



Personnel Policies and Procedures

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Mission Statement

The mission of Yamhill Community Action Partnership (YCAP) is to advocate for and assist persons toward self-sufficiency.

Our Commitment:

Collaboration and Engagement

We lead with positive intent, dignity, and respect.

We seek to understand each situation by speaking openly, sincerely and through active listening.

We solve problems creatively with empathy and a partnering mindset.

Accountability and Integrity

We will proactively ask questions and share our knowledge to inspire and teach others.

We will provide and accept timely and authentic feedback.

With fidelity, we commit to the ethical standards that guide our service.

Relationships and Environment

We will be resilient as we care for ourselves and others.

We cultivate meaningful relationships and promote a culture of teamwork.

We lead by example, taking pride in our work and encouraging personal and professional growth.

We are guided by hope.

1. General Information

History

Unofficially, there has always been “community action” as people have reached out to help others who are less fortunate. “Community Action” officially began when President Lyndon Johnson declared war on poverty. Federal funds were set aside for community-based agencies to fight poverty. Being community-based, these agencies are closest to the problems and are most responsive and flexible in addressing them. Since the mid-60s, communities across the U.S. have created their own version of a “community action” agency so that at present, 98% of the nation is served by a Community Action Agency.

Originally, Yamhill County was served by the Mid-Willamette Valley Community Action Agency, located in Salem, which also served Marion and Polk Counties. Under the leadership of the Yamhill County Commissioners and a group of local advocates, YCAP was created as a private, non-profit Agency and officially opened its doors in June of 1980.

In its years of operations, YCAP has experienced many changes, but the goal remains the same: “Changing Lives – Strengthening our Communities.”

YCAP currently provides the following services: weatherization, energy assistance, emergency shelter, housing assistance, self-sufficiency case management, information and referral, Yamhill County Regional Food Bank and a youth program.

Service Philosophy

- **YCAP is committed to the mission.** YCAP’s mission is “to advocate for and assist persons toward self-sufficiency.” It is important for every employee to know the mission and commit to it.
- **YCAP is committed to high-quality service delivery.** Every client, fellow-employee and service partner is to be treated with personal respect. YCAP is committed to providing services in a professional and culturally sensitive manner. YCAP provides equal opportunity services.
- **YCAP is committed to ethical business practices.** We will treat all clients, business associates and governmental agencies fairly and professionally. We will adhere to legal and sound business practices.
- **YCAP is committed to collaboration and networking.** Many of the problems our clients face are best dealt with through active networking with other service providers. Increasingly, major funding resources are more responsive to broad, local coalitions of service providers and advocates.

Board of Directors

The Board of Directors of YCAP is the legal governing body that establishes the budget and policies for the Agency. The Board does not enter into the day-to-day operations of the Agency, but delegates that responsibility to the Executive Director.

The Board is responsible for the selection of the Executive Director who is employed by a contract with the Board. The Executive Director is delegated the authority to select all other YCAP staff. The Executive Director is the legal agent for YCAP. The evaluation, discipline and termination of the Executive Director are within the exclusive control of the Board of Directors and are governed by the contract with the Board.

How to Use the Personnel Policies Manual

Each employee shall have a copy of this Manual and should review it frequently. Employees are to take questions to their immediate supervisor.

This Manual supersedes any previous oral or written provisions, descriptions or understandings of our policies, rules, procedures and benefits. Any change from these policies will only be made upon written approval from the YCAP board.

This Manual is intended to provide you with a general understanding of YCAP's personnel policies. The information in this Manual should be helpful in familiarizing you with our organization. Throughout this Manual, YCAP may be referred to as the "Agency" or "Company."

This Manual, however, cannot anticipate every situation or answer every question about employment. *It is not an employment contract or a legal document.* In order to retain necessary flexibility in the administration of policies and procedures, YCAP reserves the right to change or revise policies, procedures and benefits described in this handbook, other than the employment-at-will provisions, whenever we determine that such action is warranted.

None of the following policies or standards of conduct are intended, nor shall they have the effect, of interfering or inhibiting any employee in the exercise of any right guaranteed or protected by law.

This Manual shall be comprehensively reviewed every five (5) years by the YCAP Management team and approved by Board of the directors. The Executive Director may at other times bring recommended amendments to the Board.

At-Will Employment

It is our goal to provide a positive work environment and a solid economic foundation upon which all employees may build a future. However, YCAP also recognizes that employees and management alike must sometimes initiate change. **In this regard it is expressly understood that your employment is “at will.” Thus, you retain the right to terminate your employment with us at any time for any reason and we retain a corresponding right to end the employment relationship at any time for any reason.**

This Manual is not intended as a formal or exhaustive statement of employee rights and responsibilities, nor is it a contract of employment. This Manual is composed of general statements of our current policies, rules, procedures and benefits. We feel strongly that we must retain flexibility to meet future economic challenges. Accordingly, we reserve the right to amend, modify and/or eliminate any of these policies, rules, procedures and benefits at any time at our sole discretion, with or without prior notice. On termination for any reason, you are only entitled to those benefits that are offered at the time your separation takes place. Any benefits offered in this Manual apply only so long as the Manual is current. They do not provide vested rights.

2. Employment

Employment Philosophy

- Employees are hired because of their qualifications for the tasks and responsibilities of the job. Matters relating to the job, including but not limited to specific work assignments, training, pay and promotions, will be based upon YCAP budget, an employee’s abilities and work performance.
- Employees will be given the opportunity for advancement to a position of greater responsibility, based upon availability of a position, budget constraints, employment history and their ability and capacity for the tasks and responsibilities of the position. When job openings occur at YCAP, the position will be posted internally for a period of time before being posted externally and current employees are invited to apply, if interested. Internal candidates will be evaluated for open positions based on their current work performance, attendance, disciplinary history, experience and capability to perform the open position.
- Employees, both individually and collectively, are YCAP’s greatest asset. They must be committed to our mission, and serve clients with positivity and integrity.
- YCAP believes that the Executive Director, Program Directors and other staff have the ability to resolve differences and avoid adversarial disputes. This Manual will assist in accomplishing that goal.

Equal Opportunity Employment

YCAP is an Equal Opportunity Employer and is committed to ensuring that all qualified applicants and current employees are afforded equal opportunity to exercise all rights and to participate in all benefits and privileges YCAP offers.

In compliance with all applicable federal, state, and local laws, YCAP provides equal opportunities without regard to race, creed, color, age, sex, religion, national origin, disability (as defined by state and federal regulations), marital status, political beliefs, sexual orientation, gender identity, family medical history, genetic information or veteran status. This policy relates to all phases of employment including, but not limited to: recruitment, transfer, layoff, recall, termination, rates of pay or other forms of compensation and benefits, selection for training, the use of facilities, and participation in company-sponsored employee activities.

Disabled Employees

YCAP adheres to applicable laws and regulations regarding equal opportunity for qualified individuals with a disability. YCAP will make reasonable accommodations for the known physical and mental limitations of an otherwise qualified applicant or employee with a disability, unless undue hardship to YCAP would result or there is a direct threat to the health and safety of the employee/applicant or third party. An employee who requires an accommodation to perform the essential functions of the job should contact their Program Director and request such an accommodation. The individual with the disability should specify what accommodations he or she needs to perform the job. YCAP will then conduct an investigation to identify barriers for the employee to performing the job, and possible reasonable accommodations, if any, which will help resolve the limitation. If the accommodation is reasonable and will not impose an undue hardship or create a direct threat to health and safety, YCAP will make the accommodation.

Trial Service Period

All new employees are in an introductory period during their first ninety (90) days of employment. During the introductory period, YCAP evaluates the employee's work performance, including attendance and other work-related factors. YCAP is the sole judge in making all evaluations. We will continue to evaluate the work performance of each employee who completes the trial service period.

Employees should use this trial service to learn about the agency in order to understand what we expect of our workers and understand the benefits of being an employee.

Completion of the introductory period does not modify the "at will" nature of employment.

At the discretion of the Executive Director, the trial service period may be extended up to twelve (12) months, but shall not exceed twelve (12) months. Employees in their trial service periods may be terminated at any time without following the disciplinary process applicable for regular employees. The employee will not be considered a regular employee until the trial service period is completed. Employees serving the initial trial service period will accrue annual and sick leave. Insurance benefits will begin according to plan contracts. Please see the “Employee Benefits” section of this manual for further information.

An initial three (3) month trial service period will apply to internal staff of YCAP who change job positions within the Agency. This policy also applies to temporary employees who apply for regular full or part-time positions. Employees already qualified for health insurance, will maintain that insurance while in the trial service period. Employees on a trial service period after an internal position change who do not successfully complete the trial service period, may be eligible for other open positions for which they are qualified. Successful completion of the trial period does not alter the at-will nature of the employment relationship.

Classes of Employees

Regular Full-Time:

Regular full-time employees work 40-hours per week on a regular basis after successfully completing a trial service period.

Regular Part-Time:

Regular part-time employees work less than 40 hours per week on a regular basis after successfully completing a trial service period. Regular part-time employees will accrue leaves on a pro-rated basis per hours worked.

Temporary Positions:

There is no initial trial service period for temporary positions. A temporary employee’s duration of employment is determined at the outset by the job to be performed, or grant or budgetary limitations.

3. Employee Records and Information

The accuracy of each employee’s personnel records is essential for the proper handling of many issues of importance to you as well as to us. It is your responsibility to promptly notify the Human Resources Director of any of the following personal data changes:

- Mailing address
- Physical address/location
- Home/message phone number
- Person and phone number to call in the event of an emergency

- Any official name change
- Marital status change (marriage, divorce or separation)
- Any change in dependent status (birth, marriage, death or loss of legal custody)
- Insurance beneficiary
- Military status
- Auto information, including current proof of auto insurance

Forms to update your personnel records are available in the Human Resources Department. Changes may be made in person at the Human Resources Department during regular business hours. Failure to keep your personnel records up to date can adversely affect your work opportunities (e.g., if we are not able to contact you) and the eligibility of you and your dependents for employee benefits.

If you would like to access your personnel file, please provide your request in writing to the Human Resources Director. Human Resources may ask you to clarify your request and specify which category of documents you are asking to review. Human Resources will schedule an appointment for you to view your file during normal office hours. For purposes of this policy, your personnel file includes records related to performance, compensation, and training as well as other records used for hiring, promotion and disciplinary decisions; it will not include any medical records or investigation files. Employees are not permitted to remove any documents from the personnel file.

Employees may request copies of documents in their personnel file. Requests for copies must also be made in writing to the Human Resources Director and YCAP may charge you for the actual cost of making the copies.

Personal Phones, Home Addresses, Email Addresses

Home phone numbers and addresses of past and present employees shall not be given out unless authorized by the employee. In the course of normal operation, agency administration will have the personal phone numbers (home & cell), home addresses and email addresses of Board Members, employees, volunteers and community leaders. This information may not be given out in response to inquiries unless the person has authorized the release.

4. Employee Work Expectations

The following policies have been created to describe YCAP's expectations of employees, the work environment and the ethical standards to which YCAP is committed. The failure of an employee to abide by these expectations and guidelines may result in disciplinary action up to and including termination.

Workweek and Workday

For purposes of the Fair Labor Standards Act, the workweek consists of seven days beginning immediately after 12:00 midnight on Saturday and ending at 12:00 midnight the following Saturday. The workday is the 24-hour period beginning immediately after 12:00 midnight and ending the following 12:00 midnight.

Regular Work Schedule

Normal business hours at the McMinnville Campus are from 8:00 AM – 5:00 PM. The front doors are unlocked at 8:30 AM. Program Directors or their designee will arrange staff work schedules to meet the needs of their department work load and cover normal business hours. Employees working outside normal business hours should get prior approval from their Program Director.

The Youth Program in Newberg has different business hours based on program need. Please contact the Adult and Youth Programs Director for further information.

Breaks and Lunch

Non-exempt/hourly employees are given a fifteen-minute paid rest break for each four hours of work, and an unpaid meal break for each six hours of work. Break schedules are set at the discretion of the Program Director or their designee. Meal breaks normally occur between 11:30 AM and 1:30 PM. We encourage employees to take breaks away from their work stations. If you stay at your work station during your break, you must use this time as a break away from performing any work.

Overtime

Occasionally, workflow is unusually heavy and it is necessary and required for an employee to work overtime. Non-exempt/hourly employees will receive overtime pay at time and one-half according to the following:

- Time actually worked in excess of 40 hours in any one work week (Sunday through Saturday).
- Hours paid for annual leave time, holidays and any form of leave are not counted as time worked.
- Overtime must be authorized, with prior approval, of a Program Director.

Due to budgetary restrictions, overtime is discouraged. In order to avoid an employee working overtime, a Program Director may authorize a revised schedule to ensure that an employee does not work more than 40 hours in the workweek.

Exempt employees are not paid for overtime hours worked but may be approved for “adjusted” time off by the Executive Director.

Attendance

YCAP employees are expected to be punctual and reliable in their attendance. This includes arriving to work at the scheduled start time and remaining until the end of your shift. It also means providing the earliest possible notification of absences, including late arrivals and early departures, so that we can plan our workload. However, nothing in this policy is intended to interfere with an employee’s right to take time off from work in accordance with applicable leave laws.

If you know ahead of time that you are going to be unavoidably late or absent you must notify your supervisor as soon as possible. If you will be late or absent and it is unexpected, you must notify your supervisor in accordance with the call-out procedure outlined below. Failing to follow the notice procedures may result in disciplinary action, up to and including termination of employment, unless we determine that this was beyond your control. Furthermore, an employee who is a no-call, no-show at the beginning of a 3rd consecutive work day will be considered to have abandoned their employment and will be subject to termination, unless we determine that special circumstances justified the lack of communication.

Call-In Procedure

When calling in, at least two hours of notice is required, unless extenuating circumstances prevent providing such notice. Whenever it is necessary for you to be absent from work without having previously arranged for that absence with your supervisor, you must follow the step outlined for your team:

Youth Outreach Team: Please call the **Youth Outreach office at 503-538-8023, ext. 3**, to leave a message informing the Program Director of your necessary absence and when you expect to return to work. Discuss what to do about any appointments, engagements or other responsibilities that were scheduled for the time you will be absent.

Other Service Teams: Call your Supervisor, using both his/her desk and cell phone, to personally inform him/her of your absence and to make arrangements for your responsibilities and appointments that were scheduled for the time you will be absent. If you cannot reach your Supervisor personally, leave appropriate messages at both phone numbers and then contact the Program Director, and let them know that you are unable to come to work. If no one is available to take your call, then contact the **Human Resources Office at 503-883-4181**.

Similarly, if you know in advance that you need to leave early on a particular day, you must notify your supervisor as soon as possible. If you need to leave suddenly before the end of your shift due to an emergency, you must notify your supervisor prior to leaving.

The notifications discussed above must be given *directly* to your supervisor, or your program director if your supervisor is not available. It is not acceptable to give notification through a co-worker or other people. If you are unable to call your supervisor personally due to an emergency, you may have a family member or friend call on your behalf. However, you must follow up by contacting your supervisor personally prior to the end of your shift. If your supervisor is not at work that day, you must contact the Human Resources Director.

If you are absent for more than one (1) consecutive workday, you must follow the call-in procedure described above for each day, unless you have provided a doctor's note taking you off work until a specific date. The reporting policy for employees on a leave of absence, including absences for work-related injuries, is addressed under the Leaves of Absence section of this Handbook.

We may require a written doctor's note verifying the need for your absence if you are absent for more than three (3) consecutive work days, or if there are circumstances that cause us to question the need for the absence. Additionally, we may require a doctor's certification verifying your fitness for duty to return to work if you are absent for more than 5 consecutive workdays due to an illness or injury that required medical treatment, or if we believe there is a safety risk due to the nature of the absence.

If we determine that you have unsatisfactory attendance (including excessive absences or tardiness, and/or failure to follow the call-in procedure) and you fail to correct it after receiving a warning, you will be subject to disciplinary action up to and including termination of employment. Excessive absenteeism is defined as more than 3 unscheduled/unplanned absences in any 90 day period. Repeated occurrences of excessive absenteeism will be taken into account when determining the appropriate disciplinary action. All time missed from work will be counted for determining excessive absences, unless approved in advance (e.g. scheduled vacation) or protected by law. However, if an employee is absent due to illness or injury and chooses to bring in a doctor's note verifying the need for the absence, only the first consecutive day of absence related to that specific illness/injury will be counted.

Protected time off (such as sick leave, Oregon Family Leave, Military, Jury Duty, etc.) taken pursuant to other sections of this manual are not counted as absences for this purpose.

Interruption of Work Due to Inclement Weather and Other Emergencies

The Executive Director will evaluate National Weather Service announcements, public safety alerts, McMinnville School District schedules and other resources to determine if there is a safety concern with having our locations open. In cases of adverse weather conditions, hazardous incidents and other emergencies, YCAP may delay the start of the workday, close

the Agency and/or require staff to seek shelter. Information about closures will be recorded on the following phone lines and posted on the YCAP Facebook page and YCAP Website:

Youth Outreach: The Program Director will make the decision and will leave a message for employees on his/her voicemail at **503-538-8023, ext. 3**. If there are questions, employees are to call the Program Director's cell phone at 503-550-9508.

McMinnville Campus: The Executive Director will make the decision in consultation with the Management Team. By 6:30 a.m., a message will be left on the company phone system. You can access this message by calling the main **YCAP phone line at 503-472-0457**.

Employees should continue to check back on the phone lines for updated messages to determine when the work schedule will return to normal. If there are any questions, employees should call their supervisor first. If your supervisor cannot be reached, then employees may call the Executive Director's phone.

Employees are expected to follow "call-in" protocol for adverse weather. If the office is open, employees should use their discretion regarding the safety of driving to work and may use annual or personal leave if it's their judgment they can't safely make it to work. If YCAP chooses to pay employees during the closure, persons not scheduled to work while YCAP is closed will not be paid during that closure.

In cases of extended closure of the agency due to an emergency or weather hazard, YCAP may pay wages for a period of time before requiring employees to use sick or vacation time during the closure. In cases where there is no sick or vacation time available, time away may go unpaid.

Program Directors may exercise the authority to alter work schedules based on inclement weather affecting their specific operations.

Timesheets

Each employee is responsible for his or her own timesheet and for its accuracy. Employees are required to update their time sheets daily. Timesheets are to be signed by the employee and the employee's Program Director indicating they both agree regarding the record of hours worked, annual leave days, sick days, etc.

Timesheets are filled out and submitted to the Finance Office in accordance with the Agency calendar deadlines.

All hours worked are to be recorded on a timesheet. Employees will record their hours as they apply to funded grants as required for documentation of grant expenses.

Authorized Leave Requests are to be attached to the timesheet.

Any employee who knowingly falsifies a timesheet in any way will be subject to immediate disciplinary action.

Payday

Employees are paid every two weeks on Friday. Please review your pay stub carefully when you receive it. The Finance Office shall inform employees accordingly if there is cause for deviation. If you believe there are errors in your paycheck, tell your Program Director or the Finance Office immediately.

Employees have the option of either receiving an actual paycheck on payday or having their paycheck deposited directly into their bank.

If employees choose to receive a paycheck but they do not work on payday, they may pick up their paycheck at the Finance Office during normal business hours. Employees may also have someone else pick up their paycheck. To protect employees and the Agency, employees must provide a signed authorization to allow someone else to pick it up. The person picking up the check must sign for it.

Recoupment of Pay

The Finance Department will work directly with you on recoupment of overpayment or underpayment of wages, travel allowance, or other benefits if an error occurs. This will normally happen during the next regular pay period after the error has been identified. At the approval of the Executive Director, recoupment actions may be made over more than one pay period. Employees should immediately notify the Finance Office of any known or suspected pay errors.

Loans to Employees

Loans from YCAP to employees are forbidden. This includes draws against future paychecks.

Travel Policy, Procedures and Payment

Per diem and mileage rates will be consistent with the State of Oregon, Federal Office of Management and Budget, or the funding source of the program, as applicable. YCAP's per diem rate will be reviewed when federal rates change and adjusted as budgets allow.

All overnight and out-of-town travel must be approved by the Program Director and Supervisor prior to making financial commitments. A completed and signed Travel Request Form is to be submitted to the Finance Office prior to any disbursement of travel funds.

Within 10 business days of returning to work, the employee must reconcile with the Finance Office for possible additional expenses or overpayments.

Business Expense Reimbursement

When an employee pays for business expenses personally, reimbursement by the Finance Office requires a completed reimbursement request form and approval by the Program Director. Please refer to the Finance Manual available in the Finance office for further details.

5. Work Environment

Alcohol and Drug-Free Workplace

In accordance with federal law, YCAP's facilities will be free of marijuana, alcohol and illegal drugs. YCAP has enacted a Zero Tolerance Drug Policy. The use of alcohol and/or illegal drugs in the workplace is a serious problem affecting both safety and productivity. Alcohol and illegal drug use in the workplace can create a safety hazard to other persons and has been proven to reduce productivity, to increase the occurrence of job errors and to increase the incidence of on-the-job injuries.

The unlawful manufacture, distribution, dispensing, possession or use of an illegal or controlled substance, other than prescribed medications, and alcohol is prohibited in the workplace.

Employees who violate this policy are subject to discipline at YCAP's discretion, which may include completion of a drug treatment and rehabilitation program, and/or dismissal.

Employees who use alcohol and/or illegal drugs are strongly encouraged to seek treatment before it affects the workplace, thus jeopardizing employment. Any employee who witnesses behavior that violates this Drug and Alcohol Policy is required to immediately report it to their Supervisor.

Employees shall immediately notify the Agency if they are convicted of a violation of criminal drug laws and are encouraged to notify the Agency if they become aware that another employee has been convicted of that type of violation. Employees under the care of a physician, who are taking prescription drugs must notify their supervisor if those drugs might cause an effect that would impact their ability to do their assigned work or might cause a safety hazard to themselves or others.

Medically Authorized (Prescription) Drugs, Over-the-Counter Drugs and Alcohol

When your doctor prescribes prescription drugs, you must ask whether the drugs will impair your ability to safely perform your job. If so, get the doctor's statement in writing. The doctor should be familiar with your work duties before signing the statement. The statement need not identify the drug, but may simply say that you are unable to perform safety-sensitive functions due to your prescription medication. Give the doctor's written statement to Human

Resources Director. We may ask the physician to complete a fitness-for-duty form indicating when we can expect you back at work. Where possible, we may temporarily assign other work consistent with your medical condition.

Some over-the-counter drugs also may impair job performance. Please read the instructions carefully to determine if any drug you are taking will impair your ability to safely perform your job. We may require a physician's written certification from employees requesting a job reassignment or time off for medical reasons or because they are taking an over-the-counter drug that impairs performance or safety. The certification need not identify the name of the drug.

Abuse of medically authorized or over-the-counter drugs is a violation of this policy. Using another person's prescription medication is also considered abuse.

Use of marijuana

Marijuana is illegal under federal law. Although marijuana has been made legal under some state laws, it remains a federally banned substance, including all medical marijuana use. An employee who uses or tests positive for drugs, including marijuana, will be subject to disciplinary action, up to and including termination, in accordance with this drug and alcohol policy.

Drug and Alcohol Testing

We test for drugs and alcohol under the circumstances described below. We may require urine, saliva, breath and/or blood samples for a drug or alcohol test. When samples need to be analyzed in a laboratory, we will use one that is properly licensed.

Applicant Testing

Any offer of employment is contingent upon satisfying drug-testing requirements. If the applicant fails to comply with this policy, the testing requirements or our related requests or if the test result is positive, we will withdraw the offer of employment. An applicant who tampers with, adulterates or substitutes urine or other bodily samples is permanently barred from employment with us.

Suspicion Testing

An employee's performance, appearance, behavior, speech, mood, odors, etc., can provide reasonable suspicion of a drug and/or alcohol policy violation. The suspicion can be grounds for requiring a fitness-for-duty evaluation, including a drug and/or alcohol test. The basis for reasonable suspicion can include, but is not limited to, the following:

- Absenteeism or tardiness.
- Declining work performance (after unsuccessful supervisor intervention).
- Physical indicators (for example, pinpoint pupils, dilated pupils, change in skin coloration, bloodshot eyes, excessive perspiration, etc.).
- Behavioral indicators (for example, stumbling, slurred speech, incoherent speech, rapid speech, apparent confusion, moodiness, weariness, fatigue, unusually

energetic, unfocused, lack of concentration, disorientation, emotional outburst, hostility, unexplained changes in behavior, inability to do normal job tasks, the unsafe handling of equipment or tools, behaviors such as drinking alcohol or using drugs, etc.).

- The smell of alcohol or drugs.

When there is reasonable suspicion, the employee is not to return to work until fitness for duty is established. We will treat this time as a suspension pending the outcome of the drug and alcohol testing. In the absence of any other concurrent disciplinary action, we will pay for the straight time lost from work if the test results are negative.

Accidents

A post-accident test will be required for incidents (including injuries, property damage, and near misses) in which the employee's actions may have been a contributing factor to the incident. Post-accident tests must be conducted as soon as reasonably possible after the incident. No post-accident test for alcohol will be conducted more than 8 hours after the incident, and no post-accident test for drugs will be conducted more than 32 hours after the incident. A post-accident test is not appropriate for repetitive motion injuries (musculoskeletal disorders that build up over time). A post-accident test is also not appropriate for incidents such as a bee sting or a splinter unless the injury is due to an observable failure to follow specific safety rules (e.g., failure to wear gloves while performing a job that requires the use of gloves).

Important note: If a subsequent incident investigation results in a recommendation for termination of employment or other disciplinary action (i.e., for safety or other policy violation), the termination or other disciplinary action will occur regardless of the test results.

Random Testing

We require random drug testing of employees. These are unannounced tests in which the names of all our employees are pooled. At varying times throughout the year, a certain percentage of employees are selected for testing. Before the selection is made, the name of every employee, including those tested the last time, goes into the pool. Each time a random test occurs, you and all the other employees in the pool have an equal chance of being selected for testing.

The Human Resources Director or his or her designated representatives will notify you in person or by telephone that you have been selected for testing. You must immediately report to a specimen collection facility. If you are in a remote location, we will arrange for you to go to a local facility.

Random testing for drugs may occur at any time during your workday.

YCAP follows these procedures to comply with The Drug Free Workplace Act of 1988 and

Zero Tolerance:

- Each employee, as a condition of employment, will be required to sign a “Abide and Acknowledgement Agreement”
- All employees are hired conditional upon passing a drug test.
- Employees will notify YCAP in writing of any conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction. Within 30 days after an employee notifies YCAP of a conviction for violating a criminal drug statute in the workplace, the Executive Director will determine the appropriate personnel action, up to and including termination of employment. This action may include satisfactory participation in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency.
- Any employee testing positive to alcohol or drugs is given the opportunity by the testing lab to provide proof that they are under medical care and the drug is currently prescribed by an attending physician.
- An employee who tests positive to drugs or alcohol during a random or reasonable suspicion test and is not under a Doctor’s care will be terminated immediately. Any employee who refuses to take a test will be terminated.
- An employee who knows they have a drug or alcohol problem, who notifies their supervisor or the HR Manager and who seeks assistance to overcome their addiction through a recognized program **BEFORE** they are selected for a drug or alcohol test, will receive consideration for continued employment as long as they continue to show improvement in their drug tests and the program. However, depending on their position, they may be required to take leave without pay until they test clean of residual drugs.

Tobacco and E-Cigarettes

In accordance with Oregon state law, YCAP is a tobacco-free campus. This prohibition extends to electronic cigarettes, vaporizers, or any electronic nicotine delivery system (collectively “e-cigarettes”), as well as other tobacco products. YCAP does not allow employees, clients, vendors and other guests to smoke, use e-cigarettes or tobacco in its company facilities at any time. This prohibition extends to all of YCAP’s property, including rest rooms, parking lots, company-owned vehicles and personal vehicles located on YCAP property.

Policy Against Harassment

YCAP prohibits harassment or offensive conduct in any form, including harassment or offensive conduct directed toward the protected status of an employee, customer, vendor, contractor, youth or their relatives, friends or associates. “Protected status” includes race, color, creed, religion, national origin, sex (gender), age, disability, veteran status, genetic information, family medical history, sexual orientation, gender identity, or other status protected by law.

YCAP will actively enforce its policy against harassment. The policy applies to all conduct on

company property or company time and to all conduct off the job that affects an individual's work environment. This policy also prohibits harassment or offensive conduct directed toward any employee by clients, vendors or contractors or their relatives, friends or associates.

YCAP considers violation of this policy a serious offense that will lead to discipline, up to and including discharge.

Harassment is any offensive action directed at a person's protected status. Some examples of prohibited conduct, if directed at a person's protected status, include foul language, jokes, slurs, derogatory comments, negative stereotyping, threatening or intimidating acts or accessing, obtaining, posting or circulating offensive written or visual material, including electronic communications. Additional examples of harassment include unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature. YCAP prohibits such conduct if:

- The conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment or of unreasonably interfering with an employee's work performance; or
- Submitting to such conduct is made a term or condition of employment; or
- Submitting to or rejecting such conduct is used as the basis for employment decisions affecting that individual; or
- The conduct otherwise adversely affects an individual's employment opportunities.

The Agency will not tolerate unwanted touching under any circumstances.

YCAP expects employees to conduct themselves in a manner that another person or group of persons will not interpret as offensive. The Agency requires every person to show sound judgment and respect for the feelings of all other employees. All management personnel are responsible for enforcing this policy.

If an employee feels that someone's conduct is harassing or improperly offensive, the employee should promptly and firmly tell the offender that the behavior is unwelcome. Although not required, doing so places the offender on notice that someone considers his or her conduct inappropriate. The Agency requires any employee who believes he or she has been subject to harassment or offensive conduct or any employee who witnesses a violation of this policy, to report the offense immediately to their Program Director, the Human Resources Director or the Executive Director. Failure to report harassment or offensive conduct may lead to discipline under this policy.

YCAP will keep complaints confidential to the extent possible, while allowing the investigation to proceed (meaning information may be revealed on a "need to know" basis). YCAP will investigate all complaints promptly.

Any employee whom the Agency finds after investigation to have violated this policy will be subject to appropriate sanctions, depending on the circumstances, up to and including termination. If the harasser is a nonemployee, the Agency will take reasonable steps to address the situation. The Agency will design its action to provide redress, to eliminate the harassment or offensive conduct, to prevent retaliation against the person who made the complaint and to prevent retaliation against any employee for providing information as a witness or participating in the investigation.

Any form of retaliation, including derogatory comments, against people who make harassment complaints, against witnesses or any other employees who are involved in complaints, is against the Agency's policy. YCAP will strictly enforce this policy and will treat retaliatory action as a violation that is subject to the same disciplinary measures, up to and including termination.

The question of whether a particular action is *prohibited* or merely the result of a personality conflict that produces no discriminatory effect on someone's employment requires a determination based on all the facts. Given the serious nature of harassment and discriminatory offensive conduct, we trust that all employees of YCAP will continue to act responsibly in order to establish and maintain a pleasant working environment. YCAP encourages every employee to raise any question that he or she may have about this policy against harassment or any other matter that relates to equal employment opportunity. For answers to such questions, employees should contact their Program Director or the Human Resources Director.

Language in the Workplace

Cultural and ethnic diversity is one of the great strengths of our country and of Yamhill County. At YCAP, being bilingual can be critical to serving many of our clients and we are grateful for those who have this valuable skill.

Respect for our clients and each other should be at the heart of what we do and who we are as an organization. While several YCAP employees are bilingual, many others are not. As YCAP strongly supports diversity and inclusiveness, we also must be sensitive to those who may not understand the language in which we are speaking.

There are specific business and safety reasons why communicating in a language that all staff can understand is important. In most circumstances, English should be the language used for YCAP business conversation. This includes:

- When communicating with customers, co-workers and other business affiliates who only speak English. The exception is with those clients who express a preference for or only speak another language.
- For cooperative work assignments in which English is needed to promote efficiency.
- For safety, security and facility-related discussions.
- The use of the company network, Internet and work-related email or other

communications should be in English, unless a client states a preference for another language or a document in another language is being produced or researched.

When on break, at lunch, or not for the business purposes above, the choice of language is yours. Please keep in mind that no matter in what language we speak, when at work and often even away from it, we represent YCAP.

These guidelines are based upon Federal Department of Labor practices and Equal Employment Opportunity Commission regulations. If you have any questions about this policy or the requirement to speak English for the reasons stated above, please contact the Human Resources Director or Executive Director.

Hazard-Free Workplace

It is YCAP's goal to provide a safe work environment for employees, free from hazards that are likely to cause harm to employees and clients.

The Safety Committee is responsible for identifying safety issues related to any of YCAP's services and work areas, and making recommendations regarding them. The Safety Committee shall maintain Safety Data Sheets (SDS) for all regulated chemicals used or stored by YCAP. The Safety Committee shall investigate reported safety-related incidents/accidents and make recommendations for corrective action to prevent similar incidents from reoccurring. The Safety Committee shall keep appropriate minutes which shall be available to any employee.

Employees are to report all accidents and/or injuries that occur during work. An "Incident Report" form is to be completed and Safety Committee procedures followed.

If an employee notices any health or safety hazard, it is to be reported to a Program Director or a member of the Safety Committee. Employees are to become familiar with and follow Safety Committee guidelines and procedures.

Employee Political Activity

Agency and employee political activity is governed by federal law and grant conditions.

The use of program funds for any political purpose is prohibited. No employee may permit the use of equipment or premises, which are purchased or leased with program funds, for a political purpose.

An employee cannot discriminate for or against another employee or client because of his or her political beliefs. An employee cannot require another employee or client to disclose his or her political affiliation. Employment, promotion or benefits cannot be offered as a reward for the support or defeat of any political party or candidate for public office. The law prohibits an

employee from threatening, creating a disadvantage in employment or a deprivation of benefits as a penalty for lack of such support.

Employees may not coerce, attempt to coerce, command or advise another employee to pay, lend or contribute personal services or anything of value for political purposes.

As required by federal law (the Hatch Act of 1939), employees of federally funded agencies are not permitted to be candidates for partisan public elective offices. An employee must resign from YCAP before filing for a partisan public elective office.

Responsible Behavior

Gambling, theft, destruction of property, fighting, and personal use/possession of alcoholic beverages or illegal/dangerous drugs on the premises is prohibited. Prescriptions validly obtained from a physician are permitted. Employees may not bring firearms, weapons or explosives (including firecrackers) onto Agency premises, including field offices and parking lots.

Due to the nature of our work and the vulnerable population that we serve, employees with certain criminal backgrounds and/or pending criminal charges may be prohibited from certain work functions. As such, employees are required to report charges of any misdemeanor or felony to their Program Directors. The Program Director and Executive Director shall determine if any work adjustment is needed. Effort shall be made to balance two priorities: (1) protecting the Agency and (2) protecting the employee.

Employees are expected to act professionally at all times while representing YCAP. This includes demonstrating responsible behavior while at out-of-town conferences, trainings, or otherwise while working on behalf of YCAP.

Personal Communication

Employees are expected to behave and communicate in a professional manner while at YCAP or conducting YCAP business. Profanity, vulgarity and degrading slang are unprofessional communication for the workplace and are to be avoided.

Use of Social Media

This policy applies to electronic social networking of any kind. Examples include Twitter, Facebook, Snap Chat, LinkedIn, YouTube, blogs, wikis, or any other service that allows user-generated electronic content. It is important for you to understand that inappropriate use of such services can impact your employment, *even if you do so from home and on a personal social media site.*

YCAP supports the responsible use of social media. Participation on such sites is entirely voluntary, however, with the exception of selected job positions (e.g., certain jobs involving information sharing, recruiting or marketing) that will be specifically identified and communicated to individual employees who are expected to use approved sites as part of their jobs.

Federal Trade Commission guidelines require that if you comment about our services, you must identify yourself as our employee. Also, unless you have been specifically designated as an official spokesperson as part of your job duties, you must make it clear that your comment is your own opinion and you are not an Agency spokesperson. You cannot use Agency logos and trademarks without our express written consent, except to the extent protected by law, such as if you are a non-management employee exercising your rights under the National Labor Relations Act (NLRA) to communicate regarding your wages, hours or working conditions.

Anything that you share online, whether information, opinions, photos, videos, or other electronic data, is subject to our normal policies. In particular, your posts (whether on personal or business sites) must comply with our policies on non-harassment and nondiscrimination, must not be knowingly false, and must not result in the disclosure of client or employee information, protected health information, attorney-client privileged material, or information that would violate financial disclosure laws. When posting online, you must be respectful to clients, partner agencies, and vendors. We also ask that you be respectful to YCAP and our employees. If you are a non-management employee, you have the right to communicate regarding your wages, hours or working conditions, but you cannot post anything that could reasonably be viewed as malicious, obscene, threatening, intimidating, harassing, or bullying. Do not discuss current or former clients, partners, or customers online without their express consent, as well as the approval of your manager.

Do *not* post recommendations on LinkedIn or similar sites for vendors or other business associates that you know as a result of your employment at YCAP unless you first obtain permission from YCAP's Executive Director, if your recommendation could give the impression that YCAP is officially endorsing them. Also, posting recommendations regarding current or former YCAP employees is prohibited unless you include a disclaimer such as "This is my own opinion and does not necessarily reflect the views of YCAP."

Information from your personal social media sites that is protected under federal, state or local employment law will not be used in making employment decisions.

We recognize that work relationships may develop into personal friendships. During your own personal time outside of work we understand you may choose to participate in online social networks that are primarily personal in nature (e.g., Facebook or SnapChat). As a general rule, we discourage managers and supervisors from following or connecting with individuals they

supervise on these personal online social networks. You should not feel obligated to respond or connect with employees of YCAP on personal online social networks.

Social media activities must not interfere with your work commitments or violate approved use of Agency electronic resources (such as excessive bandwidth use or illegal downloading of copyrighted movies, games, or music for entertainment or commercial purposes).

Employee Appearance

Most employees at YCAP come into contact with the public on a daily basis - including low-income clients, employees of other social service agencies, volunteers, local business persons and elected officials. Dress requirements will vary by job and duties performed, however, in all cases employee appearance and dress should be neat, clean and not draw undue attention. Also, clothing should not be a safety hazard or be a hindrance to professional delivery of our services. Impermissible clothing includes, but is not limited to, the following: low-hanging pants, see-through/revealing clothing, low-cut tops, apparel that advertises or promotes violence, alcoholic beverages, smoking, illegal substances, etc. Flip-flop style sandals are not to be worn in the McMinnville Food Bank warehouse due to safety concerns.

Aroma Sensitivities

Employees are expected to be sensitive when it comes to various scents (flowers, perfumes, aftershaves, candles, etc.). Some people have an exceptionally low tolerance to various aromas and can become extremely ill because of them.

Family and Pets

Brief family visitation is welcome but must be cleared by your Program Supervisor or Director and may not be disruptive to agency employees. Employees are not to bring pets to work. Any exception must be cleared ahead-of-time with the employee's Program Director. Family members are welcome to volunteer at the agency but are subject to the normal volunteer vetting procedures.

Personal Items and Workplace Searches

In order to enforce YCAP's drug and alcohol policy, stop theft, prevent workplace violence, prevent harassment and otherwise protect the interests of the Agency, our customers and our employees, we may use searches, video or other surveillance if necessary. We expect that the need to conduct this kind of surveillance or searches will only occur in rare and extenuating circumstances; it is not YCAP's intention to invade employee privacy and will only conduct these searches if the circumstances sufficiently warrant such action.

It is in your best interest not to bring items on Agency property that you do not wish someone else to discover. YCAP is not responsible for the loss of any personal items. Furthermore, we reserve the right to make an unannounced search of Agency property or of personal property that you bring onto Agency premises. Agency property may include, but is not limited to, desks, file cabinets, computer files, e-mail, text messages, instant messages, online postings, telephones, lockers, work areas, toolboxes and work vehicles. Personal property that you bring onto Agency premises may include, but is not limited to, jackets, briefcases, purses, lunch boxes, packages and personal vehicles.

To the extent possible, we will conduct searches in a manner that respects your dignity and privacy. We will not force you to consent to a physical search of your personal property; however, not consenting to a search may result in disciplinary action up to and including termination. If you have concerns about the manner in which a search or surveillance was conducted, you should immediately contact the Human Resources Director or the Executive Director.

YCAP Equipment

YCAP generally supplies the equipment and tools needed for Agency work so there is no need for an employee to bring personal equipment or tools to work. Therefore, there is no reason to take equipment or tools home from work unless the equipment is checked out to the employee, such as a work-related cell phone, laptop or tablet.

YCAP computers, cell phones and tablets are for work-related functions only, not for a commercial venture, religious or political causes, outside organizations, an employee's personal use, or any other non-YCAP business. Such use of YCAP computers, cell phones and tablets, other than merely incidental or emergency use, will be considered misconduct. YCAP reserves the right to inspect the contents of all equipment it owns. Any thumb drives from outside the Agency are to be scanned and cleaned of any virus prior to usage. Employees may not change or delete current setup, remove or install programs, install or download programs or games, or use passwords without authorization from a Program Director. All employment-related passwords, new or updated, are to be given to the Human Resources Director for recording unless prohibited by user agreement.

Personal computer equipment, cell phones or tablets may not be plugged into YCAP computers unless special permission is given by your Program Director or the Executive Director. If permission is given, such equipment must be scanned and cleaned of any viruses prior to use on the YCAP system.

YCAP Documents and Work Product

YCAP documents are the property of our grantors and YCAP, and are for YCAP's business use. They may not be removed without written authorization from the Executive Director.

Work product produced by an employee is the exclusive property of YCAP. All non-expendable property purchased by YCAP or received via in-kind donations is the exclusive property of YCAP and is to be used for community services. All documents and work product should always be saved by staff on the YCAP network drive for future access.

Phone/Email Use

- **Desk Phones**: In order to keep the telephone lines open for business, employees must limit personal telephone calls. As much as possible, those calls should be made on break time or lunch periods. Personal use of phones other than merely incidental or emergency use constitutes misconduct.
- **Cell Phones**: YCAP-issued cell phones are for business use, which because of differing program needs, is to be arranged between employees and their Program Director. Generally, cell phones are to be used only when a desk phone is not available. Personal use of YCAP cell phones other than merely incidental or emergency use constitutes misconduct.
- **Email**: The guidelines for use of desk and cell phones also apply to the use of YCAP computers for communicating via email. Personal communications and information on the YCAP-owned computer system is not private.

Youth Outreach employees are not permitted to charge personal long distance phone calls to YCAP. Calls made from YO to most other areas of the county are long distance. Phones at the McMinnville office are IP over internet which means there is no long distance charge for calls made to numbers in the USA or Canada.

Personal Projects

Employees are not to work on personal projects at YCAP facilities, during scheduled work hours nor at any other time.

Bulletin Boards

Bulletin boards are conveniently placed throughout YCAP's buildings. The boards are for important notices, job announcements, correspondence and items of general interest to employees. Please check them frequently.

Outside Activities during Work

Outside activities which interfere with fulfilling YCAP work responsibilities are discouraged. Should employees find it necessary to work a second job, they must notify their Program Director first to see if it will interfere with fulfilling YCAP work responsibilities.

Employees may lend assistance and may serve as technical advisors to social service agencies and other approved groups, without compensation, provided time away from YCAP duties is reasonable and appropriate and does not interrupt normal work flow or create a conflict of interest. Permission from the employee's Program Director must be obtained prior to participation or commitment to this type of activity.

YCAP may assign employees to become part of a community social services group or committee. Employees who are assigned to participate in these groups will receive normal wages, mileage, and expense reimbursement from YCAP. If an employee chooses to voluntarily participate in activities outside the regular meeting time of the group or committee such time will be unpaid.

Housekeeping

Good housekeeping in the office, warehouse, youth center, shelters and on the grounds helps make our work place safer, more pleasant and more productive. You can do your share by:

- Keeping your desk or workstation clean, including the immediate floor area,
- Keeping your work space free from all food debris,
- Keeping the kitchen area clean and using the containers provided for trash,
- Keeping the restrooms clean and
- Notifying your Program Director if you see a problem.

Talk With Your Program Director

The Program Director is an employee's contact with management. Talk with a Program Director:

- If work or behavior expectations are unclear.
- If there are questions about policies or procedures.
- If there are questions about pay.
- If there is an idea that can save money.
- If there is a problem (personal or otherwise) that is affecting work.

Employees who have a question or complaint, or have received a criticism about work that is believed to be unjustified, should talk it over with their Program Director.

If that does not resolve the issue, talk to the Executive Director. The Executive Director will investigate the facts, gather any information needed and provide a response.

Suggestions

Management is interested in making YCAP a better, safer and more efficient place to work. New ideas are important for continual improvement to occur. Employees may be aware of problems before management and are encouraged to share ideas and solutions with a Program Director.

Public Statements and Appearances

Employees are responsible for promoting a positive public image of YCAP. However, employees are not official spokespersons for YCAP. No employee may speak to the press as an official spokesperson of YCAP unless so designated by the Executive Director. Inquiries from the press should be referred to the Executive Director and/or the Board Chair in matters relating to policy. Program Directors can speak as official spokespersons for their particular programs or projects, if they have discussed those matters in advance with the Executive Director. At all times, members of the press should be treated in a courteous and respectful manner, and should be referred to the proper person for any official statement from YCAP. Written press releases relating to program activities or news of interest to the public are to be sent to the Executive Director before they are communicated to the media.

Any employee requested to appear for an organization or company outside YCAP as a representative of YCAP must obtain approval from the Executive Director. Nothing contained in this policy is intended to limit employee rights under the National Labor Relations Act.

Drivers

All drivers, whether operating YCAP or personal vehicles on YCAP business, are subject to approval by our insurer. The criteria used to determine acceptance include motor vehicle driving citations, accidents and years of driving experience.

For those positions for which driving is a required task, employment is conditional on approval of our insurer both prior to employment and for continued employment. YCAP specifically reserves the right to request a Moving Violation Report at any time on any employee for whom driving is a required task.

In addition to operating Agency owned vehicles, there are occasions that employees may use their own vehicles in the course of employment. Usage is limited to prior approval by the employee's supervisor.

If operating their own vehicle on Agency business, employees must provide proof of insurance to YCAP. The proof of coverage must be updated when insurance renews.. Failure to provide proof of insurance may result in suspension of authorization to operate an employee's vehicle on YCAP business.

All YCAP employees, volunteers and Board members shall follow safe driving practices including, but not limited to the following:

- Use seatbelts.
- Follow laws and regulations of the State of Oregon, including speed regulations.
- Have current insurance.
- Do not drive a vehicle for YCAP business if the vehicle does not meet minimum DMV standards or is known to be in unsafe operating condition.

YCAP has a responsibility to clients, passengers and staff to maintain a safe environment. The primary function of a vehicle operator is to drive the vehicle. Employees who use a company supplied vehicle or who use their own vehicle while on company related business are prohibited from using a cell phone while driving. This includes receiving or placing calls, text messaging, surfing the internet, receiving or responding to e-mail, checking for messages, or any other purposes. If use of the cell phone is necessary for emergency purposes, the employee must pull off the road in a safe place and stop. All “approved Agency drivers” must report any driving violation/ticket and/or any moving vehicle accident to their Program Director. All accidents must be reported immediately and a copy of the Oregon DMV “Accident Reporting Form” must be completed within the time allowed by law. A copy of the completed accident report will be provided to the employee’s supervisor and the Safety Committee.

When a ticket is issued and a fine must be paid:

- YCAP shall pay the fine when the ticket is for an agency vehicle-related problem.
- The driver shall pay the fine when the ticket is for driver carelessness, irresponsibility, etc.

The Safety Committee shall review all “on-the-job” accidents of employees and make a recommendation.

YCAP Security

YCAP is equipped with a security alarm system, outside cameras and keyless entry. Tampering with these systems is prohibited. Only authorized personnel will be given security codes to disarm the alarms system. Security codes are issued by the Human Resource Department and are not to be shared.

6. Ethics

YCAP expects its employees to conduct themselves in an ethical and professional manner, and to represent YCAP both on and off duty in a way that will reflect positively on the organization and its mission.

Nepotism

There shall be no discrimination in favor of (or against) candidates for employment (or advancement) who are related to persons in the Agency or on the Board of Directors. Employees shall not serve in a position in which a member of their family exercises supervisory authority over them. Nothing in this policy should be construed to prevent the employment of more than one member of a family as long as it does not contradict other provisions of this section. Applicants, employees, and Board members shall disclose known relationships and potential conflicts with this policy before starting service in a position.

For the purpose of this nepotism policy, the definition of immediate family includes the following: spouse, parents, step-parents, parents-in-law, grandparents, siblings, children, step-children, grandchildren, domestic partners and anyone with whom an employee is in a romantic relationship.

Confidentiality

At the time of hire, employees must sign a confidentiality agreement, which shall be part of their personnel records.

All information concerning YCAP business shall be handled in a respectful and confidential manner, and only shared on a substantial and compelling basis within the agency. This includes financial information, volunteer information and employee information.

Information about clients is strictly confidential and is not to be communicated in any way with anyone, inside or outside YCAP, who does not have an identifiable “need to know” and a written release of information from the client. Written information is to be kept out of public sight as far as possible, and is to be kept in locked storage after hours whenever feasible.

No YCAP employee shall hold money or any other assets for clients unless the Finance Director and the Executive Director consent and provide written authorization.

Failure to maintain confidentiality will subject an employee to discipline, up to and including termination.

Mandatory Reporter

Employees who normally or occasionally have direct contact with clients shall be considered “mandatory reporters.” They are expected to follow relevant Oregon statutes regarding reporting abuse or neglect, and reporting persons who are a potential harm to themselves or others.

Gifts and Gratuities

Employees, volunteers, and Board members are prohibited from accepting gratuities, gifts, or other similar items from any person(s) in a position to benefit from YCAP or its services. The acceptance of such an item(s) is generally considered misconduct. If an employee has questions about the appropriateness of any items offered, seek the advice of your Program Director. Examples of exceptions to this policy is a holiday gift (e.g. food) that is given for the enjoyment of all staff, and/or volunteer and staff appreciation or recognition.

Conflict of Interest

Conflict of interest is a conflict between the personal, private interests and the official responsibilities of a YCAP employee or Board member. Conflict of interest could include outside employment, direct profit from a firm or organization doing business with YCAP, or any other activity which would afford an advantage to employees or Board members that they would not receive were they not an employee or Board member of YCAP. All employees or Board members are responsible for informing their Program Director or Board Chair that a potential conflict of interest may exist. The Executive Director or Board Chair will determine an appropriate course of action.

To avoid the appearance of a conflict of interest or favoritism towards YCAP staff, YCAP staff and immediate family members are not allowed to participate in agency-sponsored drawings or raffles, if such events are open to the general public. If a YCAP employee or immediate family member does participate and wins the drawing or raffle, they will be disqualified from winning the prize and the agency will draw a new winner who is eligible to participate. This policy would not prohibit employees from participating in an employee-only drawing or raffle sponsored by the agency.

Employee/Client Boundaries

Appropriate employee/client relationships must be established and maintained at all times. Boundaries that are to be established and maintained include but are not limited to the following:

- Contact Information – provide your client with office contact phone numbers and office hours. Never give your client personal contact information.
- Social Media – do not allow your client to “friend” you on Facebook or any other form of Social Media.
- Maintain Confidentiality – do not discuss or disclose client information in public or at home.
- Physical Boundaries – inappropriate forms of contact may include: touching, hugging, caressing or hand holding. Sexual or romantic relationships with clients are not allowed.
- Derogatory Language – respectful, appropriate language to and about clients must be used at all times.

- Keep your personal life personal – do not involve the client in your personal life.
- Appropriate dress – avoid wearing clothing that may make your client feel uncomfortable.
- Gifts – never accept gifts from a client. Rides or favors to and from clients are also not allowed.
- Conflicts of interest – always be aware of any conflicts of interest that may arise. Communicate any concerns to your supervisors.

Allowing yourself or clients to cross employee/client boundaries is a serious breach of YCAP's ethical standards and may result in disciplinary action up to and including termination of employment. Further discussion and clarification of employee/client boundaries may be had with your Program Director or Supervisor.

Social Work Code of Ethics

As a social service agency, YCAP is guided by the Social Work Code of Ethics which is available from the Human Resources Director and is on the web at:

<http://www.socialworkers.org/pubs/code/code.asp>

7. Employee Benefits

YCAP has established a number of employee benefit programs for its eligible employees. This handbook provides brief summaries of the key features of the benefits programs but does not restate all of the features of these benefit programs. Additional terms, conditions, and limitations regarding program eligibility and benefit entitlement often exist. For that reason, employees should consult the official plan documents for complete information regarding each benefit program. In the case of an actual or apparent conflict between the benefit summaries set forth in this Manual and the terms of the official plan documents, the provisions of the official plan documents, as interpreted by the plan administrator, shall control.

In addition, while it is YCAP's present intention to continue these benefits, YCAP reserves the right to modify, curtail, reduce or eliminate any future benefit, in whole or in part, either with or without notice.

Workers Compensation

All YCAP employees are covered by Workers Compensation Insurance. Any employee who is injured or ill because of an on-the-job accident or illness is eligible to apply for Workers Compensation. An employee with an "on-the-job" injury, no matter how minor, must report the injury to a Program Director immediately to protect possible benefits. It is the employee's responsibility to fill out an incident report and submit it to a Program Director. Incidents that

do not require medical attention or time away from work must be documented on an Incident Report. Forms are available in the agency folder on our computer system or from a Safety Committee member.

Disability Insurance

YCAP also provides qualified employees disability coverage for off-the-job injuries or illness that prevents an employee from working. Employees injured “off-the-job” should notify their Program Directors and the Human Resource Director immediately. Employees should refer to their copy of the Summary Plan Description (SPD) for details on eligibility, enrollment, plan benefits and how to access these benefits. Employees can obtain a copy of the SPD from and direct benefit questions to the Human Resources Director.

Life Insurance

YCAP provides life insurance for qualified employees and family members as follows:

- Term Life Insurance (for employee and dependents)
- Accidental Death & Dismemberment Insurance

Employees should refer to their copy of the Summary Plan Description (SPD) for details on eligibility, enrollment, plan benefits and how to access these benefits. Employees can obtain a copy of the SPD from and direct benefit questions to the Human Resources Director.

Health Insurance

When newly eligible full-time employees are enrolled at full coverage in medical insurance first of the month following two (2) months of service, they have the option of also enrolling their spouse, family or both at a partial cost of the premium until such a time as YCAP will cover the full cost of enrollment. See the Human Resources Director or your supervisor for details on the partial cost to the employee and at what point YCAP would assume the full cost of medical insurance for the spouse/family.

Cash In-Lieu Option

For employees who have other medical and/or dental insurance coverage and choose not to participate in the YCAP medical and/or dental insurance for which they are otherwise eligible, YCAP will establish administrative guidelines for a cash benefit.

Tax-Deferred Retirement

YCAP provides qualified employees the opportunity to invest pre-tax earnings in a tax-sheltered 401(K) retirement account. Employees are to contact the Human Resources Director for information and eligibility.

8. Paid Holidays

YCAP grants the following holidays as paid holidays to qualified employees:

- New Year's Day
- Martin Luther King Jr. Day
- Presidents' Day
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day and the day following Thanksgiving
- Christmas Day

In the event that a designated holiday falls on Saturday, the holiday will be observed on the preceding Friday; if the holiday falls on Sunday, it will be observed on the following Monday.

An employee is eligible for holiday pay if the employee is a regular full-time, part-time or temporary employee. Regular or temporary, full-time employees will receive eight hours of regular pay for each paid holiday. Regular or temporary, part-time employees will be paid for holiday hours on a prorated basis if they are regularly scheduled to work that day of the week.

If it is imperative that YCAP be open for business on a paid holiday (as listed above), an employee may be required to work that day. In this instance, the employee will receive holiday pay and regular pay for hours worked.

Holiday pay will not be counted as time worked for purposes of overtime or other benefits. When employees work on a holiday, they will receive holiday pay and pay for each hour worked that day, but will not receive overtime unless actual hours worked exceed 40 in the workweek.

9. Annual Leave

Eligibility

Regular full-time and part-time employees are eligible to accrue annual leave, beginning on their first day of employment, pursuant to the table listed below.

Accrual

Regular full-time employees will earn annual leave on a bi-weekly basis pursuant to the following table:

Years of Service	Bi-Weekly Accrual	Maximum Annual Carryover
0 - 3	4.92	128 hours
4 – 6	5.85	152 hours
7+	7.38	192 hours

Accruals will be earned at the end of each bi-weekly pay period. Regular part-time employees will accrue annual leave on a prorated basis, depending on the employee’s percentage of 40 hours per normal week.

“Year of service” is defined as twelve consecutive months. An employee must be actively working or using paid leave during the pay period in order to qualify for the bi-weekly accrual.

Annual Leave Year

YCAP uses its fiscal year as the annual leave year; the fiscal year begins on July 1 and ends on June 30.

Use of Annual Leave

Employees are expected to use their accruals each Annual Leave Year. Pay in lieu of annual leave is not permitted. Employees may carryover annual leave hours from one annual leave year to the next, but only up to the maximum carryover limit specified in the table above. Any annual leave hours in excess of this carry over will be forfeited. All accrued but unused leave will be payable upon termination, but only if the employee provides the notice and meets the work requirements listed in the “Employee Termination” section of this Manual.

Employees may use annual leave as it is accrued with the consent of their supervisors, but may not “borrow” annual leave time that has not been earned. If the leave is to be longer than ten workdays, it must also be approved by the Executive Director. Requests for leave should be submitted to an employee’s supervisor as far in advance as possible and at least 5 days prior to the start of the leave.

Trial service period employees may not use annual leave until their trial service period is completed.

Employees who work partial months will receive a prorated accrual of annual leave.

Cash Out of Annual Leave

If an employee is experiencing a financial hardship due to extensive medical expenses, the Executive Director is authorized to allow the employee to cash out a portion of their annual leave. For more information about the procedure for requesting a hardship cash out of annual leave due to medical expenses, you can talk with the Human Resources Director or review the

information available in the General Agency Folder under Forms.

10. Leaves of Absence

Sick Leave

Under Oregon law, you are entitled to earn and use paid sick time. Accrued paid sick time is available to employees for reasons described in the Oregon sick time law. Examples of these reasons are the following:

- *Your health condition:* For you own illness, injury, or health condition, including the need for medical diagnosis, care, or treatment of you illness, injury or health condition. This also includes preventative medical care.
- *Family member's health condition:* For care of a covered family member's illness, injury, or health condition including the need for medical diagnosis, care, or treatment of an illness, injury or health condition. This also includes preventative medical care. Covered family members include your spouse, Oregon registered same-sex domestic partner, child, child of your Oregon registered same-sex domestic partner, parent, parent-in-law, parent of your Oregon registered same-sex domestic partner, grandparent, or grandchild.
- *OFLA reasons:* For any reason covered by the Oregon Family Leave Act (OFLA). This includes your own serious health condition (but not workers' compensation leave, unless you refuse a suitable offer of modified duty); a covered family member's serious health condition; parental leave (care for your newborn, recently adopted or newly placed foster child within 12 months of the date of birth or placement); "sick child" leave (under 18 or adult disabled dependent child who has an illness, injury or condition that is not a serious health condition but requires home care); or bereavement leave (limited to a maximum of two weeks per family member, per 12-month period, and must be taken within 60 days of learning of the death).
- *Domestic violence, harassment, sexual assault, or stalking:* Time off to address a situation in which you, your child (under 18 or adult disabled dependent), or someone for whom you are a guardian is the victim of domestic violence, harassment that is criminal under Oregon state law, sexual assault, or stalking.
- *Public health emergency:* Closure of our business, or of your child's school or care provider due to a public health emergency; decision by a health official or health care provider that the presence of you or your covered family member in the community would jeopardize the health of others; or when a law or regulation requires us to exclude you from the workplace for health reasons.

At YCAP paid sick time accrues during a calendar year at the following rates:

- *All Employees:* 1.39 hours per every 30 hours worked up to a maximum of 96 hours per year.
- *A different accrual method may apply if YCAP and the employee, by mutual consent, agree to a different contract accrual method that complies with Oregon law.* All such contracts must be in writing and authorized by the Executive Director.

Paid sick time begins to accrue on the first day of employment and is available for use immediately upon accrual.

Regular, full-time employees may use up to twenty-four (24) hours of sick time per calendar year for “personal leave,” which means that it can be used for purposes other than the specific sick leave reasons stated above. Examples of “personal leave” may include attending a child’s field trip, taking a day off to run errands, leaving work early to attend a sporting event, etc. We request that you give as much notice as possible in order to use personal leave, but if the use is unplanned you must still follow the procedure for unforeseeable sick time (outlined below). Personal leave may be used in .25-hour increments. Regular, part-time employees will have a prorated portion of sick leave available for personal leave, depending on the employee’s percentage of 40 hours per normal week.

Example: An employee who normally works twenty (20) hours per week will have up to twelve (12) hours of sick time available as personal leave each calendar year (20 hours ÷ 40 hours = .5 * 24 hours = 12 hours)

Unused paid sick time can be “banked” to a maximum of 480 hours but will be forfeited when you leave YCAP employment. While accrued paid sick time has no value upon termination of employment, if you leave employment and are reemployed with us within 180 days, we will restore your accrued paid sick time balance.

You may use paid sick time in .25-hour increments. If you plan to use paid sick time please notify your supervisor as soon as possible. A “leave” request form is available from your supervisor. For planned use of paid sick leave, please give notice at least 5 working days before the sick time begins, or as soon as possible if you don’t know of the need for paid sick time that far in advance. For unforeseeable sick time, unless it is not practical to do so, you are to comply with our call-in policy. During sick time, unless unreasonable or impractical to do so, you must report periodically to your supervisor regarding your status and intent to return to work. Follow the regular call-in policy.

If you take more than three consecutive scheduled workdays of sick time, YCAP may require you to provide verification from a health care provider of the need for the sick time. YCAP may also require verification or certification of other types of leave pursuant to law.

Please see your program director if you have any questions about paid sick time.

Funeral/Bereavement Leave

All regular and trial service period employees are eligible for time off, with pay, to attend the funeral of an immediate family member as defined by OFLA. You will be paid for up to five (5) days off if you were scheduled to work those days. If more time off is needed, an employee may use annual leave time or apply for an unpaid leave of absence. Funeral/Bereavement Leave will run concurrently with leave taken under the Oregon Family Leave Act, if applicable.

Jury Leave

YCAP employees are encouraged to fulfill their obligations to their community when called for jury duty. While serving on a jury, employees will be paid their regular base pay for up to thirty (30) days. When employees receive a court summons, they must provide a copy to their Program Director immediately. If an employee receives pay from the court for jury duty service, the employee must notify YCAP of such payment. YCAP will require that the employee turn over the jury duty payment to the agency.

Military Leave

Employees who serve in the United States military will be granted a protected leave of absence in accordance with federal law (the Uniformed Services Employment and Reemployment Rights Act, or USERRA). You or your commanding officer must promptly inform your Program Director or the Human Resources Director as soon as you know the scheduled dates of your military service. We ask that you provide us with a copy of your orders. If you have any questions or want information on what is authorized military leave, contact the Human Resources Director.

For military leaves that are 31 days or longer, you have the opportunity to continue the same medical insurance coverage for yourself, your spouse and your dependent children that you had on the day prior to the start of your military service. You will receive a notice describing both your USERRA and COBRA medical continuation rights to continue coverage for a limited time by self-paying. To elect continuation coverage, follow the instructions in the notice. Human Resources Director for information and assistance.

When you are discharged from military service, you will be granted job reinstatement rights in accordance with federal law. Within the time frames required by federal law, you must inform the Human Resources Director of your application for reemployment and provide a copy of your discharge papers. Upon your return to work, USERRA entitles you to immediate reinstatement of medical insurance coverage for yourself, your spouse and your dependent children in our health plan. USERRA also entitles you, upon returning to work, to continue your participation in our pension plan as if you had continued to be employed during the

protected military leave, including an opportunity for you to make up any contributions you would have made to your 401(k) plan. Please see the Human Resources Director for information and assistance.

Oregon Family Leave Act (OFLA)

YCAP will grant an unpaid leave of absence for leave under the Oregon Family Leave Act (OFLA) to eligible employees. To be eligible, you must be employed by us for at least 180 calendar days before leave begins. Except for parental leave, you must also work an average of at least 25 hours per week during the 180 calendar days before leave begins. For Oregon Military Family Leave Act (OMFLA) leave, the 180 day requirement does not apply and you need only work an average of 20 hours per week.

We will grant OFLA leave for any of these reasons:

- *Parental leave:* To care for your newborn, recently adopted or newly placed foster child within 12 months of the date of birth or placement;
- *A family member's serious health condition:* To care for the serious health condition of your covered family member, which means your spouse, Oregon registered same-sex domestic partner, child (any age), child of your Oregon registered same-sex domestic partner, parent, parent-in-law, parent of your Oregon registered same-sex domestic partner, grandparent, or grandchild;
- *Your serious health condition:* When your own serious health condition prevents you from performing one or more of the essential functions of your job (this includes disability related to pregnancy or childbirth, or for prenatal care, but doesn't include time off due to an on-the-job injury or illness unless you have refused an offer of suitable modified duty work that has been approved by your treating physician);
- *Sick child leave:* To care for your child (under 18 or adult disabled dependent child) who has an illness, injury or condition that is not a serious health condition but requires home care. The company will not grant "sick child leave" if another family member is willing and able to provide care; or
- *Bereavement leave:* To deal with the death of your covered family member, by attending a funeral or funeral alternative, making necessary arrangements, or grieving. OFLA bereavement leave is limited to a maximum of two weeks per family member, per 12-month period, and must be taken within 60 days of learning of the death.

We will grant OMFLA leave when, during a period of military conflict, your spouse or Oregon registered same-sex domestic partner is notified of an impending call or order to active duty in the U.S. military or is on leave from active duty deployment. You may take up to 14 days of leave per deployment, and this time counts against your regular 12-week leave entitlement under OFLA.

Eligible employees may take up to 12 workweeks of OFLA leave within the agency's fiscal year (July 1 – June 30). All OFLA and OMFLA leave counts toward this 12-workweek maximum, with two exceptions: (1) A female employee may take up to an additional 12 workweeks of leave for disability related to pregnancy or childbirth, including prenatal care, and (2) An employee who takes 12 workweeks of parental leave will have up to an additional 12 workweeks of "sick child leave" available. When medically necessary, you may take leave in blocks of as little as one hour or on a part-time basis.

If you and another family member both work for us, we may say that you cannot take leave at the same time, unless one of you needs to care for the other's serious health condition, or one of you needs to care for a child who has a serious health condition while the other also has a serious health condition, or you are taking bereavement leave.

If you need leave, you must notify Human Resources Director as soon as possible. A leave request form is available from the Human Resources Director. Please turn it in at least 30 days before leave begins, or as soon as possible if you don't know of the need for leave that far in advance. During your leave, you must report periodically to your Program Director regarding your status and intent to return to work. Please follow the regular call-in policy unless we mutually agree to a different schedule.

Employees who need leave for medical reasons may be required to provide medical certification; however, this requirement doesn't apply to the first three days/occurrences of "sick child leave" in the leave year. Upon returning to work after leave for your own serious health condition, you may be required to provide a fitness-for-duty report from your health care provider. If there are any out-of-pocket costs for the medical certification that are not covered by insurance, the company will pay the difference.

Although OFLA leave is unpaid, you must use accrued paid time in the following order for any OFLA-covered reason: (1) paid sick leave; then (2) annual leave. Once you exhaust your paid time off, OFLA leave will be unpaid.

During your OFLA leave, any group health insurance benefits will continue on the same basis as if you had continued to work, as long as you pay your normal portion of the premium. If your coverage lapses due to failure to pay the premium, it will be immediately reinstated if you promptly return to work after your OFLA leave ends.

When you return to work, you will be returned to your same job or an available equivalent job if your job has been eliminated. If your job has been eliminated and there is no available equivalent job, then we will look to see what job, if any, you would have been entitled to if you had continued to work. Please note, however, that you have no greater rights to a job following OFLA leave than if you had continued to work.

Please see the Human Resources Director if you have any questions about OFLA leave.

Personal Leave

If none of the leaves of absence stated previously are available for an employee, YCAP may grant an unpaid personal leave of absence. Requests for a personal leave of absence will be evaluated on a case-by-case basis and generally will not extend longer than thirty (30) days. Personal leaves of absence must be approved by the Program Director and the Executive Director.

Annual leave and sick leave do not accrue during an unpaid leave of absence. Medical and dental benefits may be continued for up to thirty (30) days at the discretion of the Executive Director and Program Director.

11. Employee Evaluations & Transfers

YCAP's policy is to provide deserving and qualified employees the opportunity to change positions within the Agency when they so desire. This applies to all employees except those on disciplinary suspension. All employees changing positions will be required to serve a three (3) month position trial service period.

Performance Evaluations

Employees will receive a performance evaluation from their supervisor at the end of their 90-day trial service period. Thereafter, all employees will receive a performance evaluation with their supervisor every October, February and June. Employees can find Standard Operating Procedures pertaining to the performance evaluation process in the General Agency Folder under Performance Review Forms.

Job Transfers

YCAP's policy is to fill job openings with the most qualified persons available. While we would like to fill job openings from within, that is not always possible and we frequently look outside YCAP.

Because it takes time and resources to train an employee for a job, the employee may be expected to serve at least six (6) months in a position before applying for an open, posted position.

Generally, job openings are posted on an Agency bulletin board and interested employees are encouraged to apply. The qualifications for those jobs and the procedure for applying are included in the posting and the job description.

12. Employee Disciplinary Action

Employees are responsible to read and understand this Manual and to adhere to established rules, procedures and regulations. Disciplinary action may result from failure to abide by them. At all times, employment with YCAP is at-will and may be terminated with or without notice or cause. Management reserves the discretion to determine the level of discipline appropriate in any particular circumstance.

Disciplinary actions in order of progression of severity are described below. The application of these actions may be sequential but may not involve every action listed depending upon the specific circumstances. Disciplinary action may be triggered by either deficient job performance or employee behavior.

1. **Verbal Warning:** The job or behavioral deficiency is formally, but privately discussed with employees by their immediate Supervisor or Program Director. The employee will be warned that a repetition or continuance of the deficiency will result in more severe disciplinary action. Program Directors must maintain a record of such actions, including date and time of verbal warning.
2. **Written Reprimand:** A written reprimand is given to the employee, describing the job or behavioral deficiency in detail. Included in the reprimand should be reference to any instance of previous counseling or verbal warning. The contents of the reprimand must be discussed with the employee. The employee is warned that a repetition or continuance of the violation will result in a more severe disciplinary action. The employee shall be invited to sign the reprimand to acknowledge receipt of it. The employee's signature does not imply agreement with the reprimand and is not necessary for the reprimand to be official. If the employee chooses not to sign it, that shall not invalidate the reprimand. The Supervisor or designee shall note the refusal to sign the reprimand. The reprimand shall be given to the employee and a copy shall be placed in the employee's personnel file.
3. **Probation:** This is a specific period of time, up to ninety (90) days, during which the employee's behavior or work is further evaluated. Employees can only be placed on performance probation by their Program Director or the Executive Director. Employees must be told in writing that at the end of performance probation they will either go back to normal status or be terminated. A letter notifying employees of placement on probation will contain:
 - specific reason(s) for the probation action,
 - effective date and length of probation, and
 - expected criteria to be met to satisfactorily complete probation. A copy

of the letter will be placed in the employee's personnel file.

4. **Suspension:** This is a specific period of time during which the employee does not work and is placed on leave status (without pay). Supervisory staff may recommend a suspension, but the decision is made by the Executive Director, who shall authorize the suspension of an employee. The employee will be notified in writing of their suspension, which will describe:

- the specific violation and/or events which warranted the suspension,
- any previous counseling and/or disciplinary action for related violations, and
- the effective date and length of suspension

A copy of the letter will be placed in the employee's personnel file.

5. **Termination:** This is involuntary termination of employment. The Executive Director will authorize the termination of an employee.

The disciplinary process may involve any of the preceding levels, including immediate termination, depending on YCAP's determination of the seriousness and consequences of an employee's actions. Examples of general categories of action that warrant disciplinary action include, but are not limited to the following:

- personal use, waste, or theft of any YCAP resource
- insubordination
- inappropriate behavior with co-workers or clients
- falsification of records
- illegal acts relating to job performance
- breaches of confidentiality
- maltreatment of clients, staff or any other persons encountered through work at YCAP
- failure to follow any other YCAP policy, rule, regulation, or job requirement not specifically mentioned herein
- unsatisfactory job performance
- being under the influence of alcohol, marijuana or illegal drugs at work

Employees should consult their Program Directors if they have any questions concerning inappropriate activities.

13. Open Door Policy

YCAP believes it is extremely important that you have an effective means of addressing work-related issues. We strongly believe that by working together, we can resolve most any question or concern that may arise. If you have a problem or concern, we want you to tell us. For matters pertaining to harassment or offensive conduct, please also refer to procedures

contained in our [“Policy Against Harassment”](#).

Please use the following procedure in expressing your concerns.

- First, talk to your supervisor. Your supervisor is your principal contact with management. Supervisors have a considerable amount of technical knowledge and experience in the industry. Our supervisors are trained to deal with problems. They are very familiar with YCAP policies and will handle matters in a confidential manner. If you are uncomfortable or unable to discuss an issue with your supervisor, you may ask to meet with your Program Director.
- You and your supervisor can satisfactorily resolve most problems. You should first present any questions or concerns about policies, procedures, equipment, safety or other matters to your supervisor.
- If you are not satisfied with the answer from your supervisor or Program Director or you feel that you cannot discuss the issue with your supervisor or Program Director you should talk to the Human Resources Director .
- After taking the steps described above, submit any issue remaining unsolved to the Executive Director. He or she will carefully review the facts, consider your position and make a final and binding decision.

YCAP prohibits retaliation against any employee for exercising his/her right to bring issues to the attention of management.

14. Employee Termination

YCAP strives to conduct its employment policies and practices in such a way that no employee would wish to leave for other employment. However, YCAP recognizes that each employee is free to leave at any time, just as YCAP is free to terminate employees at any time for any reason. Upon notice of termination, YCAP reserves the right to restrict access to agency premises and equipment. YCAP will require an employee to surrender keys and access passwords upon termination.

Voluntary Resignation

Resignation is a voluntary decision by an employee to terminate employment. All employees have the right to terminate their employment with YCAP at any time. Unless extenuating circumstances exist, to resign in good standing an employee should give YCAP proper written notice. Requirements are:

Non-Supervisory Personnel:	<i>two weeks notice</i>
Supervisors:	<i>two weeks notice</i>
Program Directors:	<i>three weeks notice</i>

This advance notification allows management time to adjust work schedules and secure a replacement. Employees who provide the above required notice of resignation and satisfactorily perform work during their regularly scheduled hours for the two-week notice

period are eligible for annual leave payout.

Reduction in Force

YCAP also may be required to lay off employees whenever it deems necessary because of a shortage of funds, a shortage of work, a material change in duties or organization, discontinuance of a project or program, or for any other associated reason.

Each regular employee affected by a reduction in force shall be notified in writing (including the reason thereof) as far in advance of the scheduled termination as possible.

Involuntary Termination (See Employee Disciplinary Action)

Exit Interview

Whenever feasible for voluntary terminations, an exit interview will be conducted by YCAP management with each terminating employee. The following forms will be completed:

- Release of Information
- Exit Interview
- COBRA

Following both voluntary and involuntary terminations, employees shall return their keys and other YCAP property to the Human Resources Director.

In the absence of the terminating employee, no exit interview will be required. The Release of Information form will be mailed to the employee's last known address with a postage-paid return envelope.

15. Whistleblower Policy

If any employee reasonably believes that some policy, practice, or activity of YCAP is in violation of law or regulation, a written complaint may be filed by that employee with the Executive Director. If the employee believes that the Executive Director may be involved in the illegal practice, the employee should file the written complaint with the YCAP Board Chair.

YCAP strives to adhere to all laws and regulations that apply to the organization, and the underlying purpose of this Manual is to support the organization's goal of legal compliance. The support of all employees is necessary to achieve compliance with all applicable laws and regulations. An employee is protected from adverse employment action if the employee brings an alleged unlawful activity, policy, or practice to the attention of the Executive Director and provides YCAP with a reasonable opportunity to investigate and correct the alleged activity before it has been otherwise discovered.

YCAP will not retaliate against an employee who, in good faith, has made a protest or raised

a complaint against some practice of YCAP, or of another individual or entity with whom YCAP had a business relationship, on the basis of a reasonable belief that the practice is in violation of law or regulation.

YCAP will not retaliate against an employee who discloses or threatens to disclose to a supervisor or a public body any activity, policy, or practice that the employee reasonably believes is in violation of a law, or regulation mandated pursuant to law.

Employee Abide and Acknowledgement Agreement

I have received a copy of the YCAP Employee Handbook. I understand that it is my obligation to understand all of the rules, policies, terms and conditions and to abide by them. If I have any questions regarding these policies, I will ask my supervisor, my Program Director or Human Resources Director. I understand and agree that employment at YCAP is “at will.” I also understand and agree that any provision of this handbook may be amended or revised at any time by the Agency with or without notice.

Furthermore, I specifically agree to the terms of the “Alcohol and Drug Free Workplace” policy contained in this Employee Handbook. I understand that YCAP is a Zero Tolerance Workplace and I am committed to keeping YCAP free from drugs and alcohol.

Employee Name (Print): _____

Signed: _____ Date: _____

(Please return to the HR Department prior to the end of the first day worked.)