children are/could be subjected and attempt to minimize these.
2. Take into account that children will be unfamiliar with the working environment.
3. Accompany their children at all times.
4. Parents/caregiver will be asked to remove from the premises children who are disruptive in any way to the work of other staff, clients, visitors or contractors on site.

ACCESS

All children under the age of 16 years are prohibited at all times in the following areas:

1. Kitchens,
2. Storage areas,
3. Any areas where chemicals, dyes, cleaning fluids are used or stored.
4. Any areas where tools or machinery are located or used – even when these are not in use.
5. Parking Lots and Other Outdoor Areas: This policy applies across all agency premises, including parking lots and other outdoor areas. Children must not be left alone in parked vehicles.
6. Facilities and Equipment: Children are not permitted to use any of agency equipment including computer equipment. Under special circumstance permission may be given for use of computer, this must be approved by supervisor/manager.

EXCEPTION TO THE POLICY

This policy does not apply to the children of staff attending organized events where they are the responsibility of their school or other institution, unless the member of staff removes their child from the event.

EMPLOYEE DATING POLICY

COCAA recognizes that an environment where employees maintain clear boundaries between personal and workplace interactions is most effective for conducting business. This policy does not prevent the development of friendships or romantic or social relationships with any supervisory employee. However, employees in supervisory/managerial positions are precluded from having a romantic relationship with any subordinate employee.

EMPLOYEE RESPONSIBILITIES

1. Employees are prohibited from engaging in physical contact that would in any way be deemed inappropriate by a reasonable person while anywhere on COCAA property or on COCAA business, whether or not such physical contact occurs during work hours.
2. Violation of this policy could result in disciplinary action up to and including termination.

AGENCY POLICIES AND PROCEDURES

SUPERVISOR / MANAGER RESPONSIBILITIES

1. Employees employed in supervisory/managerial positions are prohibited from engaging in a romantic or social relationship with a subordinate employee. Employees employed in supervisory/managerial positions need to be cognizant of their status as role models, their access to sensitive information, and their ability to influence others.
2. Violation of this policy could result in disciplinary action up to and including termination.

OUTSIDE EMPLOYMENT AND COMPENSATION POLICY

1. Employees of this Agency are permitted to engage in outside employment activities and/or business pursuits and to accept direct compensation for such activities and/or pursuits within specified limits. The following restrictions pertain to outside employment:
 - a. Outside employment shall not involve a conflict of interest, conflict of employee's duties or otherwise affect the operations of the Agency.
 - b. Outside employment shall not interfere with the efficient performance of duties, including availability for regular or assigned meetings which take place outside the regular work schedule.
 - c. Outside employment policies are applicable to all employees including those individuals filling the positions of Executive Director.
 - d. Prevents the employee's availability for work beyond normal working hours, such as emergencies or peak work periods, when such availability is a regular part of the employee's job.
 - e. Requires the services of other employees during their normally scheduled work hours.
 - f. Makes use of COCAA's telephones, computers, supplies, or any other resources, facilities, or equipment.
 - g. Is represented as an activity of COCAA or an activity endorsed, sanctioned, or recommended by COCAA.
 - h. Takes advantage of the employee's employment with COCAA, except to the extent that the work with COCAA may demonstrate expertise or qualification to perform the outside work.
 - i. Requires the employee to schedule time off at specific times that could disrupt the operation of COCAA.
 - j. Involves employment with a firm that has contracts or does business with COCAA.
 - k. Exceptions to this policy must be approved by the Executive Director.

PROCEDURE

1. An employee must notify his/her supervisor/director and Executive Director of the outside employment if such outside employment may be reasonably perceived to be in conflict with his/her employment, or if the employee is unsure about a perceived conflict.
2. In order to determine if there is a conflict with the employee's duties, the supervisor/director may request information, such as:
 - a. The outside employer's name;

AGENCY POLICIES AND PROCEDURES

- b. Hours of proposed employment;
 - c. Job location; and
 - d. Duties to be performed.
3. If there is a conflict with the employee's employment, the Executive Director will inform the employee, in writing, that the outside employment is not allowed and a copy placed in the employee's personnel file.
4. The Executive Director will advise the Human Resource Director of conflicts or perceived conflicts caused by an employee's outside employment.
5. The employee must terminate the outside employment if s/he wishes to remain an employee of COCAA.
6. Employees who engage in outside employment which is prohibited by this policy are subject to discipline, up to and including termination.

EMPLOYEE FRINGE BENEFITS

EMPLOYEE FRINGE BENEFITS

POLICY

This Agency will comply and provide the mandatory fringe benefits directed by federal, state and local laws. It is also the policy of this Agency to provide other benefits related to employee morale and welfare within the limits of available funds per program.

SOCIAL SECURITY

All employees of this Agency are without option covered by the Federal Social Security (FICA) Retirement and Disability Program. The mandatory contributions to FICA are shared by the Agency and the employee in the amounts specified by the Federal Government.

UNEMPLOYMENT COMPENSATION

This Agency will contribute for State Unemployment Insurance at the rate prescribed by the Oklahoma Security Act (Title 40, Chapter 6, Oklahoma Statutes 1961) as amended and as administered by the Employment Security Commission. Eligibility for benefits is determined for each individual case and claims are processed by the applicable employment office. The periods and reasons for disqualification from receiving such benefits may include, without limitation, and subject to changes in the applicable laws are as follows:

1. Leaving work voluntarily without good cause; discharge for misconduct connected with work; failure to apply for or accept suitable work until re-employed and earns ten times weekly benefit amount.
2. Labor dispute.
3. Receiving Social Security benefits or retirement benefits under an established plan.
4. Receiving unemployment benefits under another law.
5. Misrepresentation to obtain benefits.
6. Incarceration under State Department of Corrections.
7. Employee, whether in instructional, research, or principle administrative capacity, or non-professional capacity, who perform services for non-profit or public institution in one academic year or term.
8. Alien unless lawfully admitted for permanent residence or permanently residing under code of law.

GROUP INSURANCE PLAN

1. This Agency provides a Group Insurance Plan (Health, Life) for eligible permanent employees in programs where funds are available. Both employees and their family members are eligible to participate in this plan the first day of the month following their enter on duty date. (For example, if an employee enters on duty January 15, the employee should begin receiving benefits February 1.) Enrollment in the plan is voluntary and premiums are

EMPLOYEE FRINGE BENEFITS

- paid through the payroll deduction plan. The costs of premiums are shared by both the Agency and the employee. Dependent coverage cost shall be born by the employee.
2. Employees that enter into any type of leave without pay or leave with pay or if pay earned is not sufficient to pay their share of the premium, must reimburse the Finance Department for the appropriate premium so that insurance benefits may remain in effect.
 3. Responsibility for administering the Group Insurance Plan is assigned to the Human Resources Director.
 4. It is the responsibility of each employee to add or delete dependent coverage from the Group Insurance Plan. These actions may be effected only through the authorization of the employee.
 5. Each eligible employee will be advised of Group Insurance Plan.

WORKERS COMPENSATION

Employees are insured under the provisions of the State Workers' Compensation Act for injuries received while at work for COCAA. Employees are required to report all on-the-job accidents, injuries, or illness to their immediate supervisor as soon as reasonably possible or within twenty-four (24) hours of the accident, injury, or illness.

1. When an employee is eligible at the same time for benefits for temporary total disability, and for any sick leave benefit s/he may, by giving notice to the Human Resources Department, elect to continue to receive his/her normal salary instead of the benefits until his/her accrued paid time (PTO) is exhausted. COCAA will notify the Workers' Compensation Administrator of the election. COCAA will continue to pay the employee his/her normal salary, but charge against the employee's accrued paid time off (PTO) as taken during the pay period an amount which represents the difference between his/her normal salary and the amount of any benefit for temporary total disability received.
2. When the employee's accrued paid time off (PTO) is exhausted, payment of his/her normal salary must be discontinued and COCAA will promptly notify the Workers' Compensation Administrator so that it may begin paying the benefits to which the employee is entitled directly to the employee.
3. An employee who declines to make the election provided in section 1 may use all or any part of the sick leave benefit normally payable to him/her while directly receiving benefits for Temporary Total Disability (TTD), but the amount of sick leave benefit paid to the employee for any pay period must not exceed the difference between his/her normal salary and the amount of any benefit received.
4. An employee may decline to use any part of the sick leave benefit normally payable to him/her while receiving benefits under the Worker's Compensation Policy. During that period of time, the employee will be considered on leave of absence without pay.
5. Employees must follow all COCAA guidelines regarding conduct while on Worker's Compensation.
6. Employees may not procure secondary employment while on Worker's Compensation leave.
7. Employees may be required to attain a Fitness for Duty examination before returning to work by a COCAA selected physician.

EMPLOYEE FRINGE BENEFITS

REPORTING INJURIES AND ILLNESSES

PRACTICE

1. We often taken safety for granted in an office environment. COCAA recognizes that safety risks are present and take steps to reduce the risk for injury or illness. Safety is everyone's responsibility at COCAA.
2. COCAA wants to ensure that our employees remain safe and injury free when accidents are preventable. We expect our employees to refrain from horseplay, careless behavior and negligent actions. It is COCAA's policy to maintain a safe and secure working environment for all employees and clients.
3. While working, employees must observe safety precautions for their safety and the safety of others. All work areas must be kept clean and free from clutter and debris. Any hazards or potentially dangerous conditions must be corrected immediately or reported to a supervisor.
4. If you are involved in an accident, you must comply with the following procedures:
 - a. Report the accident to a supervisor or Human Resource department immediately
 - b. Obtain the necessary medical treatment
 - c. Fill out an accident report regardless of the severity of the injury
 - d. If you must seek additional medical treatment, obtain consent to leave the premises from your supervisor before doing so.
 - e. Employees who fail to comply with this procedure are subject to disciplinary consequences.

TRANSITIONAL DUTY (LIGHT DUTY)

POLICY

COCAA is committed to providing work, when possible, for employees who have been restricted by a treating physician due to a work-related injury or illness. Such work will be provided subject to availability. Work will be assigned according to the nature of the injury or illness and the limitations set forth by the treating physician. Every effort will be made to place employees in positions within their own departments. If necessary, an employee may be placed wherever an appropriate position is available.

SALARY

While on transitional/light duty, employees will continue to receive their regular rate of pay. Employees who are placed outside their department will continue to have their salary charged to their regular department.

EMPLOYEE FRINGE BENEFITS

DURATION AND CONDITIONS OF TRANSITIONAL DUTY

An employee on transitional duty must furnish a written update of his/her medical condition to his/her Human Resource Director from the treating physician after each visit in order to remain in the reassigned job. Transitional/Light duty assignments are limited to a period of 90 days, subject to review.

RETIREMENT PROGRAM

COCAA offers a defined contribution plan for employee retirement planning. Employees may enroll and begin to make personal contributions to this plan after introductory period, which is one year after initial hire. COCAA will match employee contributions to this plan up to an amount, not exceeding 4% of the employee's annual salary, after the one-year introductory period ends. COCAA reserves the right to adjust employer's match as financially necessary.

HEALTH/VISION/DENTAL INSURANCE COVERAGE

ELIGIBILITY

COCAA provides group carrier health, dental and vision insurance plans to all full-time employees. Coverage is offered either on an individual employee, employee + spouse, employee + children, or family plan, in which the employee pays a portion of the premium thru a payroll deduction.

Full-time regular employees who are regularly scheduled to work an average of forty [40] hours per week are eligible to enroll in a group health insurance plan effective the first day of the month following date of hire. Dependents of employees, as defined in the current plan booklet, are also eligible for coverage under the insurance plan at the employee's expense. Employees must authorize a payroll deduction of any share of the health coverage premium which is to be paid by the employee.

Full-time regular employees who are regularly scheduled to work an average of forty [40] hours per week are eligible to enroll in the group dental and/or vision insurance plans effective the first day of the month following date of hire.

Employees are encouraged to consult the insurance summary plan description for details of the plan benefits. The plan document controls payment of any benefit.

Group insurance is an employee benefit in which an employee is not required to enroll in. There will be no increase in wages if an employee waives coverage. For inquiries, contact the Human Resources department.

PLAN CHANGES

COCAA will, from time to time, evaluate the health coverage plan that is offered and make adjustments, as COCAA deems appropriate, in the level of coverage and the amount of premium cost to be paid by COCAA.

EMPLOYEE FRINGE BENEFITS

EMPLOYEES ON UNPAID LEAVE

Employees on unpaid (excluding Worker's Compensation Leave) or extended paid leave are required to pay employee's portion of insurance premium.

LIFE INSURANCE COVERAGE

ELIGIBILITY

Full-time regular and those part-time regular employees who are regularly scheduled to work at least twenty [20] hours per week are covered by a COCAA-paid term life insurance after introductory period has been completed.

POLICY

The specific terms and conditions of coverage are specified in the plan document issued by the insurance company and are available from the Human Resource Department.

COVERAGE

Eligible full time employees are covered by a life insurance policy in the amount of one and one-half (1 1/2x) times their annual salary. Regular part-time employees are eligible for coverage of \$10,000.

*When employees reach certain age, coverage starts declining in value and cost. See HR for full policy specifics.

DISABILITY LEAVE

ELIGIBILITY

Full-time regular and those part-time regular employees who have been continuously employed for one year and worked at least one thousand two hundred-fifty (1,250) hours during the preceding 12-month period are eligible for Short Term Disability (STD) coverage by COCAA. The plan provides for up to 26 weeks of benefits for non-occupational disabilities. Coverage is provided at 60% of weekly income up to a maximum of \$600 per week.

COCAA may grant an unpaid leave of absence for illness or disability, including pregnancy. (Pregnancy, by law, is treated, for the purposes of this statement, the same as an illness or disability.) If disability resulted from an accident, coverage begins the day after the employee has exhausted their PTO time. If disability results from an illness, coverage begins on the eighth work day after the employee has exhausted their PTO time. An employee who is receiving disability insurance benefits is considered to be on disability leave. Paid time off does not accrue while on disability leave. Employees are not allowed to procure secondary employment while on disability leave. Employees do not receive holiday pay while on disability leave.

EMPLOYEE FRINGE BENEFITS

Employees on disability leave are required to pay employee's portion of insurance premiums. If employee fails to pay their insurance premiums, insurance coverage may be cancelled.

Employee must notify the Human Resource Department one-week prior of expected return to work date. Employee will be required to have a return to work release from COCAA doctor.

STAFF POSITIONS/ JOB DESCRIPTIONS

STAFF POSITIONS/ JOB DESCRIPTIONS

POLICY

The agency maintains updated job descriptions of each staff position, addressing as appropriate, roles and responsibilities, relevant qualifications, salary ranges, and employee benefits.

PROCEDURES

1. The agency maintains adequate, up-to-date descriptions of each job position authorized. Job Descriptions will be developed by program directors for occupations pertinent to their area of responsibility. Job descriptions applicable to the administration of the agency will be developed by the Executive Director.
2. Job Descriptions will be reviewed by the supervisor and Program Manager for policy compliance and compliance with existing Federal and State laws and regulations.
3. There will be no personnel actions effected on a particular position until a job description has been approved by the Executive Director.
4. Qualifications standards will be used to effect recruitment and personnel actions and may be waived only by the Executive Director.
5. Supervisors will furnish employees with copies of revised job descriptions.
6. The Human Resource Director shall maintain a master set of all approved job descriptions. The Executive Director shall cause the review of all job descriptions on an as needed basis to insure accuracy and update.

EMPLOYMENT CLASSIFICATIONS

EMPLOYMENT CLASSIFICATIONS

- 1) Introductory- Hired for the purpose of filling an Agency position, either full or part-time. A six-month introductory period is applicable. An introductory employee is eligible for all assigned Agency benefits the first day of the month following their enter on duty date. At the satisfactory completion of the introductory period, the individual enters into a permanent status, meaning they are employed at will, but may have some appeal rights.
- 2) Regular Full-Time - A regular full time employee is one who works a full forty-hour week, whose employment is not time limited and who has completed the introductory period of six months.
- 3) Regular Part-Time - A regular part time employee is one who works less than a forty-hour week on a regularly scheduled basis and whose employment is not time limited, and who completed the probationary period of at least six months.
- 4) Temporary Part-Time - A temporary part time employee is one who works 25 hours or less a week on a regularly scheduled basis, whose employment is limited to a definite number of days, weeks or months. This category of employees must compete with all other applicants if they desire to be hired to fill a permanent Agency position. The only benefits afforded a temporary employee are Workers Compensation and Social Security.
- 5) Flex/Substitutes - Temporaries or regular part time not having a regularly scheduled hours.
- 6) Consultant - A person serving with, or without compensation, who provides expertise in a particular field. Employee benefits are not applicable.
- 7) Contract Personnel- Individuals that enter into a contract with this Agency to complete a work project or to provide continuing required service necessary to accomplish a specific Agency mission. Employee benefits are not applicable except as contained in the specific contract.
- 8) Exempt Employee - Those employees who are both paid on a salary basis, and who are not eligible for overtime pay, and whose positions meet specific test established by the Fair Labor Standards and state law.
- 9) Non-exempt Employees - Those employees whose positions do not meet the FLSA exemption from overtime test and who are paid one and one half times their regular rate of pay for overtime as required by state and federal law.
- 10) Reclassification - When the duties of a position have changed to the extent they no longer fit within the current class, the duties will be reviewed and, if appropriate, the position reclassified to the appropriate class. Reclassification will not be undertaken as a substitute for discipline or hiring practices, nor to effect a change in salary in the absence of a significant change in assigned duties and responsibilities. A change in a position's classification does not constitute the sole basis for determining whether the employee in a position will also be assigned to the new position.
- 11) Reallocation - for classification of job based on duties and making sure jobs have been classified correctly when duties have substantially changed.
 - a. A class may be reallocated to a higher pay grade or to a lower pay grade based on a change in duties and responsibilities for all positions in the class, or based upon salaries paid by other comparable employers.
- 12) All posting and advertisements will include the statement: "We are an equal opportunity employer".

RECRUITMENT AND HIRING PRACTICES

RECRUITMENT AND HIRING PRACTICES

POLICY

This Agency fills vacancies with the most qualified candidates while providing equal opportunities to all.

RECRUITMENT PROCEDURES

The Central Office will announce or advertise vacancies only at the request of the applicable managers. Due to budgetary limitations, certain vacancies may not be filled immediately upon being vacated. The minimum qualifications for the position are listed on the job-opening announcement. It must include the appropriate contact information for how potential applicants should apply. Announcement of job opening is made through any combination of the following methods as determined by management staff. Recruitment methods may include, but are not limited to, the following:

1. Job Opening Notices
2. Posted in county offices
3. Widely circulated among staff through flyers, faxes and e-mails
4. Flyers posted in the community
5. Walk-In Applicants
6. News media advertisements. All advertising will include the statement "An Equal Opportunity Employer."
7. Announcements through special publications / newsletters
8. Phone calls/faxes to community partners
9. Job fairs
10. Internet web site
11. Contact with local and state agencies to include minority and handicap organizations and state employment offices.

JOB ANNOUNCEMENTS

Prior to initiating recruitment, COCAA should verify or define the job duties of the position; identify which duties are essential and which are non-essential functions; identify knowledge, skills, and abilities needed, and determine what education, experience, and credentials will provide the desired knowledge, skills, and abilities.

RECRUITMENT AND HIRING PRACTICES

OPEN RECRUITMENTS

COCAA will announce all vacancies for regular positions. An announcement may be for the purpose of filling a single vacancy or to establish an eligible list for one or more vacancies in the same job class. Position vacancies will be publicized to allow potentially qualified and interested individuals to learn of employment opportunities and to encourage qualified applicants from diverse backgrounds to apply. Recruitment announcements will always be posted on COCAA Webpage and in such other places as COCAA feels appropriate. The announcement will normally include:

1. Title and pay range of the class of the vacancy;
2. Nature of the work to be performed, including the essential job functions;
3. Minimum as well as any preferred qualifications, including education and/or experience, knowledge, skills, and abilities, or other special criteria associated with the position;
4. License or certifications required;
5. Manner of applying (where, how and deadlines); and
6. A declaration that COCAA is an Equal Employment Opportunity (EEO) Employer, and Americans with Disabilities (ADA) accommodations are available.

Regular employees will be released from work, on paid status, to participate in an interview held during their scheduled work time. Casual (intermittent) workers will not be paid for time taken to participate in an examination or interview.

NEPOTISM

1. No person may be hired for position or promoted to a new position while a member of his/her family serves on the Board of Directors, Personnel Committee, Executive Director, or appointing authority responsible for selecting or having personnel authority over his/her position. If a member of an employee's family is elected or appointed to a board or committee subsequent to the date of initial hire, the board member must either resign or termination action of the employee effected. Such policy also applies to family members related through marriage.
2. No person may be hired for or promoted to a position over which a member of his/her immediate family exercises supervisory authority.
3. Members of COCAA employee's immediate family will be considered for employment on the basis of their qualifications. Immediate family may not be hired, however, if it would:
 - a. Create a direct/subordinate relationship with a family member
 - b. Have the potential for creating an adverse impact on work performance, or
 - c. Create either an actual conflict of interest or the appearance of a conflict of interest.
4. Relative within the third degree is defined as follows: Parents, Spouse, Nephew/Niece, Aunt/Uncle, Children (including adopted and step-children), Grandchildren, Grandparents, Great Grandparents, Great Grandchildren, Brother/Sister, Spouse's Grandparents, Spouse's Great Grandparents, Spouse's Children, Spouse's Grandchildren, Spouse's Parents, Spouse's Brother/Sister, Spouse's Nephew/Niece, or Spouse's Aunt/Uncle.

RECRUITMENT AND HIRING PRACTICES

SOURCE OF CANDIDATES

All vacant and new staff positions shall first be made available to current COCAA staff. Vacancies and promotional opportunities will be disseminated within COCAA. Regular positions may be filled by qualified applicants. If no eligible list exists, COCAA may initiate recruitment (open or promotional). Applications from present employees may be considered for open positions before non-employee applicants are considered. For open recruitments, the position vacancy announcement will be posted internally and externally.

Promotional recruitments limit consideration of applicants to qualified employees currently working within a single department of COCAA (departmental/promotions) or to qualified employees currently working within COCAA.

When deciding what type of recruitment to initiate, COCAA will consider such factors as the impact of the decision on COCAA's efforts to have a workforce which is representative of:

1. The local population;
2. The qualifications and level of responsibility required by the position;
3. The extent to which the knowledge and skills required for the position can readily be acquired on the job;
4. The effects on retention of present employees; and
5. The likelihood of attracting well-qualified outside applicants.

After COCAA has determined how they will announce the vacancy, they will develop a recruitment plan by determining the applicant pool they wish to target and in what geographic region they will advertise; determining what types of media (e.g., newspapers, trade journals) will be used to advertise and ensuring outreach efforts reach diverse applicant groups.

INTERVIEW AND SELECTION PROCESS:

1. Selection procedures may include written tests, oral tests, performance test, physical agility test, assessment centers, training and experience evaluations, any combination of these, or others.
2. Selection procedures must be practical, job related, and constructed to sample the knowledge skills, ability and/ or the personal attributes required for successful job performance.
3. The central office or designated county office will accept "Application for Employment" forms until the cutoff date as established in the announcement or advertisement. The Executive Director has the authority to reject applications submitted after the cutoff date.
4. The Human Resources Director will screen all applications to insure that applicants meet the minimum qualifications set forth in job descriptions. Applicants that do not meet the job qualifications will not be scheduled for interviews unless waived by the Executive Director.
5. Before an employee is hired, the program conducts an interview with the applicant.

RECRUITMENT AND HIRING PRACTICES

6. The Program Manager will coordinate the date and times to interview the applicants. The designated management staff will notify applicants of the date, time, and place they are to report for an interview.
7. Before an employee is hired applicants must consent to a criminal history investigation. The agency will conduct a state or national criminal record check.
8. For personnel selected for employment, the designated management staff will notify them of the fact that they were selected and the date and time to report for work.
9. **False Information:** If it is determined that an applicant has rendered false information on the "Job Application" form, he/she will be disqualified from further hiring consideration for any position within this Agency. If the determination is discovered after the employee has been hired, he/she will be immediately terminated with no appeal rights.
10. **Employment Favoritism:** Employment with this Agency will not be offered as a reward for political activity, the active support of a party of a political candidate, being a member of a specific organization or group or as a favor to a board member or committee member or an active employee of the Agency.
11. **Physical Examinations:** After an offer of employment, as a condition of employment, this Agency may require a physical examination. Such examination will only be required if the position requires a specific physical capability. The cost of such examinations will be borne by the applicant unless approved by the Executive Director.
12. The agency is subject to and will maintain compliance with Section 504 of the Rehabilitation Act of 1973 in the hiring, promotion, and in general relations with otherwise qualified disabled candidate and employees.

NON-SELECTION PROCESS

Applicants shall receive a written response to their job application from the agency. They will advise those applicants who were not selected for the position. Notifications will not be made until the selection process has been completed.

HIRING RESTRICTIONS

CRIMINAL CONVICTION

Conviction of a crime does not necessarily preclude employment within the agency; however, conviction may disqualify an applicant from holding certain positions. Full disclosure of any such record will be required. Since employment opportunities are essential to the rehabilitative process, opportunity will be provided to employ persons with criminal records after review of the individual case. The following criteria will be used in reviewing records:

1. Nature and seriousness of the offense
2. Circumstances under which it occurred.
3. How long ago.
4. Whether first or repeated offense.
5. Age at the time offense was committed.
6. Social conditions which may have contributed.

RECRUITMENT AND HIRING PRACTICES

7. Evidence of rehabilitation.
8. Type position for which applicant is applying.

GENERAL REQUIREMENTS FOR FILING OF APPLICATIONS

APPLICATION FORMS

Applications for employment must be made in writing on a COCAA Employment Application. Applicants must complete a separate application form for each vacancy unless the job announcement indicates otherwise. COCAA may also require resumes, completed supplemental questionnaires, and other evidence of education, training, experience, or other lawful requirements, including licenses and certifications. Applications submitted become the property of COCAA.

SIGNATURES

Applications must be signed by the applicant. Faxed and email copies of the application form may be accepted with the provision that a signed original must be received before COCAA can officially consider the application.

APPLICATION FILING PERIODS

Recruitment announcements will specify the application filing period. Applications must be received (Optional - or postmarked) by the date specified. Application periods will end at the close of the business day or at the specific time stated on the recruitment announcement. A job announcement may be closed at any time and for any reason as determined by COCAA.

ELIGIBILITY OF APPLICANTS

1. An applicant may be disqualified from further participation in the recruitment process and/or from placement on an eligible list by COCAA for material reasons, including, but not limited to, those listed below:
 - a. The application does not indicate the candidate possesses the qualifications required for the position.
 - b. The application is not fully and/or truthfully completed.
 - c. The applicant has prior convictions that relate to the position for which s/he is being considered. Prior conviction shall not automatically disqualify an applicant from employment; however, an applicant's prior conviction of a crime may be considered in the employment decision. An applicant may be denied employment if s/he is convicted of a crime which relates to the position sought. COCAA will consider job-related misdemeanor convictions, but such convictions shall not constitute a sole basis for disqualification from employment.
 - d. The applicant has been discharged from or resigned in lieu of dismissal from any prior employment for any cause which would constitute a reason for dismissal from employment with COCAA.

RECRUITMENT AND HIRING PRACTICES

- e. The applicant does not appear at the time and place designated for an examination or interview.
- f. The applicant is a former employee of COCAA who, absent a compelling reason, quit without notice.
- g. Candidate's failure to possess a valid Oklahoma driver's license, certificate, permit, etc. If a prospective candidate for a position cannot obtain the required license, certificate, permit, or occupational certification required for the job, s/he will not be given any further employment consideration. Any job offer, offer of promotion, or offer of transfer previously made will be withdrawn.
- h. The applicant is a former employee whose performance evaluations indicated below acceptable performance and/or behavioral problems, such as insubordination, leave abuse, or excessive tardiness.

INTERVIEWING APPLICANTS

1. Selecting the most appropriately qualified candidate for the position will reduce turnover, reduce the costs associated with training, and improve the effectiveness of the organization.
2. Once applications have been evaluated and a determination has been made regarding which applicants are selected for an interview vs. those who will not be interviewed, all applicants should be notified as to their status. The interviewing portion of the selection process is critical for determining which applicants are best qualified to do the job.

SELECTION

Employment decisions must be based solely on merit. Consistent with applicable federal, state, and local laws and regulations employment decisions may not be influenced by race, religion, gender, sexual orientation, age, disability, national origin, ancestry, color, or veteran status. The hiring manager has ultimate responsibility for selection of the candidate for hire; however, s/he should take into consideration the input of the other members of the interview team. The hiring manager is responsible for ensuring the selected candidate meets the required level of education, experience, certification, license, etc.

PHYSICAL EXAM

1. COCAA may require a job-related medical examination when there is a need to determine if an employee can perform mandatory functions of his/her position. This exam will identify physical limitations or restrictions. A medical examination may also identify significant health or safety risks to the employee or others, by identifying infectious diseases, or other medical monitoring as required by medical standards, professional licensing bodies or standards established by federal, state, or local law.
2. COCAA may conduct voluntary medical examinations and health promotion activities. The records from these screenings will be kept confidential.
3. The cost of the voluntary or medical examinations rests with COCAA. The employee is not responsible for accruing any of the costs for these procedures.
4. A doctor's note may be required for employees who are absent as a result of injury, illness or disability.

RECRUITMENT AND HIRING PRACTICES

CORRECTION OF ADMINISTRATIVE ERRORS

If COCAA should discover any administrative error regarding the process of filling a vacancy, COCAA will correct the error at any time during the duration of the eligible list. No such correction shall affect an appointment.

REFERENCE CHECKS

Acquiring and providing accurate employment references is an important component of acquiring, retaining, and providing relevant information concerning employees. Therefore, COCAA is committed to adhering to the following procedure whenever conducting a background/reference check for an applicant for employment or when responding to inquiries from others for information regarding a current or former employee.

ACQUIRING REFERENCES

1. Reference and background checks are conducted to assist COCAA in assessing an applicant's fitness for employment with COCAA. Only those employees designated by the Director of Human Resources may acquire employment references. Any authorized employee of COCAA who attempts to acquire reference information on an applicant must comply with the following:
 - a. Obtain a COCAA employment application that is signed and dated by the applicant. The applicant must have completed all relevant sections of the application.
 - b. Obtain authorization from the applicant by means of his/her signature directly on the application and/or separate release form for the release of information from former employers, military, educational institutions, other institutions, personal references, and other individuals listed on the application.
 - c. Authorization for release of such information by the applicant shall include a release from liability of any company, institution, or individual providing such information. If an applicant refuses to sign such a release, s/he will be eliminated from further consideration for employment with COCAA.
 - d. Inform the applicant that COCAA will conduct a background/reference check and that evaluating the applicant's suitability for employment includes contacting employment and other references, educational institutions, and personal and professional associates to verify information provided.
 - e. Develop questions that are related to the essential functions of the position and are non-discriminatory. Questions related to an applicant's training, knowledge, skills, production, timeliness of work, and ability to work with others are examples of appropriate inquiries. Discriminatory or non-work related questions such as family or marital status, disabilities, age, and related areas are not appropriate.
2. Note: For safety-sensitive positions as defined by U.S. Department of Transportation regulations, COCAA shall obtain, pursuant to an applicant's written consent, information on his/her alcohol tests with a concentration result of .04 or greater, verified positive controlled substance test results, and refusals to be tested within the preceding two (2) years from date of application which are maintained by the previous employers.

RECRUITMENT AND HIRING PRACTICES

3. Identify the appropriate individual(s) to question regarding the applicant's work performance, knowledge, skills, and abilities related to the essential functions of the position.
4. Adequately document the conversation and record refusals to provide information.
5. Maintain strict confidentiality of all background/reference information. Only employees, supervisors, or management officials of COCAA who have a demonstrable work-related need-to-know should be accorded access to such information.

PROVIDING REFERENCES

All requests for employment information shall be referred to the Human Resource Department. Only those personnel designated by the Human Resource Director or Executive Director are authorized to release employment information to third parties. The Human Resource Director will normally verify, upon written request, dates of employment, position(s) held, and final rate of pay. The Executive Director may release a more complete job history to authorized parties upon receipt of a signed, written authorization by the current or former employee.

APPLICANT / EMPLOYEE INVESTIGATIONS (BACKGROUND CHECKS)

1. COCAA desires to maintain a productive, efficient, effective, healthy, and safe work environment and, as a result, will conduct pre-employment background checks of applicants and current employees as necessary. All background checks are conducted in accordance with all applicable laws and regulations.
2. COCAA will conduct criminal records checks on all application finalists. Applicants will be disqualified from employment who have been convicted of child abuse, domestic abuse, criminal assault, or other crime that is relevant to the performance of the job.
3. All applicants will be required to undergo a drug and alcohol screening prior to being considered for employment.
4. Any employee, including the Executive Director, whose responsibilities include cash handling, processing or approval of financial transactions, will be subjected to a pre-employment credit check and criminal check for embezzlement, fraud, or issuance of bad checks.
5. COCAA reserves the right to conduct these checks at any time, in a manner consistent with applicable laws and regulations.

REPORTS

1. The types of reports that may be requested from consumer reporting agencies under this policy include, but are not limited to: credit reports, criminal records checks, court records checks, driving records, and/or summaries of educational and employment records and histories. These reports or checks are also called "consumer reports." The information contained in these reports may be obtained by a consumer reporting agency from public record sources or through personal interviews with the applicant's or employee's coworkers, neighbors, friends, associates, current or former employee's, or other personal acquaintances. These are sometimes referred to as "investigative consumer reports." Any information contained in such reports may be taken into consideration in evaluating an

RECRUITMENT AND HIRING PRACTICES

applicant's or employee's suitability for employment, promotion, reassignment, or retention.

2. The information received is only used for employment purposes and will not be used to violate any Equal Employment Opportunity (EEO) law.

OFFERS OF EMPLOYMENT

JOB OFFER LETTERS

After an applicant has been selected for employment or promotion, the Human Resource department will extend an official offer of employment. The Human Resource department may contact the selected applicant by telephone to determine whether there is continued interest in employment and to indicate that a request to hire has been made. Offers of employment may be made contingent upon the results of a criminal background check, the applicant passing certain additional tests, physical evaluations, and/or submitting other documentation of qualifications when such are relevant to the specific job in question.

PRE-EMPLOYMENT DRUG SCREENING

COCAA requires successful applicants for positions, who have been offered an appointment to a regular position or casual work to consent to a pre-employment drug screen. COCAA will advise the selected applicant that the presence of one or more drug metabolites may be cause for rejection from further consideration for employment, and that offers of employment are contingent upon a negative drug test result. The applicant may be asked to authorize COCAA, as a condition of employment, to conduct through COCAA's designated laboratory testing facility, a drug screen test. Refusal to authorize and participate in a drug screen shall eliminate the applicant from further consideration for the position.

1. COCAA directs applicants to an appropriate collection facility. The drug test must be undertaken as soon after notification as possible, and in no circumstances later than forty-eight (48) hours after notice to the applicant.
2. COCAA will advise applicants of the opportunity to submit medical documentation to support a legitimate use for a specific drug. Such information will be reviewed only by Medical Review Officer (MRO) determining whether the applicant is lawfully using an otherwise illegal drug.
3. COCAA will not extend a final offer of employment to any applicant with a verified positive test result, and such applicant will not be considered for any vacancy of COCAA for a period of twelve (12) months. COCAA shall disqualify the applicant on the basis of failure to pass the applicable test(s).

RECRUITMENT AND HIRING PRACTICES

OTHER CONDITIONS

All offers of initial and continuing employment are conditioned upon the applicant furnishing satisfactory evidence of identity and legal authority to work in the United States. Each applicant must attest to his/her identity and legal authority to work in the United States in accordance with the applicable federal statute by completing and signing INS Form I-9 (Employment Eligibility Verification). All employees are required to obtain and maintain a valid Oklahoma Driver's License and current insurance on personal vehicles used to conduct COCAA business. Depending on the specific position, offers of employment may also be contingent upon passing a pre-employment physical examination, background check, submitting documentation of qualifications, and/or obtaining job-required licenses.

INTRODUCTORY PERIOD

INTRODUCTORY PERIOD

POLICY

The introductory period is the final phase of the examination process and is utilized by the appointing authority for the effective adjustment of the new employee.

PROCEDURE

1. All appointments, whether for original entrance or promotion, are subject to an introductory period.
2. All employees hired will be required to serve a six-month introductory period beginning on their first day on duty. The purpose of this period is to insure that the individual can satisfactorily perform in the job for which hired, follow the rules and regulations, and to examine and act on the results of the criminal record checks.
3. Introductory periods may not be less than six-months, unless waived by the Executive Director in writing, nor be in excess of more than two years. Introductory periods in excess of six-months may be requested by an appointing authority but are subject to approval by the Executive Director.
4. The introductory period commences from the date of appointment.
5. If it is determined that an employee's performance has been unsatisfactory during the Introductory period, his/her termination will be effected without the right to appeal. Termination must be effected before the end of the introductory period or the employee will become permanent, resulting in them being employed at will, with the right to appeal certain disciplinary actions.
6. At its sole discretion, COCAA may extend this introductory period to when COCAA has had sufficient opportunity to assess the employee's ability to perform the job functions or such extension is determined appropriate.
7. Employees of COCAA are employed "at will". The employment relationship can be terminated by the employee or by COCAA at any time during the introductory period or during the extension of the introductory period, with or without cause or advance notice.
8. Prior to completion of the introductory period, the supervisor will conduct performance evaluations at the 5-month period to ascertain the advisability of continued employment.
9. Introductory employees that are required to be absent from duty for thirty continuous or more days due to sickness or other valid and authorized reasons will have their introductory period extended for the same number of calendar days. Such absence must not cause any undue stress to the program and be authorized by the Executive Director.

NEW EMPLOYEE IN-PROCESSING

1. All new employment candidates will report to the Human Resources Director or their designee. As a minimum employee in-processing will consist of the following:
 - a. The initiation of an employee record and the completion of required Agency forms.
 - b. Review of Agency Personnel Manual and Procedures.

INTRODUCTORY PERIOD

- c. Furnishing the employee with a copy of his/her job description.
- d. Explanation of employee benefits available.

ORIENTATION

COCAA recognizes that an appropriate and timely orientation program can aid the assimilation of new staff members. The Human Resource Department in conjunction employee's supervisor will be responsible for the orientation of each new employee within the first 60-days of hire. Orientation may include, but is not limited to, a review of the organization and services of COCAA, work rules, standards of performance, and personnel policies and procedures including the policies relating to fair employment practices, illegal harassment, workplace violence, and alcohol and drug abuse. Additionally, the Human Resource Director will ensure that the new employee:

1. Has completed all new hire paperwork including payroll and benefit forms;
2. Will receive or be provided access to the employer's personnel policies;
3. Has had the opportunity to have questions addressed.

It is the responsibility of the supervisor to introduce the new employee and ensure that they are aware of all policies and procedures uniquely related to the department.

WAGE AND COMPENSATION PLAN

WAGE AND COMPENSATION PLAN

POLICY

Employee salaries and benefits will be based on local prevailing practices. Compensation will depict a fair and standard system regarding equal pay for equal work.

COMPENSATION PLAN

1. A compensation plan will be established for this Agency that will govern pay rates of all positions of this Agency.
2. Employees are paid salaries that reflect due regard to market rates in combination with internal budget requirements for job market competitiveness and job performance. No employee will be paid at a lower rate than the minimum wage as set by state and federal law.
3. Upon request by the Board of Directors the Executive Director or his designee will conduct a wage comparability study to insure compliance with the above policy.
4. A salary range will be established for all positions.
5. All personnel positions, periodic increases, promotions, or job changes shall not be in conflict with funding agency regulations.
6. Implementation of the comparability wage scale is dependent upon budget considerations and is within the discretion of the Executive Director.
7. All types of pay increases will be dependent on the availability of funds.
8. Updated salary ranges, new positions, re-classifications or upgrades must be approved by the Board of Directors.
9. Hourly non-exempt employees who work more than 40 hours in a workweek will receive compensation for the additional hours at 1½ times their normal hourly rate. Approval from the program manager is required before any overtime is worked. Working unauthorized overtime will be subject to disciplinary action, up to and including termination.
10. Exempt Employee - are those employees exempt from the overtime provisions of the Fair Labor Standards Act under an executive, professional, or administrative exemption. The work of employees in exempt positions is not measured solely by the hours worked. Employees in exempt positions are expected to work the hours necessary to complete assignments on a schedule that satisfies the requirements of the job. A full-time commitment typically requires a minimum of 40 hours a week.

SALARY ADJUSTMENTS

1. **Salary Adjustments When Salary Ranges are Changed:** At any time a salary range is changed for a specific position, all employees in that position will receive an adjustment to the salary range. No person's salary may be reduced as a result of such change and all persons will be given uniform treatment.
2. **Salary When Transferred:** When an employee is transferred from one facility or program to another and there is no promotion involved, the salary will remain the same.

WAGE AND COMPENSATION PLAN

- 3. Salary When Voluntarily or Involuntarily Demoted:** The final rate of pay will be set by the Executive Director. The rate may be set at the current salary received before demotion or at a lower rate down to the lower end of the pay scale of the position to which demoted. A higher rate of pay will not be set.

PAY PERIODS AND PAY DAYS

Employees are paid biweekly on Friday. If a payday falls on a holiday, employees are paid on the preceding work day. Paychecks/paystubs are distributed or may be picked up by employees on payday.

EMPLOYEE CHANGE OF STATUS

Change of Status Documentation

All changes in employee status must be documented with a Change of Status (COS). No personnel action, from hiring to termination, will be official until an appropriately completed and signed COS has been placed in the employee's personnel and payroll files.

ATTENDANCE POLICIES

ATTENDANCE POLICIES

WORK TIME

ATTENDANCE

1. COCAA expects that every employee will be regular and punctual in attendance. This means being in the office, ready to work, at their starting time each day. Absenteeism and tardiness places a burden on other employees and on COCAA.
2. When you are unable to work due to illness or an accident, please promptly notify your supervisor. In the event your immediate supervisor is unavailable, you must speak with a Director. Leaving a message with another staff member or on voicemail does not constitute an accepted notification of absence. If you do not report for work and COCAA is not notified of your status, it will be assumed after three consecutive days of absence that you have resigned.
3. If you become ill at work or must leave the office for some other reason before the end of the workday, be sure to inform supervisor of the situation.
4. Should undue tardiness or absenteeism become apparent, disciplinary action up to and including discharge may be required.
5. Employees are expected to be available and ready for work at the beginning of their assigned shifts and at the end of their scheduled rest and meal periods.

WORK SCHEDULES

1. The supervisor or director shall schedule work hours according to the needs of COCAA with the approval of the Executive Director.
2. Employees working a five-day, forty-hour week (designated 5/40) shall work eight (8) hours per day for five (5) days in any work week and shall receive two (2) days off.
3. In accordance with provisions of the Fair Labor Standards Act, the official work week of COCAA, shall consist of a calendar week which begins at 12:01 a.m. Saturday and ends at midnight the following Friday night.
4. The work schedule, in some instances, may be variable from week to week, but in no event will the work schedule be in excess of forty hours within any given work week unless such excess work has been specifically been requested through the employee's supervisor and/or emergencies not expected.
5. All hours over forty will be requested through the Executive Director. The Executive Director will authorize in writing only.

LUNCH PERIODS

Employees are allowed an unpaid lunch break. Lunch breaks generally are taken between the hours of noon (12:00 pm) to one (1 pm). The schedule for meal periods should be established on the basis of work requirements for each office. Supervisors should be sure that each location is adequately staffed and that someone with authority to resolve minor problems is available at all times.

ATTENDANCE POLICIES

REST PERIODS

1. Employees will be granted one (1) fifteen (15) minute break or rest period during each work period of four (4) or more hours. The schedule for these breaks should depend completely on the needs of each office.
2. Rest periods will not be used to extend lunch hours or to shorten the normal work period. It is the inherent responsibility of each supervisor to enforce this work policy and to discipline employees that do not adhere. Supervisors desiring to deviate from the normal work schedule will obtain the approval of the Executive Director.

Time Reporting (for purposes of this section, the term 'employee' does not include elected officials)

PURPOSE OF TIME REPORTING

Recording of hours worked and/or leave time taken by employees is necessary to provide an accurate basis for preparing paychecks, to assure compliance with federal and state law, and to maintain an effective and efficient cost accounting system. (For payroll purposes, non-exempt employees covered by the Fair Labor Standards Act (FLSA) must report all time spent performing work.)

HOURS WORKED

NON-EXEMPT EMPLOYEE TIMEKEEPING

1. **Employees permitted to work.** All time during which Fair Labor Standards Act (FLSA) non-exempt employees are permitted to work, whether authorized or not, must be counted as hours worked. Please see examples below to define compensable time:
 - a. **Early arrivals and late departures.** Non-exempt employees who begin work prior to their scheduled shift or leave work later than their scheduled shift ends must be compensated for that time.
 - i. Non-exempt employees sign in on the COCAA timesheet, when actually performing work-related activities and when required to be present for work.
 - ii. Non-exempt employees accurately record on the COCAA timesheet:
 1. Number of hours worked
 2. Number of leave hours
 - iii. Employees determine hours worked using exact times. Total hours worked are calculated to the minute without rounding. Supervisors may impose appropriate corrective discipline for chronic or habitual tardiness.
 - b. **Meal periods.** All employees are provided an uninterrupted, free-from-duty meal period of at least 30 minutes. Employees record any interruptions of meal periods and advise their supervisor as they occur. This is necessary to adjust time appropriately. To ensure uninterrupted meal periods, employees are encouraged not to eat at workstations during the meal period.

ATTENDANCE POLICIES

- c. **Breaks and other brief rest periods of less than 20 minutes.** If provided, breaks and other brief rest periods of less than 15 minutes are counted as time worked. Normally employees are provided a 15-minute break during each four-hour period on duty. Breaks may be eliminated as necessary due to staffing or work necessities. Since breaks are counted as work time, employees are not permitted to save break time in order to count it towards late arrivals early departures, or extended lunch periods.
 - d. **Work at home.** An employee who performs work at home, for which the COCAA accepts the benefits, must receive compensation for the time when the supervisor either knew or should have known the employee was performing the work.
 - e. **After hours and weekend work.** Employees who work late, come in early, come back to the work location during evening or weekend hours, or otherwise work during regularly scheduled time off, either with the supervisor's knowledge or when the supervisor should have known the work was performed, must be compensated for such time.
 - f. **Travel time.** Travel time, excluding normal home-to-work travel, must be counted as time worked when the travel:
 - i. Is performed as part of the employee's regular work assignments, such as travel between various clients' homes or other work locations;
 - ii. Is to and from a location, performed all in one day and involves a one-day assignment to another city, including workshops and training activities. If the employee is not required to report at the work location prior to his or her departure and is permitted to leave from home, the time which would have been spent in normal home-to-work travel is deducted from total hours. When the employee's residence is closer to the designated location, travel time begins when the employee leaves his or her residence; or
 - g. **Emergency client services.** Time spent responding to emergency calls for client services is counted as time worked. Time spent on telephone calls in an effort to resolve client situations is counted as time worked.
 - h. **Volunteer work.** Volunteer work on behalf of COCAA is counted as hours worked if the work is:
 - i. performed during an employee's normal working hours;
 - ii. not truly voluntary, but performed as a result of job expectations; or assignments, coercion, or the result of undue pressure; or
 - iii. the same or similar in nature to the work the employee is hired to perform.
 - i. **Training.** Time spent attending COCAA sponsored lectures, meetings, and training programs is compensable, except when:
 - i. attendance is outside regular working hours;
 - ii. attendance is voluntary;
 - iii. the subject matter of the course does not relate to the employee's work; and
 - iv. the employee does not perform productive work during attendance.
2. **Employee responsibility.** Employees are responsible for:
- a. Understanding the regulations governing compensable time;
 - b. Accurately entering all compensable time on COCAA timesheet;

ATTENDANCE POLICIES

- c. Complying with the local procedures regarding the assigned shift;
 - d. Obtaining authorization for overtime work; and
 - e. Immediately reporting all overtime worked to their supervisor.
3. **Supervisory responsibility.** Supervisors are responsible for:
- a. Monitoring and controlling the number of hours non-exempt staff work;
 - b. Utilizing workweek adjustments when possible to avoid overtime work by employees;
 - c. Establishing procedures for non-exempt staff to follow when requesting to work overtime;
 - d. Informing all non-exempt employees of the procedures for requesting approval to work overtime; and
 - e. Ensuring all non-exempt employees are trained in their FLSA rights and responsibilities.

POSITION DESIGNATIONS – EXEMPT OR NON-EXEMPT

All positions are designated as “exempt” or “non-exempt” according to federal and state laws and regulations. For cost accounting and billing purposes, COCAA requires exempt employees to account for hours worked.

RESPONSIBILITY FOR TIME REPORTING

1. Employees are responsible for accurately completing their own timesheets. Supervisors shall **not** alter or adjust the hours that an employee reports on his/her timesheet. If the supervisor believes the employee has completed his/her timesheet in error, the supervisor shall discuss the issue with the employee.
2. All non-exempt employees will record **all hours worked** and **all leave time** taken, whether paid or unpaid, and the type of leave taken (e.g., PTO leave, worker's compensation leave, administrative leave time) on the timesheet.
3. All exempt employees will enter their hours worked for each project. They shall record all leave taken in whole day increments on the timesheet, exempt employees may not be charged for absences of less than whole day increments.
1. Overtime will be compensated at one and one-half (1.5) times the employee’s regular rate of pay.

EXEMPT EMPLOYEES

Generally, exempt employees are hired with the understanding that they are responsible for accomplishing the duties required for their assigned position. It is our policy to comply with all aspects of the FLSA including its salary-basis requirements. Therefore, making any deductions from the salaries of exempt employees which are not allowed by law is prohibited. Consistent with the FLSA and NRS, employees in exempt positions are not required to be paid for overtime.

LEAVE POLICIES AND PROCEDURES

LEAVE POLICIES AND PROCEDURES

ANNUAL / VACATION POLICY

PURPOSE / INTRODUCTION

Annual leave is a benefit extended to employees of COCAA. Leave represents money for both the agency and the employee and must be stringently controlled. In order to maintain a high state of morale, employees will be authorized leave throughout the year, dependent upon mission requirements.

ANNUAL LEAVE

Annual leave is paid time off work granted by agency to be used for whatever the employee wishes.

ELIGIBLE EMPLOYEE

A Full-Time and Full-Time/Part-Time Employee is eligible for leave benefits. Exception will be when program funds are not available for the employee position held. In these situations, benefit package given will be clearly outlined in job description and terms of employment.

DEFINITIONS

Continuous service - total service in a permanent or introductory status with no break in employment status.

AWOL - Absence without leave - is absent from work without proper authority.

ACCRUAL OF ANNUAL LEAVE

All regular full-time employees paid bi-weekly will earn PTO leave beginning from their initial date of hire as follows:

Years of Employment	Hours per Pay Period	Hours per Quarter	Annual Hours
Up to 3 years	4.62	30	120
3 rd to 6 th anniversary	6.15	40	160
6 th to 10 th anniversary	7.69	50	200
10 th anniversary +	9.84	64	256

1. Annual leave will begin accruing upon hire date.
2. Full-time employees shall accrue annual leave pro-rated in accordance with the percentage of time they are appointed to work.

LEAVE POLICIES AND PROCEDURES

3. Annual leave earned during pay period shall be pro-rated in accordance with the days an employee is on the payroll.
4. Annual leave cannot be taken in advance of time accrued.
5. Annual leave will not be accrued by any employee on leave of absence without pay or suspension.
6. *Maximum Accrual:* COCAA would like to remind employees to use their annual leave before reaching December 31, so annual leave accrual time is not lost.

USE OF ANNUAL LEAVE

1. Annual leave must be requested in advance by the employee and approved by the designated supervisor.
2. Annual leave shall be used at such times when it will least interfere with the efficient operation of the agency.
3. Introductory Employees must work three months before annual leave may be used.
4. The Executive Director may require an employee to take vacation leave whenever, in his/her administrative judgment, such action would be in the best interest of the Agency.
5. Should an employee become ill during a period of annual leave the employee may be charged with sick leave for the applicable days if certified by a physician. For such cases a revised leave request will be submitted.

ACCUMULATION OF ANNUAL LEAVE

1. Annual leave shall be accumulated within the year.
2. Introductory Employees must work 90 days before annual leave may be used.
3. No more than 80 hours can be carried over past the program year end (PYE) date of each year.
4. Part-time employees can carry over a prorated number of hours based upon the number of hours employed. Carryover leave will also be prorated based on the number of hours worked per day or on the period of the actual work year.
5. Annual leave shall be taken upon a workday basis. Holidays falling within a period of vacation leave shall not be counted as work days.

CARRYOVER OF ANNUAL LEAVE

1. Annual Leave over 80 hours for full time and pro-rated amount set for part time employees may only be carried over with the approval of the Executive Director.
2. Please note: 80 hours total can be carried forward past December 31st, (of the hours carried forward 1-80) one/half must be used before March 31st and the remainder used by June 30th.
3. Amount of time permitted will be established by the Executive Director as determined by reason.

SEPARATION FROM EMPLOYMENT

1. Employees who are separated from this Agency will be paid for their accrued annual leave.
2. In the event of death, accrued leave will be paid to the employee's estate.

LEAVE POLICIES AND PROCEDURES

3. Payment of accrued leave may be withheld pending settlement of a legal debt to this agency.

SICK LEAVE

Sick leave is a period in which the employee is incapacitated for the performance of his/her duties by sickness or injury or for medical, surgical, dental, or optical examination or treatment, or where, by reason of his/her exposure to a contagious disease, the employee's presence at his/her post of duty would jeopardize the health of others.

ELIGIBLE EMPLOYEES

A Full-Time and Full-Time/Part-Time Employee is eligible for leave benefits. Exception will be when program funds are not available for the employee position held. In these situations, benefit package given will be clearly outlined in job description and terms of employment.

ACCRUAL OF SICK LEAVE

1. Accrued by Permanent and introductory employees at the rate of 10 hours per month or maximum of 120 hours per year for employees with continuous service.
2. Sick Leave will begin accruing upon hire date or from the date this policy is approved.
3. Permanent and introductory employees shall accrue sick leave pro-rated in accordance with the percentage of time they are appointed to work.
4. Sick leave earned during pay period shall be pro-rated in accordance with the days an employee is on the payroll.
5. Sick leave cannot be taken in advance of time accrued.
6. Sick leave will not be accrued by and employee on leave of absence without pay or suspension.

USE OF SICK LEAVE

1. Sick leave may be used in the following instances:
 - a. Personal illness
 - b. Immediate family member of the employee or a resident in the employee's household requires the employees care because of illness, injury, or incapacitation. Immediate family members are defined as spouse, children, parents, brothers, sisters, including step, grand, half and in-law or foster relationships.
2. Sick leave shall not be used for annual leave.
3. Sick leave may not be taken in advance of that accrued.
4. In case of absence due to injury for which time is lost and Oklahoma State Workers' Compensation benefits are received, sick leave may be utilized.

REQUESTING SICK LEAVE

1. Any employee who is ill or unable to report to work for any reason shall notify his/her immediate supervisor no later than thirty (30) minutes before the employee's normal work reporting time. In the event of a continuing illness, the employee shall continue to notify

LEAVE POLICIES AND PROCEDURES

his/her immediate supervisor daily or at appropriate intervals agreed on by the supervisor of his/her condition.

2. Failure to notify your supervisor and/or a representative designated by their supervisor will be carried as "absent without leave" and receives no pay for the day or days absent.
3. Unless incapacitated, the employee will personally report the illness. The supervisor will not accept a report of absence from a family member or friend unless employee is incapacitated.
4. The Executive Director may require an employee to take sick leave whenever, in his/her administrative judgment, such action would be in the best interest of the Agency.

DOCTOR'S CERTIFICATION

1. COCAA may require an employee to provide a medical doctor's certification that the illness/injury incapacitated the employee from performing his/her duties, was necessary for the employee to make full and timely recovery, or was appropriate to avoid the spread of a contagious disease. The certification will also verify the employee's fitness for return to work. A medical doctor's statement is required when specifically requested by the supervisor or director.

DOCUMENTATION REQUIRED

1. Absences of more than three (3) consecutive work days must be supported by a statement from a doctor before the employee returns. Example: If an employee returns after being off ill for three days they need a doctor's statement.
2. Supervisors who believe that certain employees are abusing the sick leave policy may require a supporting doctor's statement for any period of absence chargeable to sick leave.
3. Supervisors are authorized to verify statements with the applicable doctor and may deny sick leave when supportive facts show that an employee is abusing sick leave privileges.

ACCUMULATION OF SICK LEAVE

1. The maximum sick leave balance will be 500 hours.
2. Sick leave shall be taken on a workday basis. Holidays falling within a period of sick leave shall not be counted as work days.
3. Sick leave shall not accrue during leave of absence without pay or suspension.

SEPARATION FROM EMPLOYMENT

4. All sick leave time shall expire on the date of an employee's separation from this Agency and no employee will be paid for unused sick leave.
5. Unused sick leave will not be reinstated in the event an individual is re-employed by this Agency.

LEAVE OF ABSENCE WITHOUT PAY

1. When an employee is absent from work without authority and has been declared absence without leave. Such leave may be charged or granted as follows:

LEAVE POLICIES AND PROCEDURES

- a. For suspensions administered in accordance with disciplinary action.
- b. For temporary or other categories of employees who do not accrue vacation or sick leave under agency policy leave.
- c. For employees who require an absence and have utilized all accrued vacation and sick leave, and another type leave is not applicable.
- d. When an employee is absent from work without authority and has been declared absence without leave (AWOL).

REQUESTING LEAVE WITHOUT PAY

1. An employee may request a leave of absence without pay in writing to their designated supervisor at least five working days prior to the requested starting date of such leave.
2. The request shall specify the reason for leave, the date of leaving, and the date of return to the job. The request must be approved by the supervisor, program manager and sent to the Executive Director for final approval.

ABUSE OF LEAVE WITHOUT PAY

1. Twenty-hours of leave without pay in a twelve-month period is considered excessive.
2. Designated supervisors may recommend the termination of those employees who continuously abuse the leave system by exhausting all types of accrued leave and continuously using leave without pay.
3. Failure on the part of an employee to report upon the expiration of a leave of absence will be caused for dismissal.
4. Annual, holiday and sick leave benefits shall not accrue during a leave of absence without pay.

ABSENT WITHOUT AUTHORIZATION LEAVE (AWOL)

1. An employee is absent from work without proper authority
2. The employee will be carried as AWOL and receive no pay for the period of absence.
3. An employee who is absent from duty for two consecutive working days without proper notification or proper authorization shall be deemed to have resigned his/her position effective the last moment on the job and will be terminated.
4. Termination action for AWOL may not be appealed by the employee.

LEAVE POLICIES AND PROCEDURES

HOLIDAYS

The following holidays are recognized by COCAA:

HOLIDAY	OBSERVED
New Year's Day	January 1 st
Martin Luther King Jr. Birthday	3 rd Monday in January
President's Day	3 rd Monday in February
Good Friday	Friday before Easter
Memorial Day	Last Monday in May
Independence Day	July 4 th
Labor Day	First Monday in September
Veteran's Day	November 11 th
Thanksgiving Day	4 th Thursday in November
Day After Thanksgiving	Friday following Thanksgiving Day
Christmas Eve	December 24 th
Christmas Day	December 25 th

COCAA may observe a holiday, which occurs on a Saturday or a Sunday, on the day before or after the holiday.

HOLIDAY PAY

Recognized holidays are typically non-work days. Each regular, full-time, non-exempt employee who is on paid status on his/her regularly scheduled work day before and after a holiday will be paid eight (8) hours of pay at his/her rate of pay for each recognized holiday. Each regular, regular part-time, non-exempt employee who has been approved for PTO leave prior to holiday occurrence, will be paid for the recognized holiday at his/her rate of pay and employment status.

FUNERAL LEAVE

FUNERAL LEAVE PAY

When a death occurs in an employee's immediate family, an eligible employee may take up to three (3) days off with pay to attend the funeral or make funeral arrangements.

IMMEDIATE FAMILY

The immediate family for the purpose of funeral leave is defined as the following relatives: father, mother, spouse, child, sister, brother, mother-in-law, father-in-law, brother/sister-in-law, grandparents, or any relative who lives with the employee.

GUIDELINES

LEAVE POLICIES AND PROCEDURES

1. Compensation will be based on the regular rate of pay.
2. Time will not exceed eight hours for each day's absence.
3. The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled work day.
4. Maximum of three (3) days.
5. If a funeral occurs on a non-scheduled work day, holiday, or vacation, the employee shall not be entitled to funeral pay for those days.
6. Funeral leave is not chargeable to accrued sick or vacation leave.
7. The funeral time herein provided for applies only when the family death in fact does require the time off from regular scheduled duty.
8. The Agency may require verification of the need for the leave.

ADDITIONAL TIME OFF

1. The agency understands the deep impact that death can have on an individual or a family, therefore additional non-paid time off may be granted.
2. The employee may make arrangements with his or her supervisor for an additional four days of unpaid leave off (if annual leave not available) in the instance of the death of an immediate family member.
3. Additional time off may be granted depending on the circumstances such as distance and the individual's responsibility for funeral arrangements.

ADMINISTRATIVE LEAVE

Unusual or extenuating situations may arise that warrant the granting of a period of paid leave which does not fall under any of the other leave policies. Such occurrences include but are limited to voting, closure due to adverse conditions, disasters, funerals, disaster or other volunteer work, outstanding performance, blood, organ or bone marrow donation.

AUTHORIZATION

The Executive Director has the authority to grant administration leave. Leave will be granted to employees according to how they are affected by the unusual or extenuating situation.

ELIGIBLE EMPLOYEES

A regular Full-Time and Full-Time/Part-Time Employee is eligible for administrative leave.

GUIDELINES

1. Compensation will be based on the regular rate of pay.
2. Time will not exceed eight hours for each day's absence.
3. The pay for time off will be prorated for a part-time employee if the funeral occurs on a scheduled work day.
4. If administrative leave occurs on a non-scheduled work day, holiday, or vacation, the employee shall not be entitled to administrative leave.
5. Administrative leave is not chargeable to accrued sick or vacation leave.

LEAVE POLICIES AND PROCEDURES

6. Administrative leave is considered time worked for the purposes of computing pay; annual and sick leave accruals, and holiday eligibility.
7. Documentation may be requested from the employee to support the granting of leave.

COURT AND JURY DUTY

1. Authorized for all categories of employees who in obedience to a subpoena or direction by proper authority, appears as a witness or a jury member for the Federal Government, the State of Oklahoma, or a political subdivision thereof or this Agency. When an employee is subpoenaed by private litigation by some party other than those outlined above or due to the employee's own personal conduct, the time absent shall be taken as vacation leave or leave without pay.
2. Jury Duty – Employees required to serve on jury duty will receive compensation from the Agency for each day of jury duty equal to eight-hours pay at their regular straight time rate, or such lesser amount if the employee would not have otherwise worked an eight-hour day. Employees who are released from jury duty before two hours before the end of their work shift will immediately report to work. Failure to so report will relieve the Agency of any duty to pay that employee for that day's jury duty.
3. Witness Pay – Any employee who is subpoenaed, or required by proper authority, to appear as a witness to testify on behalf of the Federal Government, the State of Oklahoma, or this Agency, will be entitled to a maximum of eight hours pay at his/her regular straight time rate for all hours in which the employee was actually required to be absent from work pursuant to the subpoena or direction by proper authority.

MILITARY LEAVE

The Central Oklahoma Community Action Agency follows the Uniformed Services Employment and Reemployment Rights Act (USERRA) of 1994 (USERRA 38 U.S.C. 4301-4335). We are committed to supporting our employees who choose to engage in Armed Forces service.

1. COCAA must provide employees with notice of their rights under the Uniformed Services Employment and Reemployment Rights Act (USERRA). This requirement may be met by posting the notice where COCAA customarily places notices for employees.
2. COCAA may require written (orders) or verbal notice of service obligation, but must waive the requirement if notice is impossible or unreasonable.
3. Military Leave for temporary military training encampments shall not be counted against vacation time. If an employee takes military leave for temporary military training encampments, the Agency will make up any deficit between his/her military base pay and the Agency pay. If the military pay is higher, there will be no Agency compensation.
4. All leave for extended full-time military service resultant from the draft, enlistment, or activation of Reserve or National Guard members shall be granted in accordance with State and Federal Laws in effect at that time that the action takes place.
5. It is the Agency's policy to afford re-employment rights, in appropriate circumstances, where military leave of absence has been taken by an Employee who has subsequently been

LEAVE POLICIES AND PROCEDURES

honorably discharged. Such re-employment opportunities will be granted to Employees as required under all applicable State of Oklahoma and Federal laws.

REQUEST FOR ABSENCE(S)

1. "Leave Request and Authorization" form will be used to request and report all types of absences. Subject form is used by the bookkeeping department to record absences on the employee's leave record, to recoup pay for any period of leave without pay and to serve as a permanent record to verify absences reflected on time cards. Forms will be filed within the leave record maintained by that division and may be reviewed by the employee upon his/her request.
2. Emergency Conditions/Disaster Leave

EMERGENCY ROAD CONDITIONS

1. Any non-exempt employee who is unable to report to work due to road closures or hazardous road conditions caused by ice, snow, floodwaters, washouts, or slides shall not receive regular salary. Employees are advised to use their best judgment in making a decision of whether or not to report to work under such conditions. Should an employee decide to remain at his/her residence, all reasonable attempts should be made to notify his/her immediate supervisor. Any employee wishing to receive payment for time missed due to hazardous road conditions may do so by using either accrued annual leave or accrued compensatory leave time.
2. Any non-exempt employee who reports to work late due to road closures or hazardous road conditions will be compensated only for the actual hours worked. In the event the employee wishes to receive a full day's pay, s/he may use annual leave or accrued compensatory leave time to complete the normal work period.
3. Any employee who elects not to report to work due to hazardous road conditions or reports to work late under such conditions shall not be subject to discipline. In the event the supervisor is in doubt of the employee's reasoning, the final decision shall be made by the Executive Director on the basis of documentation or confirmation of the hazardous conditions.

DISASTER AREA DECLARATION

1. "Disaster Area" is defined as a designated area affected by an event declared to be a disaster by a state or federal governmental agency duly authorized to make such designation. Employees who are unable to report to work due to a disaster may use accrued annual leave or compensatory leave time as compensation for scheduled time not worked.
2. Employees shall make every effort to report to work as soon as is reasonable under such conditions provided COCAA's operation is open and functioning. An employee who has made such an effort, yet fails to report to work under such declared "disaster" conditions, shall not be subject to discipline. Employees shall make every effort to report their circumstances to their immediate supervisor.

LEAVE POLICIES AND PROCEDURES

DAILY ACTIVITY REPORT / TIME CARDS

1. A daily activity report will be initiated and completed for each employee of this Agency. Daily activity reports will be prepared by the appropriated work sections. Daily activity reports will be posted on a daily basis and reflect each type of absence incurred by the employee.
2. Supervisors are responsible for ensuring that time sheets are submitted on each assigned employee. In order that the payroll can be processed, time sheets must be completed, accurate, and signed. When an improperly completed time sheet is received, the appropriate supervisor will be notified. Erroneous time sheets will be corrected in the bookkeeping in conjunction with the employee and supervisor. Paychecks will not be released until time sheets are complete and accurate.
3. Leave Requests for personnel on approved leave should be completed before the individual departs and must be submitted on the proper date. Leave Requests for personnel on unauthorized leave must also be properly completed and submitted with a notation in the employee's signature block "on unauthorized leave".

LEAVE POLICIES AND PROCEDURES

EXEMPT-EMPLOYEES

1. Staff whose duties and responsibilities are such that they:
 - a. Are determined to be exempt from the wage and hour provisions of the FLSA, and
 - b. Earn annual/sick leave, are expected to follow the agency's Leave Policies and Procedures.
 - c. They must account for periods of time away from work by submitting approved time sheet and leave slips to the Finance Department. These procedures establish work schedules, work hours, and procedure for recording leave for Exempt employees.
 - d. **Work Schedule** - A typical work schedule for Exempt employees will be eight-hours daily, Monday through Friday, with a standard schedule approved by the supervisor. The standard work schedule shall be confirmed in writing when an exempt employee is hired.
2. **Hours Worked** - include any hours that the agency requires or permits an employee to work.
3. **Requirement to Record Time** - Exempt employees must complete time records on a bi-weekly basis. Exempt employees should record actual hours worked and hours absent during the workweek. Employee shall record leave usage (such as Annual Leave, Sick Leave, Holiday Leave) absences during regularly scheduled duty days will require the recording of leave, either paid or approved leave of absence without pay.
4. **Partial Day Absences** - It is expected that exempt employees routinely report to work for a minimum of a forty-hour work week and are expected to work until their work is completed.
5. An absence of two hours or less in a two-week pay period is not recorded on an Exempt Employee's time sheet, provided that the employee is able to satisfy the requirements of the job during the remainder of the biweekly pay period, as certified by the supervisor. This is considered a temporary schedule change and shall be recorded on the Daily Activity Sheet.

LEAVE POLICIES AND PROCEDURES

6. Any absence of more than two hours in a pay period must be recorded under the appropriate leave category on the time sheet during the bi-weekly pay period and proper paperwork completed.
7. If an exempt employee's supervisor perceives patterns of abuse of partial day absences in order not to claim sick or vacation leave hours, counseling on the abuse will be initiated and possible disciplinary actions taken.
8. **Excessive Work Period** - In exceptional circumstances, an employee, who is exempt from FLSA, and whose duties require work in excess of forty-eight hours in a peak work week, may, with the prior approval of the supervisor, be authorized to take a specified amount of time off from work without reporting annual or sick leave. However, such time off shall be taken within a period of two weeks after the period in which more than forty-eight hours are worked. Circumstance in which pay deductions can be made:
9. Full day deductions from pay are permissible when an exempt employee:
 - a. Absences from work for one or more full days for personal reasons other than sickness or disability after annual leave balance has been exhausted.
 - b. Absences from work for one or more full days for sickness or illness after sick leave balance has been exhausted.
 - c. Absences of one or more full days due to court appearance for personal reasons
 - d. Absences of one or more full days due to military leave and annual leave has been exhausted.
 - e. Deductions for the first and last week of employment, when only part of the week is worked by the employee.
 - f. Penalties imposed by infractions of safety rules of major significance.
 - g. Unpaid disciplinary suspensions of one or more full days under agency's disciplinary policy. This would be designated as suspension without pay.
10. Deduction from pay cannot be made as a result of absences due to the circumstances listed below:
 - a. Jury Duty.
 - b. Attendance as a witness
 - c. Temporary military leave
 - d. Absences caused by the employer
 - e. Absences caused by the operating requirements of the business
 - f. The amount(s) of compensation received by the employee for jury or witness duty or military leave may be applied to offset the pay otherwise due to the employee for the week.
 - g. Partial day amounts other than those mentioned above.

INCLEMENT WEATHER POLICY

PURPOSE/INTRODUCTION

COCAA is committed to the safety and security of its staff, program participants and visitors during inclement weather. The decision whether the agency should close or remain open is based on the overall concern for the communities we serve. COCAA's practice will be to remain open to conduct business as usual during periods of inclement weather, except as noted in this policy statement.

LEAVE POLICIES AND PROCEDURES

GUIDELINES

1. All employees are expected to report to work at their regularly scheduled workday unless notified that the facility is closed due to inclement weather.
2. If an employee believes s/he cannot commute safely between his/her home and place of work during periods of inclement weather, the employee is required to notify his/her supervisor and use annual leave to cover the time off.
3. The Executive Director will make the decision if a worksite is to be closed due to severe weather conditions.
4. Administrative Leave will be given to employees for the time that worksite is closed
5. by the Executive Director for severe weather conditions.

PERSONNEL ACTIONS

PERSONNEL ACTIONS

PROMOTIONS / TRANSFERS/ VOLUNTARY DEMOTIONS / SUCCESSION PLANNING POLICY

It is the policy of this Agency to provide deserving and qualified employees with upward mobility and progression opportunities and the latitude to change positions and duty locations.

PROMOTIONS/TRANSFERS

1. **Promotion** is defined as a position where the salary range is higher than the former position and range. In the case of promotion, the employee will be eligible for an increase to the new position's minimum salary, or an increase calculated to fit in the new range. A new six-month introductory period will begin with the date of this change.
2. **Transfer** is a lateral move to a different position with little or no difference in the wage or salary. The employee's rate will not change. A new six-month introductory period will begin with the date of this change.
3. **Benefit Accruals:** If an employee transfer results in an employee becoming benefit eligible, then benefit accruals will begin effective with the first day of the month following their enter on duty date.
4. All interested employees are encouraged to apply for promotions and transfers. Any decisions made after the interviewing process will be based upon the ability, qualifications and the performance of the candidates for the open posted positions.
5. Employees interested in a posted position must fill out an application. The applications are placed in the desired recruitment packet and screened for interviews.
6. Current employees must have successfully completed their six-month probation period before applying for a posted position unless waived by the Executive Director.
7. All employees who meet the required qualifications will be interviewed by the appropriate interview committee. All other qualifications and abilities being equal, priority consideration will be given to internal candidates for available positions.
8. The Executive Director is the final approving authority on all promotions and transfers.
9. In justifiable circumstances the Executive Director may: 1) wave interviews for internal candidates, if there is only one in-house applicant for the posted position; 2) waive the six-month probation period time.

VOLUNTARY DEMOTION:

1. **Voluntary Demotion:** is defined as a position where the salary range is lower than the former position and range. A new six-month review cycle will begin with the date of this change. Such action may only be effected at the concurrence of the employee. Voluntary demotions will not be effected for disciplinary reasons.

PERSONNEL ACTIONS

2. The employee must meet the job qualifications for the positions to which demotion is requested. Voluntary demotions are not subject to appeal. A voluntary demotion does not preclude the employee from competing for future promotions.
3. The employee's rate of pay upon demotion will be set by the Executive Director. The rate may be set at a rate nearest to the current salary received before demotion or at a lower rate of the position to which demoted. A higher rate of pay cannot be set.
4. A position vacancy must exist for the job classification to which demotion is requested.
5. The following document is required to effect a voluntary demotion: A letter signed by the employee requesting a voluntary demotion to include the expected salary rate.
6. The Executive Director is the approving authority for all voluntary demotions.

INTER-AGENCY TRANSFER:

The Executive Director has the prerogative to transfer an individual to another duty location when in the best interest of the individual and the agency. Such transfers are not subject to appeal.

REDUCTION IN FORCE

POLICY

In the event of a staff cutback, reduction in hours, or layoff due to a direct result of the discontinuation of or cutbacks in program funds, cost containment, or structural reorganization within the agency, staff will be affected by the downsizing. All decision will be free of unlawful discrimination and disparate impact.

PROCEDURES:

1. When confronted with the requirement for reduction, affected employees may choose to elicit and consider a voluntary reduction of hours or days of work, or reduce, eliminate or reallocate a service or function.
2. **Voluntary Reduction of Hours:** When the program deems it necessary to reduce the number of work hours for a particular shift, classification, or program, the following procedures will apply:
 - a. All recruitment, hiring and transfers to the affected job classification will be frozen.
 - b. Any reasonable request of time off without pay will be considered.
 - c. Employees will be encouraged to take accrued vacation time off.
3. **Involuntary Reduction of Hours.** If a voluntary reduction in employees' hours is not deemed appropriate or is not sufficient to meet the program's needs and objectives, it may implement an involuntary reduction in hours or days off work. Such reductions will be administered to maximize productivity and efficiency and can be made on a temporary, indefinite or permanent basis. A plan established within the affected program to best satisfy the current and projected needs may specify a rotation of those to be affected by the reduction in hours.
4. **Layoff:** If the program determines that the options noted above are insufficient or inappropriate to meet its needs and objectives, it may decide to implement a layoff. Layoffs involve terminating employees for non-disciplinary reasons, and will be final. For six months following a layoff, priority in rehiring will be given to those employees laid off, based on the

PERSONNEL ACTIONS

factors considered in the layoff process. If re-employed with the program within six months, the employee will be reinstated to their previous position.

- a. Although the program may vary the order of layoffs to meet their needs and objectives, layoffs will normally be administered in the following sequence:
 - i. Temporary employees, flex, substitutes
 - ii. Part-time without group benefits employees
 - iii. Other employees, as deemed necessary
 - iv. Individuals within each of the employment statuses identified above will be selected for layoff based on the following factors, and in the following sequence:
 1. Skill and ability to perform the work.
 2. Job performance history, including performance evaluations, documented achievements, such as participation in special projects, and documented disciplinary warnings.
 3. If there is no significant difference in skill and job performance, then job tenure within the program will be considered. Job tenure is defined as length of service in the program, minus any no-work related leaves of absence.
- b. NOTICE: Employees will be given a minimum two-week notice, in writing, of a layoff situation, or pay in lieu of notice.
- c. Employees terminated by reduction in force have no appeal right.
- d. All proposed layoffs are subject to review and approval by the Board of Directors.

SUCCESSION PLANNING

COCAA believes that it is to the advantage of both the agency and its employees to engage in succession planning. Succession planning encourages employees to assume responsibility for their own professional development and careers. Such planning maintains uninterrupted operations, enhance program continuity, promote employee professional development, raise employee morale, and provide savings in both time and expense.

REHIRE

The decision to rehire shall be at the complete discretion of COCAA and no former employee shall have any right to or expectation of such rehire. Upon rehire, the employee shall be required to successfully complete an introductory period. No credit for former employment shall be granted in determining eligibility for leave or other benefits.

Candidate's Failure to Possess a Valid Oklahoma Driver's License within 30 days of employment, Certificate, Permit, etc.

If a prospective candidate for a position cannot obtain the required license, certificate, permit, or occupational certification required for the job, s/he will not be given any further employment consideration. Any job offer, offer of promotion, or offer of transfer previously made will be withdrawn.

PERSONNEL ACTIONS

EMPLOYEE SEPARATION

RESIGNATION / TERMINATION

1. COCAA and its employees share a working relationship defined as employment-at-will. Simply stated, employment-at-will means that in the absence of a specific written agreement, you are free to resign at any time, and COCAA reserves the right to terminate your employment for any reason (which does not violate any applicable law) with or without notice.
2. If you leave COCAA in good standing, you may be considered for re-employment.
3. Employees can be discharged by the agency at will. Discharge decisions must be reviewed and approved by the Executive Director *in advance of the actual termination*, although the employee may be suspended with pay while this review is taking place.

RESIGNATION NOTICE

Employees are requested to provide at least two (2) weeks' notice, in writing, to their supervisor or manager of their intent to resign their employment. An employee's failure to give appropriate notice when resigning may constitute cause for denying re-employment with COCAA.

RETURN OF EMPLOYER PROPERTY

When resigning or being terminated, an employee must return all COCAA property including clothing, keys, credit cards, employee ID, tools, equipment, and other items of value prior to the last day of employment. If property is not returned, employee's final paycheck may/will be deducted the amount of replacement. Furthermore, any outstanding financial obligations owed to COCAA will also be deducted from your final paycheck.

JOB ABANDONMENT

COCAA may consider employees who are absent from work without approved leave for a period of three (3) consecutive work days to have abandoned their position and, thus, to have resigned, unless the employee can show a justification for such failure. Appropriate justifications may, depending on the totality of circumstances, include hospitalization of the employee, the employee's spouse, child or parent or death of spouse, child or parent.

FINAL PAYCHECK

COCAA shall issue a paycheck on the next payday following the effective date of resignation or termination.

PERSONNEL ACTIONS

COBRA BENEFITS

COCAA complies with the federal law, Consolidated Omnibus Budget Reconciliation Act of 1985, and later amendments, otherwise known as COBRA. Covered employees and their dependents who lose insurance coverage for any of the following reasons are eligible to continue their coverage through COBRA: termination, reduction in working hours, divorce or legal separation, death of the employee, eligibility for Medicare or loss of dependent child status under the insurance plan. All administrative rules and processes as well as changes in plan benefits and premiums apply to those on continuation coverage.

All questions regarding COBRA need to be addressed thru Human Resources Department.

PERFORMANCE MANAGEMENT

PERFORMANCE MANAGEMENT

STATEMENT

COCAA's performance management system is designed to be a formal, objective, constructive, consistent, and ongoing process by communicating to the employee the expected job standards and behavior which s/he is expected to achieve. COCAA views performance management as an ongoing process that focuses on the future and continued improvement.

PURPOSE

The performance management process exists to ensure timely and periodic two-way communication between employees and supervisors regarding job performance. This process is designed to:

1. Communicates job performance expectations by listing objective and measurable accountabilities and behaviors, which the supervisor communicates to the employee and utilizes in the evaluation of the employee;
2. Identifies actual achievements, strengths, and deficiencies in relation to expectations of the employee;
3. Creates an employee development plan to improve current abilities, skills, and professional growth potential;
4. Gives the employee and supervisor a guide for employee development throughout the evaluation period; and
5. Outlines specific improvements an employee may make to improve job performance.
6. Provide ongoing opportunities for supervisors to coach and encourage personal development and improved job performance.

ONGOING COMMUNICATION REGARDING PERFORMANCE

It is the policy of COCAA and the responsibility of each supervisor to routinely provide employees with accurate, constructive feedback regarding job performance expectations, accomplishments, deficiencies, and opportunities for growth. Recognizing that periodic formal performance evaluations cannot take the place of ongoing communication and feedback, COCAA encourages frequent, ongoing discussions of job performance and expectations between employees and supervisors. Performance evaluations, whether formal or informal, do not create a contract or other right to continued employment.

FREQUENCY OF PERFORMANCE EVALUATIONS

1. Formal performance evaluations are to be conducted a minimum of once a year in September. Additionally, supervisors may conduct formal evaluations at the following times:
2. For new employees, no later than five (5) months after initial hire.
3. Five (5) months following transfer to a new position within the same class.

PERFORMANCE MANAGEMENT

4. When there is a significant change (either improvement or deterioration) in performance or behavior affecting the job.
5. Within sixty (60) days following an evaluation documenting that the employee's performance needs substantial improvement. (COCAA encourages frequent, ongoing meetings between the employee and supervisor.)
6. At any other more frequent interval as the supervisor deems appropriate. In addition, informal performance communications (feedback) should occur routinely and regularly throughout an evaluation cycle.

WRITTEN RECORD

1. Performance evaluations should not be considered as discipline. Supervisors will conduct evaluations in a private meeting with the employee. Formal evaluations will be in writing, utilizing the approved performance evaluation form. All information on the form shall be consistent with the information communicated verbally during the performance evaluation meeting with the employee. Employees will be allowed an opportunity to comment on the evaluation, sign the forms, and receive a copy. A copy of the evaluation, along with any written comments by the employee, will be placed in the employee's personnel file.

EMPLOYEE INVOLVEMENT

COCAA strongly encourages employee participation in the performance evaluation process. Opportunities for participation **may** include the following:

1. Supervisors providing employees with an opportunity to present a self-evaluation which the supervisor may then consider prior to and discuss during the evaluation meeting.
2. Discussions between the supervisor and the employee for the purpose of establishing performance expectations or goals for the next evaluation period.
3. If requested by the employee, a discussion with the next level supervisor or Human Resource Department to review any disagreements over a performance evaluation.

SUPERVISOR RESPONSIBILITY

1. Meeting with the employee at the beginning of the evaluation period to review and possibly revise assigned accountabilities and behaviors;
2. Ensuring that the employee has access to applicable policies, relevant to the performance of assigned accountabilities;
3. Being accessible to the employee and providing coaching and necessary assistance in the employee's achievement of career goals by eliminating barriers to effective performance;
4. Giving consideration to the performance evaluation, in decisions regarding employee promotions, demotions, separations, and discharges;
5. Conducting and documenting, by signature on the performance evaluation at least one evaluation conference with the employee at the mid-point of the evaluation period to review the employee's performance on accountabilities and behaviors and to provide the employee with ongoing feedback concerning job performance;

PERFORMANCE MANAGEMENT

6. Holding and documenting a close-out conference with the employee at the end of the evaluation period to close performance evaluation;
7. Documenting and acknowledging by signature on performance evaluation, the performance ratings and conferences held;
8. Maintaining the original performance evaluation, and supporting documents until closing;
9. Copying and distributing signed copies of performance evaluation form to the employee and Human Resource office.
10. The supervisor informs the employee how he or she is doing throughout the evaluation period through conferences, informal discussions, coaching, or written reports. The employee informs the supervisor of any significant changes that may impact the employee's accountabilities.

PROCEDURE

STEPS IN PERFORMANCE EVALUATION PROCESS

1. As part of the performance evaluation process, supervisors will:
 - a. Establish and communicate a performance plan at the beginning of the evaluation period which states expectations the employee must meet.
 - b. Complete a performance evaluation form comparing the employee's actual performance with the established performance expectations and standards.
 - c. Schedule a meeting with the employee.
2. During the evaluation meeting:
 - a. Use specific examples to provide a candid, objective, constructive, and complete description of how the employee performed during the evaluation period. Discuss both the "what's" and "how's" of the employee's performance, strategies for improvement, and the employee's own goals for personal growth.
 - b. Jointly establish new performance expectations and goals for the next performance evaluation period.
 - c. Obtain appropriate signatures and employee comments.
 - d. Review any areas of disagreement. If the employee does not agree with all or part of the performance evaluation, s/he should be referred to the next level manager or to the Human Resource Department.
3. Continue to monitor performance, providing feedback, as well as coaching and counseling, throughout the evaluation cycle.

DOCUMENTATION OF PERFORMANCE EVALUATION

Supervisors must use COCAA's approved performance evaluation form and ensure that the completed and signed form becomes a permanent record in the employee's personnel file located in the Human Resources Department.

DRIVING POLICY

DRIVING POLICY

PURPOSE / INTRODUCTION

COCAA is committed to the safety of our customers, personnel, and the safety of those in our communities. Driving is a necessary part of each employee's employment within our agency. Personal driving records have a direct relationship to the value of each employee to the agency and our ability to employ individuals. The violation of this policy at any time may result in disciplinary action up to and including termination.

GUIDELINES

1. Employees are required to report all vehicular accidents and moving violations (whether incurred on the job or not) to their supervisor within forty-eight (48) hours of an accident or receiving a violation. Failure to report accidents and/or moving violations (including "DUI" violations) will result in disciplinary action, up to and including termination.
2. Employees are required to report all "warning" citations issued while in an agency vehicle.
3. Employees who are offered the chance to take a remedial and/or defensive driving course to remove a traffic violation from their record will complete the course in the prescribed amount of time. Costs for the course shall be at the employee's expense.
4. Employees are responsible for paying all fines associated with any traffic infractions and resultant fine resulting while operating an agency vehicle.

The guidelines and restrictions below apply to any employee who operates an Agency vehicle, including, but not limited to, passenger vans and buses. These guidelines must be met and adhered to in order for COCAA to comply with funders and insurance company requirements. Violations may result in disciplinary action, up to and including termination of employment.

In order to operate COCAA vehicles, drivers must:

1. Be at least 21 years of age to operate regular vehicles with a valid Oklahoma Class D Driver's License.
2. Be 25 to 75 years of age to operate passenger vans and buses with a valid Oklahoma Driver's License. Drivers over 75 years of age are ineligible to operate COCAA passenger vans and buses.
3. Operate COCAA vehicles safely and with proper care taken for the vehicle at all times.
4. Receive training within 90 days of assignment for first aid, CPR, passenger assistance, safety, and sensitivity (applies to passenger van and bus drivers only).

A driver with any of the following is not eligible to operate any COCAA vehicle:

1. More than two (2) moving violations in the past three (3) years. This includes violations that occur in the employee's personal vehicle.
2. More than two (2) at-fault accidents in the past three (3) years. This includes violations that occur in the employee's personal vehicle.
3. More than one (1) at-fault accident in any one-year period. This includes violations that occur in the employee's personal vehicle.

DRIVING POLICY

4. Speeding clocked at greater than 80 miles per hour, or greater than 21 miles hour over the posted speed limit. This includes violations that occur in the employee's personal vehicle.
5. Any individual with a prior conviction for substance abuse, sexual crime, crime of violence, or any felony (applies to LogisticCare drivers only).
6. Any individual who has had within the past five (5) years or currently has a suspended or revoked driver's license, commercial or other. This applies to suspension for moving vehicle violations only.

SAFE PRACTICE STANDARDS

EMPLOYEE DRIVING WHILE ON DUTY

1. Cell phone use while driving is common, often harmful, distraction. We are concerned about your safety as well as the safety of others. For this reason, the use of cell phones while driving is strongly discouraged. Do not accept or place calls unless it is an emergency, meaning the call cannot wait until you safely pull off the road or arrive at your destination. If you must use your cell phone while driving, please use good judgment: keep the call short, use a hands-free device if available, get to know your phone and its features, and suspend conversations during hazardous driving conditions (rain, snow, ice, fog, glare, heavy traffic, etc.)
2. Texting while driving is not acceptable.
3. Obey the Law – COCAA is not responsible for any moving traffic violations, parking tickets, or any other state/federal laws regarding your driving habits and operation/care of your personal motor vehicle. Any tickets issued are the employee's responsibility, even if the ticket is issued while conducting business for COCAA.
4. Other Safe Driving Precautions:
 - a. Use better judgment when road conditions are poor. Limit or avoid driving when rain or snow threaten your safety.
 - b. Make an effort to avoid distractions such as eating, applying makeup, paying too much attention to your radio/CD player, or other distracting behavior.
 - c. Do not drive if your ability to drive safely is impaired by medications or alcohol.
 - d. Employees who drive for company business must have a current, valid Oklahoma driver's license.
5. Employees who transport infants and toddlers as part of their work duties shall restrain them in approved child restraint seats.
6. Employees who transport disabled persons in wheelchairs will use all safety restraints in the correct manner.
7. Employees will never argue with another driver or a police officer.
8. Employees will report any maintenance issues of the vehicle immediately to the supervisor or other predetermined personnel.
9. Employees will abide by the Tobacco Free Policy by not smoking in the agency vehicles.
10. Employees will conduct a pre-trip inspection in agency vehicles before operation. Any defects are to be immediately reported to your supervisor.
11. Employees will promptly report any vehicle damage, operation concerns, and vehicle accidents to your supervisor or other predetermined personnel for immediate attention.

DRIVING POLICY

12. Employees will not drive if they are severely tired.
13. Employees will not transport any persons or materials that are not work related without prior approval.
14. Employees will report immediately to their supervisor if at any time feels he/she is an unsafe/unfit driver.

PERSONAL VEHICLES

1. Use of personal vehicles for agency business must be approved by the Program Manager or Executive Director. Employees who use their personal vehicles must have them regularly serviced, maintained, and in good operating condition and have appropriate insurance coverage. Personal auto liability insurance and vehicle registration are required by the state and, thus, are required for any agency employee who drives a personal vehicle to conduct agency business.

PERSONAL USE OF COCAA VEHICLE

1. Employees who drive agency vehicles shall be responsible and respectful of personal use. Employees who are not performing scheduled duties may not use the agency vehicles for any personal use unless special permission is given by the Executive Director.

VEHICLE MAINTENANCE

PURPOSE/INTRODUCTION

COCAA Policy is to keep all transportation equipment well maintained and in safe and efficient operating conditions at all times. All employees shall take an active part in assuring every vehicle is fully-operational, clean, and in safe condition. By doing this it will insure the safety of our passengers and personnel as well as increasing the life service of our vehicles.

POLICY

All programs are to ensure maintenance is performed in order to keep vehicles in good working condition. The vehicles are used to transport staff and passengers throughout our service area, because of this, COCAA is committed to having safe, reliable, and dependable vehicles. The responsibility of keeping vehicles in good working order is one that all employees share by doing their part in reporting, maintaining, and inspecting vehicles.

VEHICLE MAINTENANCE AND REPAIRS

1. All employees shall take an active part in assuring every vehicle is fully- operational, clean and in safe working condition. By doing this it will insure the safety of our passengers, personnel and other drivers on the road. It will also increase the life service of the vehicles.
2. Any problems or repairs observed by any staff person shall be immediately reported to the Program Manager or designated representative who will then determine the corrective action needed.

DRIVING POLICY

3. All drivers are responsible for doing pre-trip inspections before transporting passengers.
4. Drivers are responsible for keeping vehicles clean and maintained.
5. All vehicles under warranty should be repaired by the appropriate vendor.
6. The designated staff persons will keep records in accordance with program standards.
7. Minor repairs such as oil changes can be approved by designated staff persons.

PRE-TRIP INSPECTIONS

1. Inspections are to ensure the vehicle is safe to drive and to transport not only passengers but the employee as well. Daily Inspections should be completed each day.
2. A pre-trip inspection will be conducted on a daily basis and/or prior to beginning a route or driving public passengers to any destinations.
3. If any repairs or problems are found the driver shall immediately notify the supervisor, Program Manager or designated representative.
4. The Program Manager will decide what necessary action is needed.
5. Pre-Trip Inspection Forms will be kept in the county where the inspection was performed.

PREVENTATIVE MAINTENANCE

Preventive maintenance is an attitude and a commitment by COCAA to get the most out of transportation equipment by investing in its maintenance on a regular basis, according to basic guidelines. Preventive maintenance is the on the basis of the recommendation of the manufacturer. Guidelines will include items such as oil changes, transmission fluid checks, and hoses and belt checks. Inspections by designated persons should be conducted bi-monthly.

MAINTENANCE RECORDS

Agency vehicle maintenance records are the responsibility of the program the vehicle was purchased through. Records are kept in accordance with the program guidelines. Maintenance records keep a running history on all agency vehicles.

TRAVEL AND TRANSPORTATION

TRAVEL AND TRANSPORTATION

POLICY

Within budgetary limitations, this Agency will authorize and pay for employee travel incident to authorize for attendance at meetings, conferences, conventions, training symposiums, etc., when such attendance is a direct benefit to the achievement of the objective related to the Agency's mission. Such travel must be approved by the Board of Directors. Attendance at such activities will not be authorized when the primary benefit is to the individual employee rather than to the accomplishments of the Agency's mission. Attendance will not be authorized in lieu of personal benefits, incentives, or rewards for past or present performance. This Agency will also reimburse employees for mileage from the required use of personal vehicles in the accomplishment of their assigned duties.

TRAVEL EXPENSES

1. COCAA will reimburse employees for all necessary and reasonable authorized travel expenses related to the normal conduct of business after expenses are approved by their Director/Supervisor and submitted with all required documentation. The most useful guide to cost effective business travel is to spend money as if it were your own.
2. Employees receive reimbursement at the current State of Oklahoma HB2619 standard rate for direct business mileage upon submission of a signed and supervisor approved "Mileage Report" form.
3. The use of a personal automobile for business related travel is only authorized if the automobile is covered by a current insurance policy. Any damages, repair costs, and/or maintenance costs incurred by an employee in the use of their privately owned vehicle in conjunction with COCAA business is the sole responsibility of the employee.

TRAVEL AND BUSINESS EXPENSES POLICY

In each instance where Travel and Per Diem requirements must be applied, the most current state travel and per diem procedures will be follows.

TRAVEL ADVANCES

1. When money has been advanced to an employee, the final reports liquidating the travel advance must be filed within five (5) business days after the travel is completed (Travel Advance Reconciliation form). All advances must be returned with documentation/invoices providing the amount spent. Any undocumented portion of the advance must be remitted to the Agency from the employee. Failure to file a travel report in a timely manner may result in the advance being deducted from the employee's next request for reimbursement of local travel or paycheck.
2. Per diem will be calculated using the GSA web site based upon allowable per diem in the location of the trip. The Finance Director shall verify the per diem rates for each trip for

TRAVEL AND TRANSPORTATION

accuracy. Meal Costs included in the cost of any Convention shall be taken into account when determining the per diem rates.

EMPLOYEE AND DIRECTOR BUSINESS TRAVEL

Policies governing travel and transportation expenses shall be in accordance with travel regulation of the appropriate state or federal funding sources, and guidelines established by the agency. If Agency policies conflict with the policies of the funding source, the funding source policies shall prevail. However, if the policies of the agency are more stringent than those of the funding source, the agency policies shall prevail. Non-local-related travel requests must be approved by the Board of Directors. This travel may include, meetings, conferences, conventions, training symposiums, etc..

1. Authorization – Travel must conform to the agency’s work program and is to be approved by the Executive Director or his/her designated representative. All such travel must be authorized in advance and documented in writing. The Executive Director travel is approved by the Board of Directors.
2. Requesting Travel – Employees will submit, through proper supervisory levels, an advance approval request for out of area travel, accompanied by sufficient documentation to indicate the purpose for which the travel is requested. The documentation may include a meeting brochure, a letter requesting attendance at the particular meeting, or similar items.
3. The advance request should be complete in detail, reflecting the following:
 - a. Name of person requesting authorization,
 - b. Date of request,
 - c. Purpose of travel,
 - d. Dates of proposed travel,
 - e. Estimated total cost of trip and amount of advance requested,
 - f. Special or unusual items for which approval is requested.
 - g. Other pertinent information,
 - h. Signatures of person requesting and approving travel,
 - i. **Copy of per diem rates from U.S. General Service Administration website.**
4. Local travel requests must be completed and forwarded through supervisory channels to the fiscal department. All expenditures must be itemized by date. Beginning and ending odometer readings must be furnished for each segment of travel along with points visited each day. Incomplete claim forms will not be processed. The Executive Director may impose travel restrictions for budgetary reasons. Mileage will be reimbursed at the current rate established by the State of Oklahoma HB2619. Mileage will be processed at a minimum of once per month, at no time will a mileage log include trips from different months.

REASONABLENESS OF TRAVEL COSTS

Central Oklahoma Community Action Agency shall reimburse travelers only for business-related costs that are reasonably incurred. Accordingly, the following guidelines shall apply:

TRAVEL AND TRANSPORTATION

1. Suites and other upgraded rooms at hotels shall not be allowed; travelers should stay in standard rooms.
2. When utilizing rental cars, travelers should rent mid-size or smaller vehicles; share rental cars whenever possible.
3. Business-related long-distance telephone calls while away on business travel are permitted, but should be kept to a minimum. Expense reports should explain long-distance charges.

SPECIAL RULES PERTAINING TO AIR TRAVEL

The following additional rules apply to air travel:

1. Air travel should be at coach class; First Class air travel shall not be reimbursed unless there is a documented medical reason.
2. Memberships in airline flight clubs are not reimbursable.
3. Cost of flight insurance is not reimbursable.
4. When returning on a Sunday or departing on a Saturday in order to obtain a cost savings in airfare due to the Saturday-night stay over, travelers should provide a total cost comparison (showing that the lower airfare plus an extra night lodging, meals & incidentals is less costly than airfare without the Saturday night stay over).
5. Cost of upgrade certificates is not reimbursable.

SPOUSE / PARTNER TRAVEL

It is the policy of Central Oklahoma Community Action Agency not to reimburse or pay any employee or board member for separate travel costs (air fare, etc.) associated with his/her spouse or partner.

DISCIPLINARY ACTION

DISCIPLINARY ACTION

PURPOSE / INTRODUCTION

COCAA reserves the right to terminate an employee at any time for any lawful reason with or without prior disciplinary counseling or notice. Nothing in this Manual or any other COCAA document is intended to:

- Modify this "at will" employment.
 - Promise progressive discipline or disciplinary counseling,
 - Promise notice in circumstances where COCAA considers immediate termination or discipline to be appropriate.
1. Every employee has the duty and the responsibility to be aware of and abide by existing rules and policies. Employees also have the responsibility to perform his/her duties to the best of his/her ability and to the standards as set forth in his/her job description or as otherwise established.
 2. The adherence to rules and regulations is the utmost importance. Disciplinary action results from failure to abide by these established rules and regulations. When warranted, disciplinary action will be fairly, equitably, and consistently administered in accordance with policies and procedures. However, a departure from guidelines will ordinarily be documented and explained.

PROGRESSIVE DISCIPLINE POLICY

1. COCAA's progressive discipline policy and procedures are designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable employee behavior and performance issues. It has been designed consistent with COCAA's organizational values, human resource best practices and employment laws.
2. Outlined below is COCAA's progressive discipline policy and procedure. COCAA reserves the right to determine the appropriate level, combine or skip progressive steps depending on the facts of each situation and the nature of the offense.
3. The level of disciplinary intervention may also vary. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling or training, the employee's work record, and the impact the conduct and performance issues have on the organization.
4. Discipline may include oral and written warnings, suspension with or without pay, demotion and discharge. However, a departure from guidelines will ordinarily be documented and explained.

DISCIPLINARY ACTION

PROCEDURE

EMPLOYEE CONSULTATION / VERBAL WARNING

1. When the supervisor/member of management detects the need to meet with an employee regarding performance issues, the supervisor will arrange to meet with the employee informally to discuss the problem(s). The focus of this meeting is to arrive at a clear understanding of expectations and a plan for achieving them.
2. The supervisor/member of management should discuss with the employee the nature of the problem or the violation of company policies and procedures. Management is expected to clearly describe expectations and steps the employee must take to improve performance or resolve the problem.
3. Within five business days of this meeting, the management member will prepare written documentation of an employee consultation. The employee will be asked to sign this document to demonstrate his or her understanding of the issues and the corrective action.

WRITTEN WARNING

1. Although COCAA hopes that the employee will promptly correct any performance, conduct or attendance issues that were identified during a consultation meeting, COCAA recognizes that this may not always occur. The written warning involves more formal documentation of the performance, conduct or attendance issues and consequences.
2. The appropriate management members will meet with the employee to review any additional incidents or information about the performance, conduct or attendance issues as well as any prior relevant corrective action plans. Management will outline the consequences for the employee of his or her continued failure to meet performance or conduct expectations.
3. A formal performance improvement plan (PIP) requiring the employee's immediate and sustained corrective action will be issued within five business days of a written warning meeting.
4. A warning outlining that the employee may be subject to additional discipline up to and including termination if immediate and sustained corrective action is not taken may also be included in the written warning.
5. If an employee refuses to sign, a witness shall verify such refusal and the employee may be advised that the failure to sign is considered insubordination.

DISCIPLINARY PROBATION

1. If performance does not improve within the time specified in the written warning, the employee will be placed on Disciplinary Probation.
2. The supervisor will provide a written document clearly labeled as "Notice of Disciplinary Probation". This document will include:
 - a. The issues,
 - b. a summary of previous actions taken to date, performance expectations,
 - c. a time period in which improvement should occur and a statement that failure to successfully meet performance expectations will result in termination.

DISCIPLINARY ACTION

3. The employee will also be advised that his or her total performance will be monitored and evaluated during the period of probation; the failure to make immediate and sustained improvement may result in the employee's involuntary termination.
4. Furthermore, if the employee is successful at meeting the terms of the probation but fails to sustain improved performance after the probation ends, he or she may be dismissed without further warning or probation.
5. The Notice of Disciplinary Probation shall be signed by the supervisor and the employee; a copy given to the employee and a copy retained by the supervisor. In addition, a copy shall be placed in the employee's official employee file. If an employee refuses to sign, a witness shall verify such refusal and the employee may be advised that the failure to sign is considered insubordination.
6. The length of the probation period should be determined in consultation with the supervisor, Human Resource Director and program manager.
7. The employee will be informed of his/her rights to file a grievance under the Employee Grievance Procedures.

SUSPENSION

1. There may be performance, conduct or safety incidents so problematic and harmful that the most effective action may be the temporary removal of the employee from the workplace. When immediate action is necessary to ensure the safety of the employee or others, the Human Resource Director or Executive Director may suspend the employee pending the results of an investigation.
2. Suspensions that are recommended as part of the normal progression of this progressive discipline policy and procedure are subject to approval from the Human Resource Director and/or Executive Director.
3. Depending on the seriousness of the infraction, the employee may be suspended with or without pay in full-day increments consistent with federal, state and local wage-and-hour employment laws.
4. Nonexempt/hourly employees may not substitute or use an accrued paid vacation or sick day in lieu of the unpaid suspension.
5. Due to Fair Labor Standards Act (FLSA) compliance issues, unpaid suspension of salaried/exempt employees is reserved for serious workplace safety or conduct issues. Human Resource Director will provide guidance so that the discipline is administered without jeopardizing the FLSA exemption status.
6. Pay may be restored to the employee if an investigation of the incident or infraction absolves the employee.
7. If an employee refuses to sign, a witness shall verify such refusal and the employee may be advised that the failure to sign is considered insubordination.

RECOMMENDATION FOR TERMINATION OF EMPLOYMENT

1. The last and most serious step in the progressive discipline procedure is a recommendation to terminate employment.

DISCIPLINARY ACTION

2. Generally, COCAA will try to exercise the progressive nature of this policy by first providing warnings, a final written warning or suspension from the workplace before proceeding to a recommendation to terminate employment.
3. However, COCAA reserves the right to combine and skip steps depending on the circumstances of each situation and the nature of the offense.
4. Furthermore, employees may be terminated without prior notice or disciplinary action.
5. Management's recommendation to terminate employment must be approved by the Human Resource Director and Program Manager.
6. Final approval is required from the Executive Director.

PERFORMANCE AND CONDUCT NOT SUBJECT TO PROGRESSIVE DISCIPLINE

1. Behavior that is illegal is not subject to progressive discipline, and such behavior may be reported to local law enforcement authorities.
2. Similarly, theft, substance abuse, intoxication, fighting and other acts of violence at work are also not subject to progressive discipline and may be grounds for immediate termination.

DOCUMENTATION FOR ALL LEVELS OF DISCIPLINE

1. The employee will be provided copies of all progressive discipline documentation, including all Personal Improvement Plans.
2. The employee will be asked to sign copies of this documentation attesting to his or her receipt and understanding of the corrective action outlined in these documents.
3. Copies of these documents will be placed in the employee's official personnel file.

DISCIPLINE ACTION POLICY

JUSTIFICATION FOR DISCIPLINE

Disciplinary action, up to and including termination, may be taken against an employee for unsatisfactory performance or for misconduct including, but not limited to, the following:

1. Conduct unbecoming an employee in COCAA's service, or discourteous treatment of members of the public or a fellow employee, or any other act of omission or commission that impacts negatively on the public's perception of the integrity or credibility of COCAA or erodes the public confidence in COCAA.
2. Falsification of or making a material omission on forms, records, or reports including applications, time cards, and other COCAA records.
3. Absence from work without permission or without notification of an appropriate supervisor or manager, habitual absence or tardiness, or misuse of paid time off (PTO).
4. Unauthorized possession, removal, or use of COCAA property including, but not limited to, funds, records, keys, confidential information of any kind, equipment, supplies, or any other materials.

DISCIPLINARY ACTION

5. Insubordination, refusing to follow directions, or other disrespectful conduct directed toward a supervisor or director.
6. Sexual harassment or other unlawful harassment of another employee, member of the public, vendor, or anyone doing business with COCAA or anyone present on premises owned or controlled by COCAA.
7. Actual or threatened physical violence including, but not limited to, intimidation, overt or subtle threats, harassment, stalking, or any form of coercion, except as may be required of a peace officer in the course of his/her duties.
8. Possession or inappropriate use of drugs or alcohol on property owned or controlled by COCAA or while on duty or during an on-call status.
9. Possession, bringing, or aiding others in bringing unauthorized firearms, weapons, hazardous biological material or chemicals, or other dangerous substances onto property owned or controlled by COCAA.
10. Violation of safety or health policies or practices, or engaging in conduct that creates a safety or health hazard to other employees, the public, vendors, or him/herself.
11. Dishonesty, including intentionally or negligently providing false information, intentionally falsifying records, employment applications, or other documents.
12. Willfully or intentionally violating or failing to comply with COCAA's policies, rules, regulations, and/or procedures.

*Note: Exempt employees are subject to the following rules regarding disciplinary pay deductions and unpaid suspensions:

1. Unpaid suspensions may be imposed for infractions of workplace conduct rules, such as rules prohibiting sexual harassment, workplace violence, drug or alcohol use, or for violating state or federal laws. The suspension must be for serious misconduct. Suspensions must be in full-day increments.

NOTICE

Prior to taking disciplinary action involving suspension, reduction in pay, demotion, or termination against any regular employee, COCAA will take action intended to ensure that the employee is afforded notice and an opportunity to explain. This includes, among other actions, making certain the employee is provided notice of the reason for the disciplinary action and is given the opportunity to provide a response to the proposed disciplinary action prior to Human Resources/Executive Director/Personnel Committee making a final decision regarding the disciplinary action.

WRITTEN NOTICE

In situations where the proposed disciplinary action involves a suspension, a reduction in pay, a demotion, and/or termination, written notice of the proposed disciplinary action will be hand-delivered or sent certified mail to the employee. The notice will include the following information:

1. The nature of the disciplinary action proposed;
2. The effective date of the proposed disciplinary action;

DISCIPLINARY ACTION

3. A statement of the proposed disciplinary action with documentation, statements, and/or other evidence supporting the proposed disciplinary action;
4. A statement advising the employee of his/her right to file a written response, or to submit a written request for a pre-disciplinary conference with the Human Resource Director, within five (5) work days of receipt of the notice of proposed disciplinary action;

CONFERENCE PRIOR TO IMPLEMENTATION

When the employee requests a conference after receipt of the proposed disciplinary process, but prior to any disciplinary action being imposed, the Human Resource Director will schedule a meeting with the employee in a timely manner to review the reason for and basis of the proposed disciplinary action. At this conference, COCAA will also provide the employee with an opportunity to present relevant information which may impact the nature or severity of the proposed disciplinary action.

IMPLEMENTATION OF DISCIPLINE

No later than five (5) work days from receipt of the employee's written response or conclusion of the pre-disciplinary conference, the Human Resource Director/Executive Director will issue a written decision to the affected employee. The written decision will inform the employee that:

1. The proposed disciplinary action will be implemented; or
2. The proposed disciplinary action will be modified, with an explanation; or
3. The proposed disciplinary action is rescinded, with an explanation.

ADMINISTRATION LEAVE DURING DISCIPLINARY PROCEEDING

By notifying the employee in writing, COCAA may place an employee on administrative leave, with or without pay pending an investigation of alleged misconduct or performance deficiencies, prior to or during a disciplinary proceeding, or during the review of the employee's response to a proposed disciplinary action. The notice of administrative leave will include a statement that the leave is not a disciplinary action. An employee placed on administrative leave without pay who is later reinstated without disciplinary action being imposed will be reimbursed for any pay lost during the administrative leave.

PERSONNEL FILES

ACCESS TO PERSONNEL FILES

1. Access to personnel records is restricted to the following:
 - a. Employees with a need-to-know in order to fulfill the responsibilities assigned by COCAA;
 - i. COCAA executive director, human resources director/manager, or his/her designee;
 - ii. Persons authorized pursuant to any state or federal law or court order; i.e., governmental/legal/auditing/investigating agencies;
 - iii. Counsel retained by or on behalf of COCAA; and
 - iv. Any other parties with whom COCAA has a contractual relationship in order to enable COCAA to respond accurately and fully to any lawsuit, complaint, grievance, or other statutory appeal filed by or on behalf of an employee or former employee against COCAA.

The contents of each employee's personnel file may include, at a minimum, the following:

1. Job description signed by employee
2. Position's exempt/non-exempt status
3. Job application/resume
4. Welcome letter
5. Employment contract/any agreement between the employee and COCAA
6. Signed acknowledgments including receipt of COCAA's policies and procedures, confidentiality agreement, new employee orientation checklist, conflict of interest/intellectual property policy, outside employment, and other related documents
7. Emergency contact information
8. Authorizations for release of information signed by employee
9. Salary history record including rates of pay and other forms of compensation – Change of Status
10. Employment history of positions held including promotion(s), demotion(s), transfer(s), layoff(s), termination(s)
11. Training/education records including college transcripts
12. Performance evaluations
13. Performance improvement plans
14. Documentation of oral reprimand(s), written reprimand(s), disciplinary notice(s) and document(s)
15. Letters of recognition(s), commendation(s), congratulation(s)
16. Separation checklists
17. COBRA notice
18. Exit interview
19. W-4's are located in separate file and available on request
20. Timesheets are located in Payroll office. Available upon request
21. Leave requests are located in Payroll office. Available upon request

PERSONNEL FILES

The personnel file should NOT include any of the following:

1. Grievances or the responses thereto
2. I-9 immigration form and supporting documents
3. General correspondence
4. Any document which describes a medical or psychological condition of the employee or any other individual. (Medical and related documents must be kept in a separate, locked file to which access is strictly limited to those in a “need-to-know” position.)
5. Investigation reports and supporting documents
6. Employment examination results (written and/or oral testing)
7. Employment interview questionnaires and supporting materials (including documentation of remarks by oral examiners)

EMPLOYEE ACCESS

An employee may view the contents of his/her personnel file upon request in writing. All inspections must be conducted in the presence of a designated member of the Human Resource Department. Employees may request copies of all documents they have previously signed or received.

NEGATIVE INFORMATION

COCAA shall not put negative or derogatory material in an employee’s file unless the employee has had a reasonable opportunity to review the material beforehand. COCAA will require the employee to sign such material to indicate they have reviewed it. If the employee refuses to sign such material, COCAA may place it in the employee’s file with a dated notation that the employee refused to sign such material after having been given an opportunity to do so. Whenever possible, another supervisor or manager should be used as a witness to the employee’s refusal, and should co-sign the entry along with the originating supervisor.

EMPLOYEE INFORMATION SUBMITTED

Statements by an employee submitted in rebuttal to adverse material placed in his/her personnel file will be included in the employee’s personnel file. COCAA may place other information submitted by the employee in the personnel file if COCAA finds that such information is relevant to the employee’s work history with COCAA.

VERIFICATION OF EMPLOYMENT

Upon a request for verification of employment, COCAA will provide only dates of employment, base salary, and job titles. All requests for employment verification must be referred to the Human Resource Department; only the Human Resource Department is authorized to release the information. COCAA will not give out an employee’s address or telephone number without proper authority; i.e., a written release signed by the employee, a court order, or a subpoena.

PERSONNEL FILES

CONFIDENTIAL INFORMATION

IDENTIFICATION OF CONFIDENTIAL INFORMATION

The following types of personnel information and employment records concerning current employees, former employees, and applicants for employment that COCAA maintains are confidential, as follows:

1. All information related to an employment application including, but not limited to, letters of reference, résumés, or his/her status as an applicant for employment.
2. All information that COCAA received or compiled concerning the qualifications of an applicant or an employee including, but not limited to, reports by law enforcement officials, or other individuals concerning the hiring, promotion, performance, conduct, or background of applicants or employees.
3. Ratings, rankings, scoring sheets, or remarks by members of an evaluation board or individual interviewer, concerning an applicant or results from any testing or employment screening process.
4. Materials used in employment examinations including answers, rating guides, score sheets, etc., on any written exam or rating criteria for interviews.

The following information in an employee's file or record of employment is confidential and shall not be shown except to persons listed as having access to confidential information. This restriction applies to information which relates to his/her:

1. Performance;
2. Conduct, including any proposed or imposed disciplinary action taken;
3. Race, ethnic identity or affiliation, age, gender, marital status, number and names of dependents, military/veteran status, living arrangements, membership in any organization, sexual orientation, national origin, disability, date of birth, or social security number;
4. Past or present home address, telephone number, post office box, or relatives; and
5. All information concerning the voluntary or involuntary termination of an employee, other than the dates of actual employment.
6. The name of an employee's/former employee's designated beneficiary.
7. All medical information concerning an employee or applicant including, but not limited to:
8. Pre-employment and post-employment medical and psychological examinations;
9. Disability and documentation relating to reasonable accommodation requested or granted;
10. Drug testing;
11. Genetic information;
12. Pregnancy, doctor's certification and other communication; and
13. Any other medical information that an employee or applicant has voluntarily provided or the COCAA has requested.
14. All confidential medical information shall be kept in files segregated from other personnel and employment records. Access to such files shall be strictly limited to those with a demonstrable business need-to-know. This would include:

PERSONNEL FILES

15. Supervisors and managers, regarding necessary restrictions and accommodations in the employee's duties;
16. First-aid and safety personnel;
17. Government officials investigating compliance with the ADA, on request;
18. State Workers' Compensation office officials; and
19. Insurance company employees when the company requires a medical examination to provide health or life insurance.
20. Notations on attendance sheets that an employee took sick leave are not a confidential record.
21. All information contained in a confidential investigative file. COCAA shall keep all confidential investigative documentation in files separate from other personnel and employment records with access limited to only those with a demonstrable business need-to-know.

ACCESS TO CONFIDENTIAL INFORMATION

2. Access to confidential records is restricted to the following:
 - a. Employees with a need-to-know in order to fulfill the responsibilities assigned by COCAA;
 - i. COCAA executive director, human resources director/manager, or his/her designee;
 - ii. Persons authorized pursuant to any state or federal law or court order; i.e., governmental/legal/auditing/investigating agencies;
 - iii. Counsel retained by or on behalf of COCAA; and
 - iv. Any other parties with whom COCAA has a contractual relationship in order to enable COCAA to respond accurately and fully to any lawsuit, complaint, grievance, or other statutory appeal filed by or on behalf of an employee or former employee against COCAA.