

**SKYLINE COMMUNITY ACTION
PARTNERSHIP, INC.**

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**PERSONNEL
POLICIES**

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PERSONNEL POLICIES
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FOREWORD TO PERSONNEL POLICIES

Welcome to Skyline Community Action Partnership, Inc. (hereinafter referred to as “Skyline CAP” or “Agency.”) This manual, while not an implied or expressed contract, states the general terms and conditions of employment for your guidance. It is the policy of Skyline CAP that all employees are employed at the will of the agency. We place special emphasis at Skyline CAP on our employees as individuals and recognize that no manual can cover all situations. It is our hope that everyone will be able to achieve the highest level of performance and job satisfaction possible. This manual, or any other communication, shall not bind Skyline CAP to employment.

An effective Agency demands a cooperative effort on the part of everyone involved, directly or indirectly, and these policies, when followed earnestly by all parties involved, offer an ever-present opportunity to ensure the operation of an effective agency.

The purpose of this manual is to set forth the personnel and administrative policies for Skyline CAP employees. It also explains benefits that you may receive as an employee. You are encouraged to discuss any questions you may have with your Program Director or with the Human Resources Director.

*Please note that certain areas have been **ITALICIZED** to indicate policies that are specific to the Head Start program administered by Skyline CAP.*

BOARD OF DIRECTORS

The Skyline Community Action Partnership Board of Directors is the appointed policy-making body for the Agency. The Board does not participate in the internal management of Skyline CAP. Rather, internal management of the Agency is the responsibility of the Executive Director and staff who administer the Agency within the established guidelines. In short, the Board establishes policy, the staff implements the policy, and the Executive Director is responsible for day-to-day operations. The Board does, however, identify community needs and formulates strategic plans of long and short-range goals to assist the targeted populations, as well as establish long and short-range goals of the Agency. The Board of Directors appoints the Executive Director.

AUTHORITY AND RESPONSIBILITY

Adoption of these personnel policies by the Board of Directors, and the Head Start Policy Council for Head Start related issues, delegates the Executive Director with authority and responsibility to execute and administer. The Board of Directors will approve the personnel policies and procedures regarding the hiring, evaluation, compensation and termination of the Executive Director, Head Start Director, Finance Director and Director of Human Resources and any other person in an equivalent position with the agency. Additionally, the Executive Director is responsible for presenting written revision recommendations to the Board of Directors, prior to implementation, for more effective administration.

SCOPE

When there is a conflict between these policies and the policies required by an agency contract, the policies of the funding agency (Skyline CAP, Inc.) shall take precedence.

AMENDMENTS

The Board of Directors delegates to the Executive Director the task of establishing, reviewing and revising all personnel policies. These policies shall be reviewed annually and revisions, if needed, will be made in accordance with guidelines indicated. It will be the employee’s responsibility to keep the manual updated as instructed by management. Revisions and changes will be made available to you as soon as possible after adoption.

AGENCY BACKGROUND

Skyline Community Action Partnership is a nonprofit community agency serving low-income residents of Greene, Madison, and Orange counties with a variety of programs intended to alleviate the causes and conditions of poverty and promote self-sufficiency. As part of its services, Skyline CAP operates Head Start in Greene, Madison, Page, Rappahannock, Shenandoah and Warren counties. A Board of Directors governs Skyline CAP. The Board is responsible for setting policies for its staff members. The Board employs the Executive Director, to whom it delegates responsibility for the day-to-day administration of the organization. The Executive Director manages the staff, following policies approved by the Board of Directors. The Agency accomplishes its mission by:

- mobilizing resources;
- utilizing innovative approaches;
- involving the client population in development and implementation; and
- strengthening service delivery mechanisms.

In keeping with the goals, the Agency's mission, as stated for all Community Action Agencies in the Omnibus Budget Reconciliation Act (OBRA) of 1981, is as follows:

1. Provide a range of services and activities having a measurable and potentially major impact on causes of poverty in the community, or those areas of the community where poverty is a particularly acute problem;
2. Provide activities designed to assist low-income participants including the elderly poor;
3. Provide, on an emergency basis, for the provision of such supplies and services, nutritious foods and related services as may be necessary to counteract conditions of starvation and malnutrition among the poor;
4. Coordinate and establish linkages between governmental and other social service programs to assure the effective delivery of such services to low-income individuals; and
5. Encourage the use of entities in the private sector of the community in efforts to alleviate poverty in the community.

Skyline CAP, Inc. is a private non-profit agency, uniquely structured to accomplish the broad goals contained in the mission described above. A copy of the Agency's Organizational Structure is attached.

Additional information about the organization and its mission will be provided during new employee orientation by management staff.

MISSION STATEMENT

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Mission

It is the mission of Skyline CAP to provide a hand up to those in need through actions promoting self-sufficiency.

We seek to alleviate the impact of poverty on the neediest of residents in the service area of Madison, Greene and Orange counties located in central Virginia, by focusing on education, affordable housing and housing stability services.

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SECTION 1.

EMPLOYMENT, HIRING AND ORIENTATION PRACTICES

EQUAL OPPORTUNITY / AFFIRMATIVE ACTION POLICY	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 1.1

Skyline CAP is an equal opportunity and affirmative action employer. All personnel activities will be conducted in a manner to assure equal opportunity for all and will be based solely on the individual merit and fitness of applicants or employees without regard to race, color, religion, creed, gender, age, national origin, marital status, veteran's status, or disability.

Special actions will be taken to ensure that any discriminatory practices that impede equal opportunity in the Agency are identified and eliminated. Such discriminatory practices shall be changed in order to provide all persons with the opportunity to compete equally for jobs and promotions on the basis of ability and qualifications.

A utilization review of hiring practices and trends will be conducted once a year by the EEO Officer/Human Resources Director.

The Affirmative Action Plan will be reviewed and modified if necessary, every two years to address any underutilization identified.

Employees hired for positions in programs where the primary responsibility is direct child care must be at least 18 years of age in accordance with the regulations established by Virginia Child Care Licensing Standards.

EMPLOYEE SELECTION PROCESS	
EFFECTIVE DATE: 6/16/2020	POLICY NUMBER: 1.2

Skyline CAP is committed to being an equal opportunity employer. Skyline CAP does not discriminate against individuals in employment on the basis of race, sex, religion, color, national origin, age, or disability nor does it tolerate any form of harassment in the workplace against individuals on the basis of their race, color, religion, sex, gender identity, sexual orientation, pregnancy, status as a parent, national origin, age, disability(physical or mental), family medical history or genetic information, political affiliation, military service or other non-merit based factors. This includes all terms and conditions of employment from the hiring stage through cessation of employment. Skyline CAP requires all of its employees as a condition of employment to act in accord with this policy of nondiscrimination, nonharassment and equal opportunity for all individuals regardless of their race, sex, religion, color, national origin, age, or disability. If anyone believes he or she has been a victim of any type of discrimination or unlawful harassment, please report this immediately to your immediate supervisor or, if such reporting is inappropriate, then report it to the Human Resources Director or other Skyline CAP designated representative. Additionally, if any employee has witnessed during the course of their employment any type of unlawful employment discrimination or harassment, please report this promptly to your immediate supervisor or, if such reporting is inappropriate, then report it to the Human Resources Director or other Skyline CAP designated representative. Once reported, the Human Resources Director will investigate the complaint. The investigation will involve meeting with the alleged victim, the alleged wrongdoer and relevant witnesses. Employees may be confident that Skyline CAP will not tolerate any form of retaliation against an employee who, in good faith, makes a complaint of discrimination pursuant to this Section, assists in making such a complaint or cooperates in investigation of such complaint.

The Executive Director shall be responsible for hiring staff to accomplish the objectives of the Agency.

Parents will participate in the process of selecting Head Start personnel for Skyline CAP. Training will be provided to the Policy Council, Head Start parents and Managers annually.

The Human Resources Director, along with the Executive Director or Program Director, will coordinate activities in hiring for open positions.

Selection Panel: Panel members, screening criteria and interview questions must be approved by the Executive Director or Designee prior to the start of the selection process. The selection process will begin the day after the publicized application date. *Head Start program staff shall be selected by a panel that will consist of one Head Start parent, the Head Start Director or designee and one additional Head Start staff member. When the position to be filled is that of the Head Start Director, the selection panel shall include the Executive Director.*

Testing/Screening: Applicants for certain positions may be required to complete a standard screening instrument and take a test as a condition of being considered for employment. None of these tools will discriminate against any ethnic, religious, disabled, or other minority group.

Interview: If a qualified pool of applicants exists, the individuals will be scheduled for interviews. Interview questions, written exercises, job related observations and/or work samples, which may be part of the interview process, must be job related and consistent with the knowledge, skills and abilities needed to perform the job and must be uniformly administered to each applicant. All panel members must sign a confidentiality statement prior to the interview.

Hiring Decisions: After all interviews have been conducted, the Program Director forwards the completed interview package, with a recommendation for hire to the Human Resources Director who will review the package to ensure that the hiring recommendation is consistent with the results of the screening and interview process. The Human Resources Director will complete the reference checks, review results of the Criminal Background check and ensure that the affirmative action plan has been complied with. The package will then be forwarded to the Executive Director who accepts or rejects the package. Decisions to hire Program Directors shall require approval from the Board of Directors. *Decisions to hire any person who works primarily for the Head Start program shall be approved by the Policy Council members.*

EMPLOYMENT CLASSIFICATIONS AND CATEGORIES	
EFFECTIVE DATE: 6/16/2020	POLICY NUMBER: 1.3

Employees will be notified at the time of employment as to whether they are classified as exempt or non-exempt. Specifically, classifications will be as follows:

EXEMPT: Salaried employees are not eligible to receive overtime pay. The salary covers all hours worked, including time when additional hours are needed to complete projects and tasks. Exempt employees will complete task sheets for documentation purposes. Notwithstanding any other provision in this Manual, no deduction from the salary of exempt employees will be made in violation of the Fair Labor Standards Act. If any such deduction is made, it shall be deemed inadvertent and money erroneously deducted from an exempt employee's pay will be restored. Exempt employees, in accordance with the Fair Labor Standards Act, are paid a full day for each day worked, regardless of the number of hours worked.

NON-EXEMPT: Personnel classified as Non-exempt are entitled to overtime pay under specific provisions of federal law.

There are eight categories of employees. These categories are as follows:

Regular Full-time employees are those who are not in a temporary or introductory status and are regularly scheduled to work Skyline CAP's full-time schedule of 35 hours per week. They are eligible for Skyline CAP's benefit package, subject to the terms, conditions, and limitations of each benefit program.

Regular Part-Time employees are those who are not assigned to a temporary or introductory status and who are regularly scheduled to work less than the full-time work schedule of 35 hours per week, but at least 20 hours per week. Regular part-time employees are eligible for Skyline CAP's benefit package subject to the terms, conditions, and limitations of each benefit program.

Regular Reduced Part-Time employees working less than 20 hours per week. These employees are eligible for sick, annual or personal and holiday leave.

Introductory employees are those whose performance is being evaluated to determine whether further employment in a specific position or with Skyline CAP is appropriate. Full-time and part-time employees who satisfactorily complete the 90-day introductory period will be notified of their removal from introductory status.

EMPLOYMENT CLASSIFICATIONS AND CATEGORIES	
EFFECTIVE DATE: 10/1/2012	POLICY NUMBER: 1.3

Long Term Substitute/Temporary employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration, not to exceed six months. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees receive all legally mandated benefits (such as worker’s compensation, unemployment insurance, and Social Security). They are ineligible for all of Skyline CAP’s benefits programs, except holiday leave.

Substitute/Emergency Temporary employees are those designated to generally work no more than 30 consecutive days in order to fill an immediate staffing need. Employment beyond any initially stated period does not in any way imply a change in employment status. Emergency temporary employees retain status unless and until notified of a change. While emergency employees receive all legally mandated benefits (such as worker’s compensation, unemployment insurance, and Social Security), they are ineligible for all of Skyline CAP’s other benefits programs.

Volunteers provide services to Skyline CAP on a voluntary basis without payment. These individuals do not receive legally mandated benefits (such as worker’s compensation, unemployment insurance, and Social Security), and are ineligible for all of Skyline CAP’s other benefits programs.

Student Interns are volunteers who provide services to Skyline CAP on a voluntary basis without payment. They do not receive legally mandated benefits (such as worker’s compensation, unemployment insurance, and Social Security), and are ineligible for all of Skyline CAP’s other benefits programs.

Skyline CAP reserves the right to add, modify or eliminate any benefits provided to employees, regardless of the category, as it deems necessary.

GENERAL EMPLOYMENT STATEMENT	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 1.4

Skyline CAP attempts to employ people who are the best qualified for their position. Employment shall be on the basis of proven competence or potential ability as indicated by academic and/or vocational training, personal attitude, and prior work experience in accordance with the qualifications and essential job functions listed on the job description.

The employment of all persons shall be contingent upon the approval of the Executive Director, *and for Head Start positions, the Policy Council*. Hiring of Program Directors shall require approval from the Board of Directors.

As an employer whose employees have the ability by law to resign at any time, we hope to provide a work environment that will inspire you to remain with the Agency. Likewise, Skyline CAP may discharge an employee at will with or without cause and without notice at any time. It is further understood that this “at will” employment relationship may not be changed by conduct.

For additional information on newly hired employees, see Policy Number 1.10, “INTRODUCTORY EMPLOYEES.”

HIRING PRACTICES	
EFFECTIVE DATE: 7/1/2015	POLICY NUMBER: 1.5

New Hire: All new employees maintain a 90-day introductory period from his or her first day of employment. This introductory period allows for the proper documentation to be received (criminal checks, etc.), as well as determination of required performance. The Human Resources Director is responsible for having the new employee complete all pre-employment forms, benefit applications, enrollment forms, and provide the employee with access to the Personnel Manual for additional Agency information. Additionally, the name and address of newly hired employees will be released by Skyline CAP to the Division of Child Support Enforcement of the Virginia Employment Commission, as required by state legislation.

The following must be submitted for all new staff within the time frame indicated:

Prior to Employment:

Criminal History Record Request

First day of Employment:

Offer Letter
Request for Personnel Action
Employment Eligibility Verification (I-9)
Sworn Disclosure Statement
Payroll Withholding Certifications (Federal & State Forms W-4)
Confidentiality Statement
Child Abuse Check/Central Registry Check
Code of Conduct
Emergency Contact Form
Orientation Checklist
Physical Address if mailing address is a Post Office Box.
TB Report .

Within 21-Calendar Days of Employment:

Verification of Qualifications (copies of diploma, transcripts, when applicable)
Insurance Enrollment Forms (medical, life insurance)

Within 60 Calendar Days of Employment:

Physical

Employees are required to provide information to the Personnel Department in order to keep personnel files current for changes in addresses and telephone numbers.

For additional information on new hires, see Policy Number 1.3, "INTRODUCTORY EMPLOYEES"

Rehire: Applications received from former employees will be processed using the same procedures and standards that govern all applications. The hiring Program Director will review the former employee's performance records and the circumstances surrounding previous employment with the Agency. This information will be provided to those responsible for screening and interviewing applicants. Adequate notice of resignation must have been provided to the Agency during previous employment.

HIRING PRACTICES (Continued)	
EFFECTIVE DATE: 7/1/2015	POLICY NUMBER: 1.5

Nepotism / Hiring of Relatives: Family members of current employees may be a valuable source of qualified applicants; however, members of the same family will not be permitted to work in the same classroom area or in the area of Financial Management. No person shall hold a job while he or she or a member of his or her immediate family serves on a board or a committee of the agency if that board or committee has authority to order personnel actions affecting his or her job. No person shall hold a job over which a member of his or her immediate family exercises supervisory authority. For the purpose of this policy, immediate family shall include any of the following persons:

Husband	Mother-in-Law	Niece
Wife	Father-in-Law	Nephew
Mother	Son-in-Law	Brother-in-Law
Father	Daughter-in-Law	Sister-in-Law
Sister	Step-Child	Grandmother
Brother	Step-Parent	Grandfather
Daughter	Aunt	Granddaughter
Son	Uncle	Grandson
Any person residing in the employee's immediate household		

Hiring of Disabled: Skyline CAP will abide by regulations as outlined in the Americans with Disabilities Act (ADA), and will not discriminate against any individual with a disability in hiring or promotion if the applicant is otherwise qualified for the position and can perform the essential functions indicated on the job description, with or without reasonable accommodation to be in compliance with the Americans with Disabilities Act (ADA).

Hiring of Head Start Parents: *Parents of children currently or formerly enrolled in Head Start who qualify for and apply for positions in the Head Start program will be given preference over other applicants when both are equally qualified. Head Start Community Volunteers who are not parents of children currently or formerly enrolled in Head Start programs who apply for positions will not be given special preference.*

INTERNS AND CONSULTANTS IN HEAD START	
EFFECTIVE DATE: 7/1/2009	POLICY NUMBER: 1.6

Skyline CAP may hire consultants or recruit interns to perform tasks and duties to complement the program. *All consultants and interns for Head Start or Child Care programs must submit the following information to the Agency before beginning work:*

- *Tuberculin Test (or screening) with Date and Results*
- *Sworn Disclosure Statement*
- *Confidentiality Statement*
- *Criminal History Record with applicable processing fee*
- *Child Abuse Check with applicable processing fee*
- *Resume and or verification of qualifications*

The Human Resources Director will assist in obtaining these documents during in-processing.

All consultants and interns will be required to adhere to the CODE OF CONDUCT, as described in Policy Number 6.2.

JOB DESCRIPTIONS	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 1.7

Job descriptions are available for each position within the Agency, and are maintained in the central office. Each job description includes the following:

- Job Title
- Supervisor of Position
- Titles Supervised by Position
- General Responsibility
- Specific Duties
- Qualifications
- Exempt / Non-Exempt Status
- Date of Last Revision

Job descriptions are used to determine employee selection, job requirements, organizational structure, and the relation of jobs to each other. Administration periodically reviews all job descriptions to ensure equity and consistency in the Agency.

MEDICAL / TUBERCULIN REPORTS	
EFFECTIVE DATE: 7/1/2011	POLICY NUMBER: 1.8

A tuberculin test and medical evaluation is required of all employees. Tuberculin tests are due within 10 days of employment (then every two years) to meet Virginia Child Care Licensing Standards and to ensure that the employee is capable of performing his or her job-related duties. Medical evaluations must be repeated every four years.

Staff will be notified when the tuberculin test / medical report needs to be updated. Employees failing to obtain or update the tuberculin test or medical evaluation by the due date may be suspended without pay for a period of up to 10 days. Termination will result if not submitted within the suspension period.

Any staff member who comes in contact with a known case of tuberculosis, who develops progressive respiratory symptoms or who tests positive to the tuberculosis screening shall, immediately notify their supervisor, regardless of the date of the last screening, obtain and submit within one month of such incident a determination of noncontagious by a physician or a local health department official. Until such determination is made, that staff member shall not have direct contact with children or food served to the children.

NEW EMPLOYEE ORIENTATION	
EFFECTIVE DATE: 7/1/2009	POLICY NUMBER: 1.9

All new employees will be provided with an orientation, upon hire. The goals of the New Employee Orientation are as follows:

- To establish good employee-employer communication;
- To reduce the anxieties of a new environment and new responsibilities;
- To build teamwork spirit;
- To inform the employee of the history / achievements of the agency; and
- To provide the employee with valuable information about the personnel policies and procedures.

The Human Resources Director will coordinate orientation sessions and conduct the administrative orientation, including, but not limited to:

1. Assisting new employees with completion of all personnel form requirements
2. Discussion of the Personnel Policy Manual
3. Discussion of pertinent finance and administrative procedures.
4. Collection of required medical tests.

Questions as they relate to clarification of the personnel policies should be directed to the Program Director or the Human Resources Director.

Program Directors are responsible for ensuring that the new employee is provided with in-depth information regarding his or her specific role and responsibilities within the agency. This program-specific orientation will include, but is not limited to:

1. Review of the job description and performance expectations and standards of conduct;
2. Tour of facilities and introduction to staff;
3. Provision of work schedule.

Documentation of completed orientation will be maintained in the employee's official personnel file. Managers are responsible for completing the program-specific orientation and returning documentation to the Executive Director within thirty days of hire.

INTRODUCTORY EMPLOYEES	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 1.10

Any newly hired person will be considered as an Introductory Employee for the first 90 days of employment. The Introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new post meets their expectations. Skyline CAP uses this period to evaluate employee capabilities, work habits, and overall performance. Either the employee or Skyline CAP may end the employment relationship at will at any time during the introductory period with or without cause.

All new and rehired full-time and part-time employees work on an introductory basis for the first 90 days after their date of hire. Introductory employees who change positions within Skyline CAP must complete a second introductory period of the same length. Any significant absence (30 days or more) will automatically extend an introductory period by the length of the absence. If Skyline CAP determines that the designated introductory period does not allow sufficient time to thoroughly evaluate the employee's performance, the introductory period may be extended for a specified period not to exceed 60 days with Executive Director approval.

In cases of promotions within Skyline CAP, an employee who is not successful in the new post can be removed from that post at any time during the secondary introductory period if the employee fails to meet the requirements of the post. If this occurs, the employee may be allowed to return to his or her former job or a comparable job for which the employee is qualified, depending on availability of such post, Skyline CAP's needs and the approval of the Executive Director.

Employee performance will be evaluated following completion of the introductory period. If employee performance meets requirements, the employee will have successfully completed this period. A request for Personnel Action form will be completed at the end of the 90 day Introductory period.

During the initial 90-day introductory period, employees are eligible for most benefits available to full-time or part-time employees. During the initial introductory period employees do not have access to the grievance procedures.

RECRUITMENT AND ANNOUNCEMENT OF POSITIONS	
EFFECTIVE DATE: 7/1/2011	POLICY NUMBER: 1.11

Appointment of the Executive Director will be made by the Board of Directors. The Executive Director serves at the pleasure of the Board of Directors. Responsibility for filling the Executive Director position, when vacant, is left to the Board of Directors.

All open positions shall be posted at Skyline CAP work sites and administrative offices and announced to the general public through the VEC at the discretion of the Program Director or Executive Director. All position announcements will indicate "Skyline Community Action Partnership is an Equal Opportunity Employer." The announcement to staff shall not be a guarantee that a current staff member will be hired. However, preference will be given to qualified staff over outside applicants when both are equally qualified.

All applicants must complete an employment application in response to their interest in each open position.

TRANSFERS AND TEMPORARY ASSIGNMENTS	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 1.12

Employees may be transferred within the Agency as far as practical to open positions for which they meet requirements. Transfer is defined as the lateral move of an employee into another position within the same classification and level with no change in compensation. When soliciting in-house promotions or transfers, announcements need only be made within the Agency. *The Policy Council must approve transfers for Head Start positions.*

A transfer may occur if:

1. A position vacancy exists in which a current employee in the same classification wishes to be placed. The employee must request the transfer in writing to the Executive Director who considers the request after discussion with the direct supervisor and by the Program Director.
2. The Executive Director directs the transfer of an employee based on Skyline CAP's organizational needs in carrying out its programmatic requirements. The best interests of all employees will be met to the extent possible.

Prior to granting or directing a transfer, the Executive Director or designated Manager is responsible for communicating with all involved parties regarding the transfer. Final determination and rationale will be placed in the employees personnel file.

Temporary assignments may be made by the Executive Director to allow the use of employed staff in instances where incumbents are unavailable to perform the duties in excess of 30 days due to recent resignation / dismissal, extended leave, or other reasons as approved by the Executive Director. An adjustment in salary may or may not be authorized, dependent upon the length of position assignment, the change in responsibilities and availability of funding.

DRIVING RECORDS/PROCEDURES	
EFFECTIVE DATE: 7/1/2015	POLICY NUMBER: 1.13

Any employee who drives any vehicle on Skyline CAP business must maintain automobile liability insurance. Such employees must maintain required auto liability insurance throughout their employment. **ALL VEHICLE OCCUPANTS ARE REQUIRED TO WEAR SEAT BELTS. ALL CHILDREN MUST BE IN APPROPRIATE SEAT RESTRAINTS.**

Employees must follow all state and local laws while driving, including those regarding the use of cell phones or any other electronic devices.

An employee convicted of any moving violation must immediately report the incident to their supervisor.

Use of an employee's personal vehicle, for customer transportation must be approved by the Program Director.

SECTION 2.

ATTENDANCE/ WORK DAY / HOURS OF OPERATION

ABSENTEEISM / TARDINESS OF STAFF	
EFFECTIVE DATE: 7/1/2015	POLICY NUMBER: 2.1

Reporting Absences/Late Arrivals: All employees must provide adequate notice to their Manager, if they are unable to report to work as scheduled. Teaching staff must call their Manager at least one hour prior to the beginning of their shift. Staff failing to do so will be considered “unexcused”. Managers will consider extenuating circumstances on a case by case basis. The unauthorized absence will be considered Leave Without Pay and a reprimand will be made to the employee. A copy of this reprimand will be filed in the employee’s personnel record. Three unexcused absences / late arrivals will be grounds for termination.

Excessive Absences: Managers are responsible for monitoring subordinates’ attendance. If absences appear to be excessive or a pattern is evident, the Program Director will follow action as described in Section 7.1, “CORRECTIVE ACTION AND PERFORMANCE IMPROVEMENT.”

HOURS OF OPERATION / ATTENDANCE / WORK SCHEDULE	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 2.2

Hours of Operation: The hours of operation for Skyline CAP will be from 8:00 a.m. to 4:30 p.m., Monday through Friday, excluding holidays.

Attendance / Work Day: A workday for full-time employees will begin as assigned by the Program Director with a total of 8.0 hours. (Part-time employees are assigned hours based on Agency need.) Employees are expected to arrive promptly, and be prepared for work at the beginning of his or her schedule. The Program Director will select a work schedule, for full and part time staff, which ensures effective functioning of the Agency. Efforts may be made in assigning work schedules for the convenience of the employee. The Program Director and/or Executive Director reserves the right to reschedule the hours for individuals for any given day, week or month, in the best interest of the Agency.

Lunch Period: The duration and scheduling will be determined by each Program Director. Full-time staff work 40 hours per week with an unpaid thirty-minute break for lunch and two paid fifteen minute breaks, as workloads permit. Employees working at least four hours per day are entitled to a fifteen minute break as workloads permit.

Administrative staff members may have the option of a flexible schedule (known as flex time) whereas four 10-hour days are observed versus the standard five 8-hour days. (Due to the coverage requirements in certain positions, education staff members may not participate in this option.) The flex -time schedule is totally contingent upon workload, and dates of such will be set and approved by the Program Director and Executive Director.

LEAVE OF ABSENCE/ LEAVE WITHOUT PAY	
EFFECTIVE DATE: 7/1/2012	POLICY NUMBER: 2.3

Work schedules for employees have been established giving consideration to the needs of the Agency. *Additionally, the programs serving children must assure appropriate staff/ child ratios and coverage requirements, etc.* Employee absences can have a detrimental effect on these conditions. Emergency circumstances will be considered on a case by case basis.

Leave of Absence: may be granted to an employee for illness or an emergency situation, but not on a routine basis. Employees who are not eligible for FMLA (see 4.8 for eligibility) must request a Leave of Absence when they cannot return to work within 5 days. All leaves of absence will be approved or denied by the Program Director or Executive Director. If a Leave of Absence is approved, the employee will use applicable leave (ie: sick of for illness or annual leave or personal leave if not for illness). While an employee is using accrued leave, Skyline CAP, Inc. will continue to pay for health, dental, life and disability benefits (if eligible). The employee will continue to pay their portion, if any. Once an employee has used all applicable leave, the Executive Director may see fit to continue to allow the Leave of Absence; however, the leave will fall under the conditions of Leave without Pay.

Leave without Pay: will only be granted in accord with the Family and Medical Leave (FMLA) or in accord with other extenuating circumstances and not on a routine basis. Leave without Pay must be approved by the Program Director and Executive Director. An approved leave without pay, outside of FMLA, of 30 calendar days or more, will affect benefits in that employees may elect to continue benefits at their own cost. Employees on FMLA receive benefits as dictated by federal law.

AUTHORIZED CLOSINGS	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 2.4

The Executive Director can authorize official closing of the agency due to inclement weather conditions, building, health and safety issues or other emergencies. Such closings may be authorized for an entire day or partial work day and for all, or part of the agency.

Employees who report to work, during an authorized closing, will not be paid additional compensation, leave or overtime. Employees on approved leave with pay during an authorized closing may request to substitute administrative pay in lieu of leave in cases where the intent of leave could not be fulfilled due to the circumstances of the closing.

When a closing results in a change in the work schedule such as a late opening or early closing, staff may request supervisory approval to stay at home and utilize personal or annual leave in cases where personal safety is a threat. Employees must have supervisory approval to leave work prior to an announcement of an early closing and must charge the difference between that time and the official closing time to annual leave, personal leave or leave without pay. Employees whose scheduled day off falls on a day when their worksite operation is closed will not be credited with time worked.

WEATHER RELATED CLOSING	
EFFECTIVE DATE: 7/1/2013	POLICY NUMBER: 2.5

Administrative Offices:

1. Administrative offices will follow the lead of the local County Government offices. Staff members should listen to local radio and television for weather related closings. Staff affected will receive administrative time off with pay. In cases where personal safety is a threat and the office is open, staff may request to stay at home and utilize annual leave, upon approval of his or her supervisor.

Head Start Operations:

1. *Head Start operations will follow the lead of the local school districts. In the event schools are opened late, teaching staff and family advocates are expected to report to work for the abbreviated schedule. In these events, staff members will be paid for a full day.*
2. *In the event of early dismissals, staff has already been at work and as such will be paid for a full day, regardless of the time of the early dismissal. Employees must have supervisory approval to leave work prior to an announcement of an early closing and must charge the difference between that time and the official closing time to annual leave, personal leave or leave without pay.*
3. *Personal or Sick leave will not be granted to any Head Start Staff when schools are closed due to weather.*

SECTION 3.

WAGE AND SALARY ADMINISTRATION

COMPENSATION	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 3.1

The salary scale established by Skyline CAP seeks to maintain employee compensation at a competitive level that will support effective recruitment and retention of competent staff. Each salary has a minimum and maximum pay rate. No employee shall be paid at a rate lower than the federal minimum wage.

Skyline CAP maintains its pay scale in accordance with a Classification Plan (see next page). All changes to the plan require approval of the Board of Directors and Head Start Policy Council. Employees will be assigned a pay range and step at the time of employment in accordance with the classification plan. Such assignment of a pay rate does not constitute salary for the entire year.

Compensation for New Hires

New full-time and part-time employees will be hired within the hiring range of their position based on availability of suitable qualified applicants, fiscal impact, and an assessment of their equivalent experience in a full or part-time position. The pay range is defined as Step 1 through Step 12 for each position. The Executive Director will make the final determination of starting pay rate within established parameters.

Compensation for Transfers

Transfers from one position to another in the same pay position will not result in an increase in salary.

Compensation for Demotions

It is the policy of Skyline CAP to treat all employees consistently and equitably upon demotion and to provide for reduction in compensation when appropriate.

1. Performance- An employee may be assigned to a position in a lower salary grade because the employee has displayed an inability to adapt to job requirements. The employee's salary is determined by the employee's experience applicable to the new position in accordance with the new hire compensation policy. Demotion to a previously held position will not result in a lower salary than that held while an incumbent of that position.
2. Voluntary- an employee may be assigned to a position in a lower salary grade when the employee initiates the demotion. The same criteria that apply in cases of demotion for performance reasons apply in case of voluntary demotions.
3. Disciplinary- An employee may be assigned to a position in a lower salary grade in lieu of termination.

Cost of Living Increases

When a cost of living increase is granted by Skyline CAP, all pay ranges are adjusted accordingly. Employees working for Skyline CAP at the time of grant issuance will receive the cost of living increase.

Salary Adjustments

Requests for pay scale adjustments will be made to the Executive Director by the Program Director. The Board of Directors must authorize pay scale adjustments. *The Head Start Policy Council must authorize pay scale adjustments.*

Merit Increases

Employee performance will be evaluated annually. Outstanding job performance may be considered for a merit increase. Upon funding availability, recommendations will be sent to the Executive Director for approval.

CLASSIFICATION PLAN	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 3.2

Positions are established based on service delivery and organizational needs. Each position in Skyline CAP is represented by a position description reflecting the essential duties of the position and other relevant information. A complete analysis of the position is conducted by the Executive Director so that the position can be classified within the graded classification system. All positions in Skyline CAP are allocated to a classification and grade based on a task analysis or factor evaluation. All allocation recommendations are reviewed and approved by the Executive Director with final approval by the Board of Directors.

Reclassification

When the duties of a position change significantly over a period of time, the Executive Director may request a review for purposes of reclassification. Changes in the nature of a position may occur due to organizational changes, fiscal changes, vacancies or other factors.

All reclassifications are conducted by the Executive Director or Head Start Director, as appropriate. The reclassification will be approved by the Executive Director with final approval by the Board of Directors. Revision to the position of Executive Director will be conducted and approved by the full Board of Directors.

OVERTIME – AUTHORIZED HOURS	
EFFECTIVE DATE: 7/1/2011	POLICY NUMBER: 3.3

Due to the nature of the Skyline CAP mission, it may be necessary for employees to work additional hours during the week to accomplish specific tasks. Such additional time will be compensated according to the Fair Labor Standard Act (FLSA) when flexible scheduling is not feasible. For the purposes of determining eligibility for overtime compensation the Skyline CAP work week is Saturday thru Friday.

Personnel classified as "Non-Exempt" are entitled to overtime pay under specific provisions of federal law.

All hours worked in excess of your authorized weekly hours must be approved by the Manager or Executive Director prior to working. Overtime, which is paid at one and a half times the hourly rate is paid when more than 40 hours are worked in one work week. In cases where obtaining prior approval is not possible, such as situations involving child emergencies, the employee must notify their Manager immediately following the additional hours of work. If an employee does not obtain approval prior to working the additional hours, this is subject to disciplinary action.

Because of the limited funding and non-profit status of Skyline CAP, Program Directors should assign flexible schedules to avoid overtime hours worked (i.e. releasing the employee at an earlier time). When at all possible, flexible scheduling must be accomplished in the same work week in which extra hours are worked.

Compensatory time is not permitted for any employee, exempt or non-exempt.

SALARY ADMINISTRATIVE	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 3.4

Pay Day: Employees of Skyline CAP are paid on every other Friday. When the payday falls on a holiday, checks will be issued the last working day prior to the holiday. Each employee is responsible for assuring that his or her time and attendance is accurately documented in accordance with time and attendance procedures.

Timekeeping: Employees must accurately record the time they begin and end their work. Time is recorded in quarter-hour increments. They must also record the beginning and ending time, any split shift or departure from work for personal reasons. Overtime work must always be approved in accordance with policy 3.3 before it is performed. Failure to receive prior approval for overtime work is a violation of policy and will result in disciplinary action.

Timesheets not completed properly will be subject to return to the employee for correction. Time sheets must be received by the Finance department cut-off dates in order to be processed during the payroll run. Timesheets that miss the cut-off may result in no check for the employee, until the next pay period.

Pay Advances: Skyline CAP does not issue pay advances.

Payroll Deductions: In accordance with Federal and State law and pursuant to the tax form completed by each employee Skyline CAP will deduct from each employee's pay check federal income tax, state income tax and social security (FICA) and Medicare. Each employee has an affirmative duty to report any changes in the federal or state tax status to the Finance office and complete the necessary tax forms to reflect any change in, for example, marital status and in the number of exemptions. Skyline CAP will not make any such changes unless it receives a written authorization from the employee to do so.

Tax liens and wage garnishments will be honored in accordance with the State's Garnishment Law and the Federal Wage Garnishment Act.

The employee, additionally, has the option of subscribing to other benefits that may be offered by Skyline CAP through payroll deductions.

Every employee will receive an annual Wage and Tax Statement (IRS Form W-2) for the preceding year on or before January 31st. Any employee who believes that his or her W-2 statement is incorrect should contact the Finance Department immediately.

SECTION 4.

**EMPLOYEE
BENEFITS**

HOLIDAYS	
EFFECTIVE DATE: 10/13/2020	POLICY NUMBER: 4.1

Skyline CAP provides up to 16 paid holidays each year to eligible 12 month employees when the holiday falls on their normally scheduled day of work. Employees are eligible from the first day of employment. Head Start employees may be required to observe holidays on an alternate schedule to accommodate the school schedule. The Agency is officially closed on the following holidays:

- New Years Day (January 1)*
- Martin Luther King’s Birthday (Third Monday in January)
- President’s Day (Third Monday in February)
- Good Friday (Friday before Easter)
- Easter (Monday)
- Memorial Day (Last Monday in May)
- Juneteenth (June 19)*
- Independence Day (July 4)*
- Labor Day (First Monday in September)
- Columbus Day (Second Monday in October)
- Election Day (the Tuesday following the first Monday in November)
- Veteran’s Day (November 11)
- Fall Holiday (Thanksgiving and Day After)
- Christmas Eve (December 24)*
- Christmas Day (December 25)*

*Not applicable to 10 month employees

A recognized holiday that falls on a Saturday will be observed on the preceding Friday. A recognized holiday that falls on Sunday will be observed on the following Monday. In the case of Christmas Eve and Christmas Day, when one falls on the weekend and the other on a weekday, the Executive Director will rule on days to be observed as holidays.

Special holidays that are designated by the Governor of the Commonwealth of Virginia shall be observed as holidays by Skyline CAP.

Employees in the following employment classifications are eligible for holiday pay on a normal scheduled work day:

- Regular full-time
- Regular part-time
- Regular Reduced part-time
- Introductory full-time, part-time or regular reduced part-time
- Long term substitute/Temporary

Substitute/emergency temporary employees are not eligible for holiday pay.

Eligible employees will be granted their regular hours of paid leave for each holiday. Holiday pay will be calculated based on the employee’s straight-time pay rate as of the date of the holiday.

Any employee who is on a Leave Without Pay status immediately preceding or following a holiday will not be eligible to receive holiday pay.

If a recognized holiday falls during an eligible employee’s paid absence (e.g. vacation, sick leave), holiday pay will be provided instead of the paid time-off benefit that would otherwise have applied.

PERSONAL LEAVE	
EFFECTIVE DATE: 6/16/2020	POLICY NUMBER: 4.2

Head Start program staff and school related employees receive personal leave which is credited to them at the start of each Head Start school year. New hires will receive personal leave following completion of the 90-day probationary period. New hires who begin work after January 1st will be credited with prorated leave (50%) in the first year, following the completion of their 90-day probationary period.

<i>Completed Years of Service</i>	<i>Personal Leave Days</i>
<i>0 through 2</i>	<i>2</i>
<i>3</i>	<i>3</i>
<i>4</i>	<i>4</i>
<i>5 or over</i>	<i>5</i>

Personal leave days must be used by the end of the Head Start School year or they will be forfeited.

ANNUAL LEAVE	
EFFECTIVE DATE: 10/1/2012	POLICY NUMBER: 4.3

Employees of Skyline CAP other than Head Start program staff and school related employees are eligible for annual leave. Employees who work fewer than 12 months per year are not eligible for annual leave, but receive personal leave days each school year as stipulated in policy # 4.2.

Eligible employees accrue annual leave based on completed years of employment from the date of employment. Annual leave is earned according to the following schedule.

Completed Years of Employment	Annual Leave Days Earned	*Hours Accrued Each Pay Period (based on 80 hours)
0 through 4	15	5
5 through 9	18	6
10 and over	21	7

*Hours are accrued based on 24 pay periods. In months where there is a third pay period; no accrual is made for the third.

Annual leave is accrued for each pay period according to the number of hours paid. The accumulation for employees whose regular work week is less than 40 hours will be prorated from the schedule shown above.

Employees may take available annual leave at any time throughout the year so long as it does not interfere with Agency activities and position duties. All annual leave must be approved in writing by the employee’s immediate supervisor. Exempt employees may take annual leave only in full day increments.

Should an employee become ill while on approved annual leave, sick leave may be charged rather than annual leave. The change must be approved by the Program Director. The illness or injury must be reported immediately to the Program Director. The Program Director may require a doctor’s statement.

An employee’s annual leave time can be carried over to future fiscal years if not taken. However, the limit on the number of annual leave hours that an employee may carry-over is 240 hours. Annual leave in excess of these limits must be used or will be forfeited at the end of each fiscal year (June 30).

Annual leave pay shall be at the employee’s current salary rate.

Employees will not be charged with annual leave for holidays that fall within a period of annual leave.

Upon termination or resignation, the employee’s accrued annual leave hours, up to a maximum of 160 hours, will be added to the final paycheck using the employee’s current, straight time hourly rate for conversion. However, if an employee resigns and gives less than the required notice, he or she will forfeit their right to payment of all accrued annual leave pay.

Vacation time is not earned while an employee is on leave without pay status.

SICK LEAVE	
EFFECTIVE DATE: 10/1/2012	POLICY NUMBER: 4.4

Eligible employees will accrue sick leave (in proportion to the hours worked) at the rate of 0.84 working days per month. This amounts to 10 days per year for full time employees working twelve months per year. Sick leave is accrued on the first two pay periods of each month. Employees may accrue a maximum of six months sick leave in proportion to the hours worked. (For example, an employee who works 40 hours per week may accrue a maximum of 1040 hours; an employee who works 20 hours a week may accrue a maximum of 520 hours.) Employees on a leave without pay status will not earn sick leave until they resume regular employment.

Exempt employees may only take sick leave in full day increments. Exempt employees who have exhausted all leave balances, may submit a Leave Request form for authorization to use sick leave not yet earned, creating a negative sick leave balance. The Leave Request should be prepared and approved prior to the beginning of the affected pay period. The leave will be repaid thru the accruals of sick and annual leave when the employee returns to work.

It is in the best interest of an employee who is ill or injured that he or she not report or remain at work. It is at the Program Director's discretion to send the employee home if he or she is incapacitated or a threat to the health of co-workers and Agency clients. Leave, if available or eligible, will be authorized for use.

Time for routine doctor or dentist appointments for the employee or immediate family members (spouse, child or parent) may be charged to sick leave. However, employees are encouraged to make such appointments before arriving for work or after leaving work for the day, if possible. If time off is required for such appointments, arrangements should be made in advance with the supervisor. An employee is expected to notify his or her supervisor at least 30 minutes prior to the beginning of each workday during illness or injury. Exceptions to this include a serious accidental injury, hospitalization, and when it is known in advance that the employee will be absent for a certain period of time. Employees who are on sick leave for more than three (3) consecutive working days must submit a doctor's statement as to the nature and expected length of illness. Annual leave, Personal leave or Leave Without Pay will be charged if an employee fails to conform to notification procedures, and may be ground for disciplinary action.

Sick leave will not be granted to Head Start employees during a weather related school closing.

If you anticipate being absent from work for 5 days or longer, see policy # 4.8 Family Leave.

Any absence of 5 days or greater will automatically be subject to review for FMLA, for qualified employees, retroactive to the first related sick day. Each supervisor is responsible for reporting absences of 5 days to the Human Resources Director and also to either the Head Start Director or the Executive Director.

An employee who is injured while performing the duties of his or her position, without fault or negligence on his or her part, and who is accepted as compensable under the *Virginia Worker's Compensation Act*, may be granted injury compensation through the agency's worker's compensation insurance carrier. Procedures must be followed in accordance with the guidelines set forth for procedures of "INJURY ON THE JOB" (see 4.12). Available sick leave, up to 25% of the authorized working hours, may also be used by an employee if he or she is on Worker's Compensation; however, employees will not be eligible to receive any disability payments through the group insurance carrier while receiving sick leave benefits.

All unused sick leave will be forfeited upon termination. Sick leave is not earned while an employee is on a leave without pay status.

Return to Work after a Serious Illness: As a joint protection to the employee and the Agency, employees who have been absent from work, will be required to obtain a Doctor's release specifically stating that the employee is capable of performing his or her normal duties or assignments.

BEREAVEMENT LEAVE	
EFFECTIVE DATE: 7/1/2005	POLICY NUMBER: 4.5

Up to three days of bereavement leave is available to eligible employees, in the event of the death of an immediate family member. Eligible employees are those in the following classifications:

- Regular full-time employees
- Regular part-time employees
- Regular reduced part-time employees
- Introductory employees

If an employee wishes to use bereavement leave he or she must notify his or her supervisor immediately.

The following individuals are considered immediate family members:

- | | | |
|------------------------------|--------------------------|--------------|
| *Spouse or Significant Other | *Child | *Grandparent |
| *Sibling | *Parent | *Grandchild |
| *Parent-in-Law | *Step-Parent | *Step-Child |
| *Son / Daughter-in-Law | *Brother / Sister-in-Law | |

The use of up to 3 days sick leave may be authorized in the event of the death of a non-immediate family member. Employees must seek approval from the Program Director.

JURY DUTY/ WITNESS LEAVE	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 4.6

Jury Duty

Time off for mandatory jury duty is excused and paid at full salary. The subpoena or court order must be valid and on behalf of a federal, county or state court. Proof of duty or appearance must be attached to the leave request to the Program Director. There will be no adjustment in the employee's salary for receipt of jury duty pay. The employee is expected to report for work when it does not conflict with court obligations. It is the employee's responsibility to keep his or her Program Director informed about the amount of time required for jury duty or official court appearances. Additional verifications for jury duty will be required when appearances may be sporadic and indicated on the subpoena. Either Skyline CAP or the employee may request an excuse from jury duty, if the employee's absence would create serious operational difficulties.

Witness Duty

Skyline CAP permits employees to appear in court for witness duty when subpoenaed to do so. If employees have been subpoenaed or otherwise requested to testify as witnesses by Skyline CAP, they will receive paid time off charged to administrative leave for the entire period of witness duty. Proof of duty or appearance must be attached to the leave request submitted to the Program Director.

Employees who are subpoenaed as witnesses by a party other than Skyline CAP to testify in a job related matter will receive paid time off charged to administrative leave.

MILITARY LEAVE/ACTIVE DUTY	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 4.7

Permanent Employees who are members of the Reserve Components of the Armed Forces or National Guard may be granted military leave with pay for up to ten days per year for annual training encampments ordered or authorized by proper authority upon submission of appropriate documentation/military orders. The time required for authorized encampments will not be charged against an employee's annual leave time.

Active Duty

In the case where an employee is called for Active Reserve or National Guard Duty, the (USERRA (Uniformed Services Employment and Re-Employment Rights Act) will apply.

FAMILY LEAVE	
EFFECTIVE DATE: 3/8/2013	POLICY NUMBER: 4.8

A. POLICY

Skyline CAP will provide job protected leave under the Family and Medical Leave Act of 1993, implementing regulations as revised effective March 8, 2013. The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

B. PROCEDURE

1. Eligibility: An employee must have worked for Skyline CAP at least 12 months and have worked for at least 1,250 hours in the past 12 months to be entitled to FMLA leave. If an employee does not qualify for FMLA and a qualifying event occurs, the employee must request a leave of absence. Approval is at the employer's discretion.

2. Leave Time: Eligible employees are entitled to a total of 12 weeks of leave. Eligible employees who are immediate family members or next of kin of a covered servicemember are able to use up to a total of 26 weeks of leave to care for the covered servicemember with a serious injury or illness incurred or aggravated in the line of duty during any twelve (12) month period. Skyline CAP will consider the 12 month period as a rolling 12 month period measured forward from the date an employee's first FMLA leave begins. Leave taken for the birth of a child or the placement of a child for adoption or foster care must be taken within the 12-month period beginning on the date of the birth or placement.

3. Circumstances for Leave:

- (a) Birth of a child,
- (b) Care for a newborn or newly placed adopted child or foster child
- (c) Caring for a spouse, child or parent with a serious health condition, or
- (d) The serious health condition of the employee
- (e) Qualifying exigency leave for families of members of the National Guard, Reserves and the Regular Armed Forces when the Military family member is on covered active duty or called to active duty in support of a contingency operation.
- (f) Military caregiver leave to care for an ill or injured Servicemember or covered veteran.

4. Definitions:

- (a) "Child" means a child of an employee, including a biological, adopted or foster child; a stepchild, legal ward, or a child for whom the employee stands "in loco parentis" (in place of the parent). The child must be under 18 years of age or, if 18 years of age or older, incapable of self-care due to a physical or mental disability.
- (b) "Spouse" means a husband or wife as defined under State law.
- (c) "Parent" means the biological parent of an employee or an individual who stood "in loco parentis" with regard to the employee.
- (d) "Serious Health Condition" means an illness, injury, impairment or physical or mental condition that involves inpatient care at a hospital, hospice or residential medical care facility (*i.e.*, an overnight stay), or an incapacity that requires more than a 3-day absence from work, school or daily activities that also involves continuing care by a health care provider. Prenatal care and certain chronic health conditions also constitute Serious Health Conditions.

FAMILY LEAVE (Continued)	
EFFECTIVE DATE: 3/8/2013	POLICY NUMBER: 4.8

(e) "Health Care Provider" means a doctor of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, certain chiropractors, nurse practitioners, and nurse midwives, as well as certain Christian Scientist practitioners.

(f) "Qualifying Exigency" means one of the following situations where an immediate family member is (a) deployed to a foreign country as a member of the Regular Armed Forces or (b) is on or receives a federal call to active duty to a foreign country or in support of a contingency operation as a member of the Reserves or a retired member of the Regular Armed Forces or Reserves: 1) short-notice deployment, 2) military events and activities, 3) childcare and school activities of the military servicemember's child, 4) financial and legal arrangements, 5) counseling, 6) rest and recuperation (limited to 15 days per instance), 7) post-deployment activities, 8) Parental care of the military servicemember's parent and 9) additional activities that arise out of active duty, provided that the employer and employee agree, including agreement on timing and duration of the leave.

5. Provisions:

(a) An employee who takes FMLA leave will either be restored to the same employment position held prior to going on leave, or will be given an equivalent position with equal employment benefits, pay and other terms and conditions of employment.

(b) Health Benefits: Skyline CAP will continue to pay the employee's health insurance benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. When an employee chooses not to return to work for reasons other than a continued serious health condition or certain other circumstances beyond the employee's control, Skyline CAP may recover from the employee the amount paid for the employee's health insurance premiums during the time of leave. If the employee pays a portion of the health care premium, while on unpaid leave the employee must continue to make this payment. The payment must be received by the Finance Director by the 5th day of each month. If the payment is more than thirty (30) days late, the health care coverage may be dropped for the duration of the leave.

(c) Other Employer Provided Benefits: During any period of paid FMLA leave, the employee will continue to be enrolled in pension, life and disability benefits.

(d) Leave:

1. Employee's Own Health Condition

In the case of leave for childbirth or a Serious Health Condition of the employee, paid leave accrued under Skyline CAP's Sick, Personal and Annual Leave Policies, if any, must be used by the employee before the FMLA leave becomes unpaid, in the following order (unless otherwise requested by employee):

- (1) Sick leave
- (2) Annual or Personal leave

2. Leave to Care for Others

In the case of leave to care for a Spouse, Child or Parent with a Serious Health Condition, birth or placement of a child for adoption or foster care, paid leave accrued under Skyline CAP's Sick, Personal and Annual Leave Policies, if any, must be used by the employee before the FMLA leave becomes unpaid, in the following order (unless otherwise requested by employee):

- (1) Sick leave
- (2) Annual or Personal leave

FAMILY LEAVE (Continued)	
EFFECTIVE DATE: 3/8/2013	POLICY NUMBER: 4.8

The Family and Medical Leave Act offers job protected leave only up to twelve (12) weeks (paid and unpaid leave combined). If the staff member requires an extended leave of absence beyond the allowed 12 weeks, he or she may apply in writing to the Executive Director at least two weeks prior to the expected date of return to work. With prior approval, and upon written application, a staff member may use accrued authorized leave time including sick leave while he or she is on leave of absence.

Any absence of 5 days or greater will automatically be subject to review for FMLA, for qualified employees, retroactive to the first related sick day. Each supervisor is responsible for reporting absences of 5 days to the Human Resources Director and also to either the Head Start Director or the Executive Director.

6. Notification: Employees are required to notify the Program Director and the Executive Director of an impending need for FMLA leave. Skyline CAP is entitled to at least 30 days advance notice of an employee's intention to take FMLA leave for a foreseeable absence due to an expected birth, placement of a child for adoption or foster care, or for planned medical treatment. In the event that the employee is unable to provide 30 days advance notice, the employee must provide notice to Skyline CAP of the need to take leave as soon as it is practicable. An employee undergoing planned medical treatment is required to make reasonable efforts to schedule the treatment to minimize disruptions to company operations.

7. Certification: Skyline CAP will require medical certification for the leave request. **The employee must respond to such a request within 15 days of the request or provide a reasonable explanation for the delay. Failure to provide certification may result in a denial of the continuation of leave.** Before an employee who has taken leave due to a Serious Health Condition resumes work, Skyline CAP will require a certification from the health care provider that the employee is able to resume his or her duties, with or without reasonable accommodation. Skyline CAP has the right to request a second medical opinion regarding an employee's health condition based on a physical examination by a doctor, at the expense of Skyline CAP.

8. Intermittent/Reduced Work Schedule: Skyline CAP must approve an intermittent/reduced schedule for the Birth, placement of a child for adoption or foster care, or in the case of leave related to a serious health condition of the employee or the employees spouse, child, or parent.

9. Designation of FMLA leave: Within Five business days after the employee has submitted the appropriate Certification form, the HR Director will complete and provide the employee with a written response to the employee's request for FMLA using the DOL Designation Notice.

10. "Key Employee" Exception: Salaried key employees, *i.e.*, employees that make up the highest paid 10 percent of the employees within 75 miles of a given worksite are not afforded the same job protection after taking FMLA leave that applies to other employees. A key employee is entitled to FMLA leave and health benefits during the leave period. If, however, restoration of the employee to his or her job would create substantial and grievous economic harm to Skyline CAP, Skyline CAP is not required to restore the key employee to the former position. Key employees will be notified of their status at the time they request FMLA leave, and whether Skyline CAP believes it will cause a hardship to provide job restoration after the employee's FMLA leave has expired. Please contact the Human Resources Director for additional information.

Should the staff member fail to report to work promptly at the expiration of the leave, except for valid reasons submitted in writing in advance, or should the returning staff member refuse an offer of reinstatement, he or she will be treated as having voluntarily resigned. Certain types of earned benefits, such as paid leave, will not continue to accrue during periods of unpaid FMLA leave provided that such benefits do not accrue for employees on other types of unpaid leave.

FAMILY LEAVE	
EFFECTIVE DATE: 4/01/20-12/31/20	POLICY NUMBER: 4.8A

FMLA Leave Expansion and Emergency Paid Sick Leave Policy (Coronavirus)

Purpose

To comply with the Families First Coronavirus Response Act and to assist employees affected by the COVID-19 outbreak with job-protected leave and pay, where applicable. This policy will be in effect from April 1, 2020, until December 31, 2020. Our existing FMLA leave policy still applies to all other FMLA-qualifying reasons for leave outside of this policy.

Expanded FMLA Leave

Employee Eligibility

All current employees who have been employed with Skyline CAP, Inc. for at least 30 days and are actively scheduled for work are eligible for leave under this policy.

Employees laid off or otherwise terminated on or after March 1, 2020, who are rehired on or before December 31, 2020, are eligible for leave upon reinstatement if they had previously been employed with Skyline CAP, Inc. for 30 or more of the 60 calendar days prior to their layoff or termination.

Reason for Leave

Eligible employees who are unable to work (or telework) due to a need to care for their child when a school or place of care has been closed, or when the regular child care provider is unavailable due to a public health emergency with respect to COVID-19.

“Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- Under 18 years of age.
- 18 or older and incapable of self-care because of a mental or physical disability.

“Childcare provider” means a provider who receives compensation for providing childcare services on a regular basis, including:

- A center-based childcare provider.
- A group home childcare provider.
- A family childcare provider (one individual who provides childcare services for fewer than 24 hours per day, as the sole caregiver, and in a private residence).
- Other licensed provider of childcare services for compensation.
- A childcare provider that is 18 years of age or older who provides child care services to children who are either the grandchild, great grandchild, sibling (if such provider lives in a separate residence), niece or nephew of such provider, at the direction of the parent.

“School” means an elementary or secondary school.

Duration of Leave

Employees will have up to 12 weeks of leave to use from April 1, 2020, through December 31, 2020, for the purposes stated above. This time is included in and not in addition to the total FMLA leave entitlement of 12 weeks in a 12-month period.

For example, if an employee has already taken 6 weeks of FMLA leave, that employee would be eligible for another 6 weeks of FMLA leave under this policy.

FAMILY LEAVE	
EFFECTIVE DATE: 4/01/20-12/31/20	POLICY NUMBER: 4.8A

Increments & Intermittent Use of Leave

Employees may take expanded FMLA leave intermittently and in hourly increments. For example, an employee may only need 4 hours per day of leave to care for his or her child.

Pay During Leave

Leave will be unpaid for the first 10 days of leave; however, employees may use accrued paid vacation, sick or personal leave during this time. The employee may also elect to use the paid leave provided under the Emergency Paid Sick Leave Act, as further explained below. After the first 10 days, leave will be paid at two-thirds of an employee's regular rate of pay for the number of hours the employee would otherwise be scheduled to work. Pay will not exceed \$200 per day and \$10,000 in total, or \$12,000 in total if using emergency paid sick leave for the first two weeks. Any unused portion of this pay will not carry over to the next year.

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Employee Status and Benefits During Leave

While an employee is on leave, the company will continue the employee's health benefits during the leave period at the same level and under the same conditions as if the employee had continued to work. While on paid leave, the employer will continue to make payroll deductions to collect the employee's share of the premium. During any unpaid portions of leave, the employee must continue to make this payment per instructions from the HR department.

If the employee contributes to a life insurance or disability plan, the employer will continue making payroll deductions while the employee is on paid leave. During any portion of unpaid leave, the employee may request continuation of such benefits and pay his or her portion of the premiums. If the employee does not continue these payments, the employer may discontinue coverage during the leave. If the employer maintains coverage, the employer may recover the costs incurred for paying the employee's share of any premiums, whether or not the employee returns to work.

Procedure for Requesting Leave

All employees requesting FMLA leave must provide written notice of the need for leave to the HR Director as soon as practicable. Verbal notice will otherwise be accepted until written notice can be provided.

Notice of the need for leave must include:

- The name and age of the child or children being care for.
- The name of the school, place of care, or childcare provider that closed or became unavailable due to COVID-19 reasons.
- A statement representing that no other suitable person is available to care for the child or children during the period of requested leave. For children over the age of 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

On a basis that does not discriminate against employees on FMLA leave, the company may require an employee on FMLA leave to report periodically on the employee's status and intent to return to work.

FAMILY LEAVE	
EFFECTIVE DATE: 4/01/20-12/31/20	POLICY NUMBER: 4.8A

Employee Status After Leave

Generally, an employee who takes FMLA leave will be able to return to the same position or a position with equivalent status, pay, benefits and other employment terms. The company may choose to exempt certain key employees from this requirement and not return them to the same or similar position when doing so will cause substantial and grievous economic injury to business operations. Key employees will be given written notice at the time FMLA leave is requested of their status as a key employee.

Please contact the HR department with any questions.

Emergency Paid Sick Leave

Eligibility

All current full- and part-time employees scheduled but unable to work (or telework) due to one of the following reasons for leave:

1. The employee is subject to a federal, state or local quarantine or isolation order related to COVID-19.
2. The employee has been advised by a health care provider to self-quarantine due to concerns related to COVID-19.
3. The employee is experiencing symptoms of COVID-19 and seeking a medical diagnosis.
4. The employee is caring for an individual who is subject to either number 1 or 2 above.
5. The employee is caring for his or her child if the school or place of care of the child has been closed, or the childcare provider of such child is unavailable, due to COVID-19 precautions.
6. The employee is experiencing any other substantially similar condition specified by the secretary of health and human services in consultation with the secretary of the treasury and the secretary of labor.

“Child” means a biological, adopted or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is:

- Under 18 years of age.
- 18 or older and incapable of self-care because of a mental or physical disability.

“Individual” means an immediate family member, roommate or similar person with whom the employee has a relationship that creates an expectation that the employee would care for the person if he or she self-quarantined or was quarantined. Additionally, the individual being cared for must: a) be subject to a federal, state or local quarantine or isolation order as described above; or b) have been advised by a health care provider to self-quarantine based on a belief that he or she has COVID-19, may have COVID-19 or is particularly vulnerable to COVID-19.

Furloughed employees are not eligible as there is no work available from which to take leave.

Amount of Paid Sick Leave

All eligible full-time employees will have up to 80 hours of paid sick leave available to use for the qualifying reasons above. Eligible part-time employees are entitled to the number of hours worked, on average, over a two-week period.

FAMILY LEAVE	
EFFECTIVE DATE: 4/01/20-12/31/20	POLICY NUMBER: 4.8A

For employees with varying hours, one of two methods for computing the number of hours paid will be used:

- If the employee has worked 6 months or more, the average number of hours that the employee was scheduled per day over the 6-month period ending on the date on which the employee takes leave, including hours for which the employee took leave of any type.
- If the employee has worked less than 6 months, the expected number of hours to be scheduled per day at the time of hire.

Increments and Intermittent Use of Leave

When working from home, employees may take emergency paid sick leave intermittently in hourly increments. As in the example for FMLA leave, an employee may only need 4 hours per day of leave to care for his or her child or may only need to do so on Tuesdays and Thursdays. Managers and employees are expected to be flexible in scheduling wherever possible.

For those not teleworking and currently working onsite, an employee may only take intermittent leave for reason 5 above, to care for his or her child when the school or place of care is closed, or the caregiver is unavailable due to COVID-19-related reasons. Per the regulations, as all other reasons for emergency paid sick leave could potentially expose an employee or others in the workplace to the virus, employees must either use the full amount of paid sick leave or use it in full-day increments until the reason for leave is over and it is safe for the employee to return to work.

Rate of Pay

Emergency sick leave will be paid at the employee's regular rate of pay, or minimum wage, whichever is greater, for leave taken for reasons 1-3 above. Employees taking leave for reasons 4-6 will be compensated at two-thirds their regular rate of pay, or minimum wage, whichever is greater. Pay will not exceed:

- \$511 per day and \$5,110 in total for leave taken for reasons 1-3 above.
- \$200 per day and \$2,000 in total for leave taken for reasons 4-6 above.

Interaction with Other Paid Leave

The employee may use emergency paid sick leave under this policy before using any other accrued paid time off for the qualifying reasons stated above.

Employees on expanded FMLA leave under this policy may use emergency paid sick leave concurrently with that leave. Emergency paid sick leave may also be used when an employee is on leave under traditional FMLA for his or her own COVID-19-related serious health condition or to care for a qualified family member with such a condition.

Procedure for Requesting Emergency Paid Sick Leave

Employees must notify their manager and the HR Director of the need and specific reason for leave under this policy. A form will be provided to all employees at the time of the request. Verbal notification will be accepted until practicable to provide written notice.

FAMILY LEAVE	
EFFECTIVE DATE: 4/01/20-12/31/20	POLICY NUMBER: 4.8A

Documentation supporting the need for leave must be included with the leave request form, such as:

- A copy of the federal, state or local quarantine or isolation order related to COVID-19 applicable to the employee or the name of the government entity that issued the order.
- Written documentation by a health care provider advising the employee to self-quarantine due to concerns related to COVID-19 or the name of the provider who advised the employee.
- The name and relation of the individual the employee is taking leave to care for who is subject to a quarantine or isolation order or is advised to self-quarantine.
- The name and age of the child or children being cared for; the name of the school, place of care, or child care provider that closed or became unavailable; and a statement that no other suitable person is available to care for the child during the period of requested leave.
 - For children over age 14, a statement indicating the special circumstances that require the employee to provide care during daylight hours.

Once emergency paid sick leave has begun, the employee and his or her manager and the HR Director must determine reasonable procedures for the employee to report periodically on the employee’s status and intent to continue to receive paid sick time.

Carryover

Paid emergency sick leave under this policy will not be provided beyond December 31, 2020. Any unused paid sick leave will not carry over to the next year or be paid out to employees.

Job Protections

No employee who appropriately utilizes emergency paid sick leave under this policy will be discharged, disciplined or discriminated against for work time missed due to this leave.

Please contact the HR department with any questions.

INSURANCE	
EFFECTIVE DATE: 7/1/2007	POLICY NUMBER: 4.9

Skyline CAP provides group medical and life insurance to all regular full time employees, at the beginning of the month following the date of hire. Such employees are eligible to enroll in the insurance plans offered through the Agency. The Agency reserves the right to change insurance companies as may be deemed necessary to serve the best interests of the employees and the Agency. Coverage for family members is available at an additional cost to the employee.

In the event that an employee is on paid or unpaid leave for greater than 12 weeks, medical coverage will be terminated and may be continued under the guidelines of the *COBRA Act*. The employee will be responsible for paying 100% of the monthly premium, plus a 2% administrative fee. Should an employee fail to submit the *COBRA* premium amount by the date specified, the insurance will be canceled.

The insurance benefit programs are explicitly defined in legal documents, including insurance contracts and official plan texts. This means that should any questions ever arise about the nature and extent of plan benefits, the formal language of the insurance plan document, and not the informal wording of this policy, must govern. All of these official documents are readily available through the finance office.

The enrollment form for health / medical coverage will be completed during employee orientation or during open enrollment so that coverage can be assured accordingly. Failure to submit the enrollment form during the defined period may result in the inability to participate in the medical plan.

Group Life Insurance: Skyline CAP provides life insurance for all eligible full-time employees. The life insurance is provided at no cost to the eligible employee; Skyline CAP pays 100% of the total monthly premium. Employees are subject to the underwriting terms of the insurance carrier. Dependent coverage is not available through this plan.

Short Term Disability Insurance is not purchased through an insurance carrier; however, employees may accrue up to 1040 hours of sick leave for this purpose.

Long Term Disability Insurance is provided to all regular full time employees.

The enrollment form for the life / disability insurance will be completed during employee orientation. Failure to submit the enrollment form during the defined period may result in the inability to participate in the life and disability insurance plan.

Additional information on the insurance plans offered through Skyline CAP, Inc. can be obtained through the Human Resources Director, who serves as the Group Administrator for the Agency.

RETIREMENT PLAN	
EFFECTIVE DATE: 7/1/2007	POLICY NUMBER: 4.10

Employees, who are approved to work at least 20 hours per week, are eligible for our 403(b) retirement plan at the beginning of the month following satisfactory completion of the 90 day introductory period. Skyline CAP contributes to the employee's retirement fund at a rate determined annually by the Board of Directors. The trustee, in accordance with the employee's instructions invests that amount. Employees are encouraged to take advantage of the tax deferral benefits of this plan by making additional contributions through payroll deduction. The details of the plan are outlined in the Summary Plan Description, which is available to each employee, upon request.

TUITION ASSISTANCE / EDUCATIONAL OPPORTUNITIES	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 4.11

In-Service training will be provided by staff members and training consultants throughout the year for all employees. Additional educational opportunities and professional development will be made available to employees who have demonstrated exception potential through workshops, seminars, conferences, and other educational sessions, as funding permits.

Tuition assistance may be available to employees having demonstrated exceptional potential after the introductory period has been satisfied. The decision to provide this monetary tuition assistance is based upon available funding for tuition assistance, the Manager's recommendation based on related duties, and ultimately, approval by the Executive Director.

Tuition assistance approval must be granted in advance. The employee will prepare a written request for educational assistance and submit it to his or her Program Director. The request will include the course description, dates of enrollment, time off required, and the costs of tuition, registration fees, required textbooks, and laboratory fees.

The reimbursement amount will be determined by the Executive Director based upon the availability of funding. If participants fail to maintain at least a "C" average in each course, they will be responsible for reimbursement to Skyline CAP for all expenses incurred. The employee must provide the final grade to the Program Manager within 5 days of receipt.

It is expected that arrangements for education will be made so that conflicts with regular scheduled working hours will be minimal. Where education classes interfere with regular scheduled working hours, it is required that such education be directly related to improving the quality of the employee's performance in his or her present position. Skyline CAP may grant that a flexible schedule be authorized to participate in approved education courses / classes, or may authorize the use of annual leave.

Employees completing degrees in which courses were paid by the agency are committed to staying 12 months in employment subsequent to completion. Voluntary or involuntary separation prior to completion of twelve months employment will result in full restitution of educational and leave expenses from the employee to the Agency. Amounts due will be deducted from payroll and other funds due to the employee. If insufficient funds are collected, the employee is expected to make restitution. Prior to commencing studies the employee will sign a document clearly stating the conditions for reimbursement in the event of separation.

Employees completing one semester in which courses were paid by the agency are committed to staying 4 months in employment subsequent to completion. Voluntary or involuntary separation prior to completion of 4 months employment will result in full restitution of educational or leave expenses from the employee to the Agency. Amounts due will be deducted from payroll and other funds due to the employee. If insufficient funds are collected, the employee is expected to make restitution. Prior to commencing studies the employee will sign a document clearly stating the conditions for reimbursement and the amount to be repaid in the event of separation.

INJURY ON THE JOB/WORKER'S COMPENSATION/SAFETY	
EFFECTIVE DATE: 7/1/2009	POLICY NUMBER: 4.12

Injury on the Job:

In the case of an emergency seek medical attention IMMEDIATELY.

Workers Compensation:

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their immediate supervisor and the Human Resources Director. The employee will be responsible for contacting the Human Resources Director to provide the information necessary to file the Employers First Report of Accident and to sign the completed report. The Employers First Report is necessary to comply with federal and state laws and to initiate insurance and workers compensation benefits procedures. The supervisor will notify the Human Resources Director and the Executive Director. First aid kits will be maintained in all work places.

Skyline CAP provides a comprehensive workers compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical or hospital treatment. Subject to applicable legal requirements, workers compensation insurance provides benefits after a short waiting period. Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it must be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

Available sick leave, up to 25% of the employees authorized hours, may be used to supplement workers compensation payments.

Sick, annual leave and seniority benefits will continue to accrue during paid workers compensation absences.

Neither Skyline CAP nor the insurance carrier will be liable for the payments of workers compensation benefits for injuries that occur during an employee's voluntary participation in any off-duty recreational, social or athletic activity sponsored by Skyline CAP.

Safety

Skyline CAP provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor employee meetings, bulletin board postings, memos or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

EMPLOYEE INCENTIVE COMPENSATION	
EFFECTIVE DATE: 11/17/2015	POLICY NUMBER: 4.13

From time to time, Skyline will find itself in a position to provide incentive payments to staff; related to performance or achievement.

Incentive compensation to employees will be based on cost reductions or efficient performance resulting in savings which translate into available funds within a particular program.

Incentive payments would be distributed as follows:

1. The total amount of funds available to be distributed is to be deliberated by a committee made up of the Executive Director, Finance Director, Human Resource Director, and Program Manager.
2. The distribution will be defined in “hours per employee” with a factor included in the formula for the percent of the program period that the employee worked on the program. (As an example: Assume 40 hours are to be awarded. If the employee worked on the program for the full program period, he/she would be entitled to 40 hours at their current hourly pay rate. If the employee worked on the program for half of the program period, he/she would be entitled to 20 hours at their current hourly pay rate: $40 \times \frac{1}{2} = 20$.)
3. “Program period” is defined as the period of time covered by the program.
4. The Board of Directors approval is required.
5. All active employees involved in the program are eligible for a distribution.

AMERICANS WITH DISABILITIES ACT (ADA)	
EFFECTIVE DATE: 12/11/2015	POLICY NUMBER: 4.14

The Americans with Disabilities Act (ADA) and the Americans with Disabilities Amendments Act (ADAAA) are federal laws that require employers with 15 or more employees to not discriminate against applicants and individuals with disabilities and, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position.

It is the policy of Skyline CAP, Inc. to comply with all applicable federal and state laws concerning the employment of persons with disabilities and to act in accordance with regulations and guidance issued by the Equal Employment Opportunity Commission ("EEOC"). Furthermore, Company policy prohibits discrimination against qualified individuals with disabilities in regard to application procedures, hiring, advancement, discharge, compensation, training or other terms, conditions and privileges of employment.

Procedures

When an applicant who is a qualified individual with a disability requests accommodation and can be reasonably accommodated without creating an undue hardship or causing a direct threat to workplace safety, he or she will be given the same consideration for employment as any other applicant. Applicants who pose a direct threat to the health, safety and well-being of themselves or others in the workplace when the threat cannot be eliminated by reasonable accommodation will not be hired.

Skyline CAP, Inc. will reasonably accommodate qualified individuals with a disability to enable them to perform the essential functions of a job unless doing so causes a direct threat to these individuals or others in the workplace and the threat cannot be eliminated by reasonable accommodation or if the accommodation creates an undue hardship to Skyline CAP, Inc. Please contact human resources (HR) with any questions or requests for accommodation. The HR department is responsible for implementing this policy, including the resolution of reasonable accommodation, safety/direct threat and undue hardship issues. HR will receive feedback from the direct supervisor, Program Director and Executive Director to determine the accommodation.

Terms Used in This Policy

Disability: A physical or mental impairment that substantially limits one or more major life activities of the individual, a record of such an impairment, or being regarded as having such an impairment.

Major life activities: Term includes caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating and working.

Major bodily functions: Term includes physical or mental impairment such as any physiological disorder or condition, cosmetic disfigurement or anatomical loss affecting one or more body systems, such as neurological, musculoskeletal, special sense organs, respiratory (including speech organs), cardiovascular, reproductive, digestive, genitourinary, immune, circulatory, hemic, lymphatic, skin and endocrine. Also covered are any mental or psychological disorders, such as intellectual disability (formerly termed "mental retardation"), organic brain syndrome, emotional or mental illness and specific learning disabilities.

AMERICANS WITH DISABILITIES ACT (ADA) (Continued)	
EFFECTIVE DATE: 12/11/2015	POLICY NUMBER: 4.14

Substantially limiting: In accordance with the ADAAA final regulations, the determination of whether an impairment substantially limits a major life activity requires an individualized assessment, and an impairment that is episodic or in remission may also meet the definition of disability if it would substantially limit a major life activity when active. Some examples of these types of impairments may include epilepsy, hypertension, asthma, diabetes, major depressive disorder, bipolar disorder and schizophrenia. An impairment, such as cancer that is in remission but that may possibly return in a substantially limiting form, is also considered a disability under EEOC final ADAAA regulations.

Direct threat: A significant risk to the health, safety or well-being of individuals with disabilities or others when this risk cannot be eliminated by reasonable accommodation.

Qualified individual: An individual who, with or without reasonable accommodation, can perform the essential functions of the employment position that such individual holds or desires.

Reasonable accommodation: Includes changes that may enable you to perform the functions of your positions, make the workplace more readily accessible to and usable by you, or otherwise allow you to enjoy equal benefits and privileges of employment.

Undue hardship: An action requiring significant difficulty or expense by the employer. In determining whether an accommodation would impose an undue hardship on a covered entity, factors to be considered include:

- The nature and cost of the accommodation.
- The overall financial resources of the facility or facilities involved in the provision of the reasonable accommodation, the number of persons employed at such facility, the effect on expenses and resources, or the impact of such accommodation on the operation of the facility.
- The overall financial resources of the employer; the size, number, type and location of facilities.
- The type of operations of the company, including the composition, structure and functions of the workforce; administrative or fiscal relationship of the particular facility involved in making the accommodation to the employer.

Essential functions of the job: Term refers to those job activities that are determined by the employer to be essential or core to performing the job; these functions cannot be modified.

The examples provided in the above terms are not meant to be all-inclusive and should not be construed as such. They are not the only conditions that are considered to be disabilities, impairments or reasonable accommodations covered by the ADA/ADAAA policy.

SECTION 5.

RECORDS AND TRANSACTIONS

PERSONNEL RECORDS	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 5.1

Skyline CAP is required to maintain a centralized personnel record keeping system. The responsibility for maintaining this centralized system is assigned to the Human Resources Director.

The Human Resources Director shall maintain:

1. A master set of current personnel policies. The Human Resources Director is responsible for distribution of approved revisions and updates to the policy manual. Each employee who receives a personnel policy manual will sign a form acknowledging receipt and understanding. The form will be retained in the employee's personnel record.
2. A copy of the current classification and compensation plan.
3. A record of recruitment and selection for each position.
4. An official personnel file for each employee. This file will be established to provide an employment record of each employee. The files will be maintained in the finance office and are the property of Skyline CAP, Inc. An employee shall have access to his or her file by contacting the Human Resources Director. Employees may examine their personnel files with the exception of information obtained in a confidential manner which requires protecting the privacy of the provider (e.g. employment references). Confidential files will be kept separate from the official personnel file.

All information in the official personnel file must be in direct compliance with these policies.

Personnel files must be reviewed in the presence of the Human Resources Director or the Director of Finance. These files are confidential and will only be provided to persons having direct job-related interest in the employee and in response to court ordered request or licensing requirements and program auditing.

Under no circumstances will a personnel file be removed from the finance office without the Executive Director's written consent.

Audits by grantors or licensing authorities will be conducted in the finance office.

Personnel files will be retained three years subsequent to an employee's termination of employment.

NOTIFICATION OF PERSONNEL ACTIONS	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 5.2

All employees will be notified of their status when offered employment. A copy of each Request for Personnel Action form is available upon request. All actions, correspondence, and information that impact upon an individual's employment status, ability to perform their duties, re-assignments, and changes in position and location will be coordinated by the Human Resources Director to assure compliance with policy and law. Approval authority rests with the Executive Director.

EMPLOYEE INCURRED EXPENSES AND REIMBURSEMENT	
EFFECTIVE DATE: 11/01/2018	POLICY NUMBER: 5.3

Skyline CAP will pay actual and reasonable Agency-related expenses incurred by employees in the performance of their job responsibilities. All such expenses incurred by an employee must be approved in advance by his or her supervisor— prior to purchase – and before reimbursement will be made by the Agency. Items purchased without advance approval will not be paid for by the agency.

Receipts for purchases and mileage reimbursements are to be submitted on the proper expense form, within 45 days and forwarded to the employee’s supervisor for approval and reimbursement. A reimbursement check will be issued and must be cashed or reported lost within 90 days or it will be voided.

All out-of-town travel must be approved, in advance, by the Program Director. The Federal Per Diem Rate Method will be used for Lodging & IE (lodging and incidental expenses) for overnight travel and will be based on the Federal Per Diem rates as specified in IRS publication 1542, updated October 1 each year. (Per Diems are approved for use in Federal Circular A-110 (Administrative Requirements for Grants). Meals will be reimbursed as follows: Breakfast -\$10, Lunch - \$15 and Dinner - \$26. The Federal Per Diem rates and the meal rates are maximums. Employee reimbursement requires receipts. Meal expense for travel that is not overnight is generally not allowed unless approved by the Executive Director. Other travel expenses (except mileage as defined in the following paragraph) must be reasonable and necessary and will be documented and based on actual cost.

Mileage reimbursement will be fifty-four and a half (54.5) cents per mile for personally-owned automobiles. A personally-owned automobile is outlined in the Virginia CAPP Manual (Commonwealth Accounting Policies and Procedures) Volume 1 (Policies & Procedures) Topic No. 20335, Function No. 2000 (General Accounting) Section No. 20300 (Cash Disbursements and Accounting).

Effective July 1, 2008: When necessary, the Executive Director, with Board approval, can make discretionary decisions regarding changes to the mileage reimbursements by the State.

Travel advances will be paid upon approval of the Travel Advance Request Form. Documentation of expenses must be submitted within five business days of completion of the travel on a Travel Expense Statement, otherwise the travel advance will be treated as a payroll advance and deducted from the employee’s next paycheck. The Finance Director will notify employees in writing when travel documentation is overdue.

If the advance exceeds the amount of the actual costs documented upon return, the employee will refund the difference. Documentation will be attached to the original travel advance previously filed, for reconciling purposes.

If the documented travel costs exceed the advance, then the employer will reimburse the difference. Documentation will be attached to the original travel advance previously filed for reconciling purposes.

SECTION 6.

**SUPERVISOR
AND
EMPLOYEE
RELATIONS**

AFFIRMATIVE ACTION STATEMENT	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 6.1

Skyline CAP, Inc. is an equal opportunity and affirmative action employer. In order to provide equal employment and advancement opportunities to all employees and applicants, employment decisions at Skyline CAP will be based on merit, qualifications, and abilities. Except where required or permitted by law, employment practices will not be influenced or affected by an applicant's or employee's race, color, religion, sex, national origin, age, disability or any other characteristic protected by law.

Skyline CAP will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in undue hardship. This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

The purpose of Skyline CAP's affirmative action plan is to make explicit Skyline CAP's desire to abide by all applicable aspects of law. In order to effectively provide equal employment opportunity to employees, we must maintain more than just a nondiscriminatory policy. Therefore, Skyline CAP has developed a program of affirmative action which provides a guide for managers in personnel activities which analyzes and evaluates minority and female utilization.

Further, Skyline CAP by means of the direct operation of its facilities in all locations, and through consistent application of its Affirmative Action Plan (AAP), assures the continuing practice of equality and opportunity.

Any employees with question or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor or the Executive Director.

Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

UTILIZATION REVIEW

A utilization review of hiring practices and trends will be conducted once a year by the EEO Officer.

The Affirmative Action Plan will be reviewed and modified if necessary, every two years to address any underutilization identified.

CODE OF CONDUCT - CONFIDENTIALITY	
EFFECTIVE DATE: 7/1/2008	POLICY NUMBER: 6.2

Skyline CAP is dedicated to maintaining and furthering professional conduct of all staff, consultants, interns, and volunteers through establishing a commitment to clients, children, families, colleagues, community and society.

Employees of Skyline CAP are prohibited from interacting with agency clients or their families outside of a professional realm. Clients shall be provided with the best possible quality service. Employees shall treat clients, families, vendors, co-workers and the public with courtesy, appropriate distance and respect.

Employees are strictly prohibited from accepting employment from any client served by the Agency. Additionally, employees should abstain from any intimate physical contact and involvement with clients and other employees. Violation of this policy may result in disciplinary action.

Skyline CAP employees are required to demonstrate high professional and moral standards while representing the Agency during work and off hours. Representation of the Agency in any manner, whether on the employee's own time or on the Agency's time must be authorized by the Executive Director. No employee is to make any public speeches, announcements, media communications, etc., relative to the Agency unless he or she has received prior written authorization from the Executive Director.

Skyline CAP recognizes that its staff members may hold a wide range of personal beliefs, values, and commitments. These beliefs, values, and commitments are a conflict of interest only when they prevent staff members from fulfilling their job responsibilities, or if staff members continue attempting to convince others of their personal beliefs after they have been asked to stop.

Skyline CAP employees are required to maintain the confidentiality and integrity of Agency information about programs, services, clients and fellow employees. Employees are responsible for storing and disposing of records in a way that maintains confidentiality. Conduct of employees must be above reproach at all times. No acts shall be committed, whether on the job or off, which will reflect negatively on the Agency or on fellow employees.

Head Start Federal Performance Standards require that programs have written standards of conduct to guide in making decisions about their actions in potentially controversial or ambiguous situations, and to help protect staff against allegations of misconduct.

To conform to Federal, State and local laws, the confidentiality policy ensures that:

Confidential information will be seen by and discussed only with staff members who can demonstrate a need for the information in order to perform their jobs.

Staff personnel, payroll and medical records will not be disclosed without the written consent of the staff member.

Staff has the right to examine their own personnel, payroll and medical records and to respond to the contents of those records.

CODE OF CONDUCT	
EFFECTIVE DATE: 7/1/2015	POLICY NUMBER: 6.2

Skyline CAP requires that children are under adult supervision at all times, that mandated child: staff ratios are maintained, and that no child is ever left alone or unattended.

To ensure that staff will not engage in corporal punishment, emotional or physical abuse, or humiliation, staff will not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

To ensure the use of positive versus non-positive methods of guidance and discipline, staff will:

- *Develop clear, reasonable, consistent, and age-appropriate rules and expectations for children and, to the extent possible, engage children themselves in the rule-setting process.*
- *Work with children to help them solve problems, instead of imposing solutions.*
- *Reduce the potential need for discipline by anticipating and eliminating sources of trouble whenever possible.*
- *Respect and acknowledge children's feelings.*

Staff, consultants, interns, and volunteers will be required to adhere to the Code of Conduct. Employees will receive training and information regarding these standards at orientation and from time to time during employment.

Employees who intentionally violate federal and program eligibility determination regulations are subject to disciplinary action, including termination. Employees engaged in the award and administration of contracts or other financial awards will not solicit or accept personal gratuities, favors or anything of significant monetary value from contractor or potential contractors. Violation of this policy may result in Disciplinary Action or Dismissal.

My signature on "Acknowledgement of Receipt of Personnel Policies Manual" indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

COMMUNICATIONS	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 6.3

Open communications between staff and supervisors are important to the smooth operation of the agency. Inquiries, concerns, complaints, etc. of staff should be directed to the staff member's immediate Supervisor. This includes issues relating to day to day operations, performance, and delegated responsibilities and assignments. Supervisors will be responsible for follow-up action on these inquiries.

To the extent possible, calls to colleagues / staff while they are on approved leave are discouraged. It is the Program Directors' responsibility to establish contingency plans during his or her absence.

Agency-related communications forwarded to the media, funding agency or other organizations should be reviewed by the Program Director or Executive Director prior to distribution/ mailing. Further the announcement of an official Skyline CAP position on any topic to media sources will be the responsibility of the Chairperson of the Board of Directors or the Executive Director. The Executive Director, however, may authorize another staff employee to speak on specific issues, either written or verbally. Any employee who may be approached by any type of media forum is to direct them to the Executive Director.

CONFLICT OF INTEREST	
EFFECTIVE DATE: 7/1/2012	POLICY NUMBER: 6.4

Conflicts of interest are defined as relationships, activities, and/or interests that pose potential conflict with an employee’s role, decision making, or actions within Skyline CAP. It is the policy of Skyline CAP that all directors, officers, Policy Council members, contractors / consultants, and employees will avoid personal transactions or situations in which their personal interest will or will appear to conflict with those of the Agency. For the purpose of this policy, a member of an immediate family shall include any of the following persons:

- | | | |
|----------|---------------------------|-----------------|
| Spouse | Father or Mother-in-Law | Niece or Nephew |
| Parents | Son or Daughter -in-Law | Uncle or Aunt |
| Siblings | Brother or Sister-in-Law | Grandparents |
| Children | Step Parent or Step Child | Grandchildren |
- Any other person residing in the employee’s immediate household.

Any possible conflict of interest or appearance of a conflict by an employee, Officer, Director or their immediate family shall be fully disclosed.

The following are representative, of real or apparent conflicts of interest, but not all inclusive:

No employee shall do business with a member of his or her family on behalf of Skyline CAP. All employees must deal with suppliers, contractors, customers, and all other persons doing business with Skyline CAP in the best interest of the Agency, without favor or preference based on personal consideration.

No employee shall misuse privileged information or reveal confidential data to outsiders for the purpose of personal gain or for other agency purposes.

No employee shall deal with the Agency or with one of our clients or suppliers as a representative of another firm or for his or her own purposes.

No employee shall participate in the selection, award or administration of a contract where, he or she or his or her immediate family has a financial interest.

No Officer, Board member, employee, or Head Start Policy Council member shall solicit, accept or offer gratuities, favors, or anything of other than modest monetary value from other employees, or persons receiving benefits / services from the Agency or from contractors/potential contractors, for personal gain. It is expressly understood that this policy does not preclude business meals or nominal entertainment on an infrequent basis.

Compliance with Conflict of Interest Policy:

Each Officer, Board member, employee or Head Start Policy Council member of Skyline CAP receives a copy of this policy and is required to fully disclose any real or apparent conflict of interest and failure to comply with this policy may result in disciplinary action, including removal from one’s position with Skyline CAP, Inc.

Conflict of Interest Procedures:

A. Directors

Any possible conflict of interest of any director (or member of the director’s immediate family) shall be fully disclosed to the other directors and made a matter of record. When any such possible conflict of interest becomes relevant to any matter requiring Board of Directors or committee action, it shall be called to the attention of the board or committee and, if any question is raised as to whether a conflict of interest exists, the potentially interested person(s) shall leave the meeting while the matter is discussed and voted upon. The remaining members

CONFLICT OF INTEREST	
EFFECTIVE DATE: 7/1/2012	POLICY NUMBER: 6.4

shall decide if a conflict of interest exists. If the remaining members determine that a conflict of interest exists, or if no such vote is taken because a conflict of interest clearly exists, the interested(s) directors shall not vote on the matter in which they (or members of their immediate family or families) have a possible conflict of interest, shall not use personal influence to affect the vote and shall leave the room during the final discussion and vote on the matter. However, any director who is excluded from voting because of such possible conflict of interest may answer any pertinent questions of other directors or committee members when the director's knowledge of the matter may assist the board or committee in making its determination. Any vote approving a transaction that involves a possible conflict of interest should include a determination by the disinterested directors that the transaction is in the best interest of CAA and is fair in all respects to CAA. The minutes of the meeting shall reflect that a disclosure was made and the nature of the disclosure, that the interested director(s) abstained from voting and left the room for the final discussion and vote, and that the interested director(s) abstained from the action taken to determine whether a conflict of interest existed, if any.

B. Committee Members

The provisions of this policy applying to directors also shall apply to any person who is not a director but who is at any time serving as a member of any committee.

C. Officers and Management Employees

Each officer and management employee has a duty to make full disclosure to the Board of Directors of any possible conflict of interest (or that of a member of his or her immediately family) regarding any matter as to which the officer or employee provides recommendations or advice to the Board of Directors.

CONFLICT OF INTEREST	
EFFECTIVE DATE: 7/1/2012	POLICY NUMBER: 6.4

**SKYLINE CAP, INC.
CONFLICT OF INTEREST POLICY**

DISCLOSURE FORM

(To be completed upon joining CAA and thereafter on an annual basis)

I. Name: _____

Spouse Name: _____

Children and Spouses

_____	_____
_____	_____
_____	_____

II. List below all public and/or private companies or partnerships in which any individuals listed above in Section I currently have a material financial interest, employment, board membership, or any other direct relationship (such as paid consultant).

Organization

Individual

_____	_____
_____	_____
_____	_____

III. List below all nonprofit organizations or subdivisions of government in which any individual listed above in Section I currently has any direct relationships with, such as employee, officer, director, advisory board member, or consultant.

Organization

Individual

_____	_____
_____	_____

Signature: _____

Date: _____

IT (Information Technology) POLICY	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 6.5

Information Security Access, Inspection & Monitoring Policy

I understand that Skyline CAP information contained on any data file that I, as a user, may access in the course of my duties is confidential. Users are prohibited from making any unauthorized disclosure of this confidential data to anyone. Users must protect data processing and telecommunications equipment, network, software and data files from accidents, misuse and unauthorized disclosure.

Users are assigned unique logon IDs and passwords that provide them the access to computer systems and functions that are required to perform their jobs. Users shall not reveal their passwords to anyone. Users shall report any suspected unauthorized breaches of their passwords to Agency management.

Users shall not create, execute, or place into production any unauthorized programs, runs or transactions. In addition, users shall not view or update any production data outside the realm of their specific assignment.

Much of the software on the Agency's computer system was purchased under licensing agreements or is protected by federal copyright law. These licenses or copyrights restrict the ability to make copies of the software. The Agency's policy prohibits users from illegally copying material protected under copyright law or making that material available to others for copying. Users shall comply with copyright laws and applicable licenses that apply to software, files, documents, messages and other material that they may wish to download or copy. Users shall not download any material for which a registration fee is charged without first obtaining the expressed written permission of the Agency. The Agency gives users computers and computer accounts to assist them in the performance of their jobs. Users should not have any expectation of privacy in anything they create, store, send, or receive on the computer system. The computer system belongs to the Agency and the user may access it only for Agency business purposes. The Agency may access and review all materials created, stored, sent or received on the computer or through the Agency's network or any other computer network.

Users should never consider electronic communications to be either private or secure. E-mail could potentially be stored indefinitely on any number of computers, in addition to that of the recipient. Copies of your messages may be forwarded to others either electronically or on paper. In addition, e-mail sent to nonexistent or incorrect usernames may be delivered to persons that you never intended.

The Agency has the right, but not the duty, to monitor any and all aspects of its computer system, including, but not limited to, monitoring sites visited by users on the Internet, monitoring chat groups or newsgroups, reviewing material downloaded, or uploaded by users to the Internet, and reviewing e-mail sent and received by users. The Agency may use automated software to monitor material created, stored, sent, or received on its computer network.

The Agency's policy prohibits users from sending by email, displaying, or storing on the Department's computer any material that is fraudulent, harassing, embarrassing, sexually explicit, profane, obscene, intimidating, defamatory, or otherwise unlawful or inappropriate. Users encountering or receiving this kind of material should immediately report the incident to their supervisor.

I understand that Skyline CAP has the right to the monitoring and reading of communications received, stored or transmitted on electronic communications equipment and systems provided by the Agency or used in the course of conducting its business. The Agency provides offices to employees for the sole purpose of facilitating the work of the Agency. In order to ensure the efficient and proper operation of the workplace, users' offices, (including but not limited to desks and file cabinets) are subject to legitimate work related, non investigatory intrusions as well as investigations of work related misconduct consistent with the law.

A violation of this agreement may result in disciplinary action. Furthermore, prosecuting action may be undertaken if a user knowingly and intentionally uses any information obtained from Agency's data processing and telecommunications equipment, network, software or data files for fraudulent, extortive or destructive purposes.

My signature on "Acknowledgement of Receipt of Personnel Policies Manual" indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

EMPLOYEE PRIVACY	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 6.6

Skyline CAP recognizes our employees' right to privacy. In achieving this goal, the agency adopts these basic principles:

- The collection of employee information will be limited to that needed or required by the agency for business and legal purposes.
- All employees involved in record keeping will be required to adhere to these policies and practices. Violations of this policy will result in disciplinary action.
- Internal access to employee records will be limited to those authorized employees on a business-related "need-to-know" basis. Access may also be given to third parties, including government agencies, pursuant to court order, subpoena, or valid request.
- Requests for references should be directed to the Human Resources Director, who will release information on position(s) held and length of employment.
- Employees are permitted to review information in their personnel and / or confidential files. He or she may request correction of inaccurate information or submit written comments in disagreement with any material contained in his or her files. Personnel files are not to be removed from the office, and employees may review his or her files only in the presence of the Human Resources Director.
- Personnel files will only contain information as allowable by law. Certain information, such as medical and immigration status, will be maintained by the Human Resources Director in separate files.
- Employees are required to provide the Human Resources Director with up-to-date and accurate information. This includes, address, telephone number, etc., as the information may relate to employment practices.

PERSONAL APPEARANCE / DRESS CODE	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 6.7

All employees should maintain a neat, clean, and professional appearance. Employees are expected to dress appropriately for the work to be performed and to present a positive image to the public at all times. It is hoped that all employees will take a personal interest in projecting a neat and professional image.

POLITICAL ACTIVITIES	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 6.8

During hours of employment, on agency property, or with the use of agency funds, employees of Skyline CAP are strictly prohibited from participating in any partisan or non-partisan political activity or any other activity associated with a candidate, contending faction or group for an election for public or party office. Employees may not participate in any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election. In most cases, violation of this policy will result in immediate termination.

WORKPLACE HARASSMENT	
EFFECTIVE DATE: 7/1/2015	POLICY NUMBER: 6.9

Skyline CAP is an equal opportunity employer and is committed unconditionally to a workplace free of any type of discrimination based on an individual's race, sex, religion, color, national origin, age, or disability.

Skyline CAP has determined that further explanation of workplace harassment and Skyline CAP's policy against workplace harassment would benefit all employees.

Workplace harassment has the purpose or effect of interfering with an individual's work performance or creates an intimidating, hostile or offensive working environment. This conduct will not be tolerated at Skyline CAP. Examples would include bullying, unwelcomed sexual advances, racist slang, derogatory age related comments, negative comments about religious beliefs or sexual orientation and offensive references to an individual's mental or physical disability.

Any employee who feels that he or she has been harassed in his or her workplace, should promptly report the incident to his or her immediate supervisor or if such action is inappropriate, then report to the Human Resources Director or other Skyline CAP designated representative. Skyline CAP will then undertake to investigate the complaint and pursue its goal of maintaining a work environment that is free of workplace harassment. This investigation will be conducted by the Human Resources Director and Skyline CAP'S designated representative. The investigation will involve meeting with the alleged victim, the alleged wrongdoer and relevant witnesses.

Employees may be confident that Skyline CAP will not tolerate any form of retaliation against an employee who, in good faith, makes a complaint of workplace harassment, assists in making such a complaint or cooperates in an investigation of workplace harassment.

Anyone engaging in any form of workplace harassment will be subject to disciplinary action up to and including termination of employment.

SMOKING & TOBACCO USE	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 6.10

Skyline CAP offers a smoke-free work environment to all staff members. No smoking is allowed inside any of the buildings where offices or programs are located. Any smoking outside a building must be in areas not visible to Head Start children and their parents. Smokers using any area are responsible for keeping the area clean and free of smoking debris.

Smoking is prohibited by staff, volunteers or any other persons accompanying Head Start children on field trips and other functions away from the regular classroom.

Smoking/Tobacco breaks must be taken in conjunction with agency policy on work breaks. See section 2.2

Violation of this policy will result in disciplinary procedures and further violation in termination.

SUBSTANCE ABUSE / DRUG FREE WORKPLACE / DRUG TESTING	
EFFECTIVE DATE: 7/1/2015	POLICY NUMBER: 6.11

A. Introduction

It is the intent of the Skyline Community Action Partnership (hereinafter "Skyline CAP") to comply with Drug Free Workplace Act of 1988, 41 U.S.C. 702, et seq., and, further, to establish and maintain a workplace environment that is conducive to the safe and efficient performance of job duties as well as promoting the health and well-being of all our employees and our customers and others having business with Skyline CAP or being present on Skyline CAP property. Skyline CAP is committed to a drug and alcohol free workplace to ensure the quality of its services and its reputation in the community.

B. Policy Statement

The unlawful manufacture, use, possession, sale, purchase, transfer, distribution or being under the influence of illegal or unauthorized drugs or alcohol while on Skyline CAP property including parking lots, in Skyline CAP vehicles, on the premises of customers of Skyline CAP at the site for performance of any work for Skyline CAP or while on Skyline CAP time off premises is strictly prohibited. Violation of this rule as well as conviction under any drug statute including, but not limited to, conviction for drug use, possession or sale anywhere by an employee will be reason for disciplinary action up to and including termination. The refusal to submit to a drug or alcohol test prescribed by this policy is grounds for disciplinary action up to and including termination.

As a condition of employment with Skyline CAP, employees must abide by the terms and conditions of the Drug Policy and further must notify Skyline CAP in writing of any criminal drug statute conviction for a violation occurring at the workplace no later than five (5) days after such conviction.

C. Definitions

1. For the purpose of this policy, the specified terms are defined as follows:

- a. "Skyline CAP property" includes all property, facilities, offices, buildings, structures, fixtures, trailers, equipment, automobiles, trucks, all other vehicles, and parking areas, whether owned, leased, used or under the control of Skyline CAP. This may also include other work locations, or to and from such locations which in the course and scope of Skyline CAP employment.
- b. "Employee" includes any individual who is hired or performs work for Skyline CAP, including regular, part-time, and temporary.
- c. "Conditional Employee" means any individual whose position of employment is contingent upon successful completion of a drug or alcohol test(s).
- d. "Alcohol" means ethyl alcohol as ethanol, and includes any substance containing alcohol which is for consumption.
- e. "Illegal Drug" means any drug, which is not legally obtainable, or which is legally obtainable but has not been legally obtained. This term includes prescription drugs for which the employee has no prescription.
- f. "Legal Drug" includes any prescribed drug or over-the-counter drug that has been legally obtained and is being used for the purposes for which it was prescribed or manufactured.

SUBSTANCE ABUSE / DRUG FREE WORKPLACE / DRUG TESTING (Cont'd)	
EFFECTIVE DATE: 7/1/2015	POLICY NUMBER: 6.11

- g. "Unauthorized Drug" is any drug other than alcohol which may be legally obtainable but for which the employee has no legal prescription, or is using in a manner other than as prescribed by the employee's physician. This term includes prescribed drugs not legally obtained, prescribed drugs not being used in accordance with the prescription, and over-the-counter drugs not being used according to the manufacturer's directions.
- h. "Under the Influence" means that the employee is affected by any illegal or unauthorized drug or alcohol, or the combination of these, in any detectable manner. A determination of such influence can be established by professional opinion, a scientifically valid examination or, in some cases, by a layperson's opinion. For the purposes of this policy an alcohol blood level of 0.04 is under the influence and a violation of this policy.
- i. "Medical Review Officer" means a licensed physician responsible for receiving laboratory results generated by Skyline CAP's drug testing program who has knowledge of substance abuse disorders and has appropriate medical training to interpret and evaluate an individual's confirmed positive test result together with his or her medical history and any other relevant biomedical information.
- j. "Drug or alcohol test" means and includes urine drug tests, blood tests, or Breathalyzer.
- k. "Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes.
- l. "Refuse to Submit" means failure to provide adequate breath for testing without a valid medical explanation after receiving notice of a requirement for such a breath test, failure to provide adequate urine for testing without a valid medical explanation after receiving notice of the requirement of taking such a test or otherwise refusing or engaging in conduct that clearly obstructs the testing process.

D. Discipline

- a. Employees who violate any of the provisions of this policy are subject to termination. However, an employee may request medical leave if he/she wants to pursue a substance abuse counseling program. If approved, the employee must provide periodic documentation as requested to verify progress in the counseling program.

E. Substance Abuse Screening Program

- a. For Cause/Reasonable Suspicion and Post Accident:
If management of Skyline CAP determines that reasonable suspicion exists to suspect that an employee may be under the influence of drugs or alcohol, it may require that employee to submit to a drug or alcohol test. Reasonable suspicion is a belief based on objective facts sufficient to lead a prudent supervisor or manager to suspect that the employee, or other person, is using a prohibited drug, alcohol or substance. Reasonable suspicion includes (a) inappropriate behavior or performance problems on the job, (b) any accident at or on Skyline CAP property as property is defined in this policy or while in pursuit of Skyline CAP business, (c) any Skyline CAP vehicle accident, (d) observable indications of substance use, (e) actual observance of the individual taking drugs or alcohol or (f) credible reports of suspected drug/alcohol or substance abuse.

SUBSTANCE ABUSE / DRUG FREE WORKPLACE / DRUG TESTING (Cont'd)	
EFFECTIVE DATE: 7/1/2015	POLICY NUMBER: 6.11

b. Cooperation in Testing

Any employee who refuses to be tested or who attempts to alter or tamper with a sample or any other part of the testing process will be subject to disciplinary action up to and including termination.

c. Testing Procedures

Skyline CAP will contract with a certified laboratory or hospital to perform all required urine, blood, or breathalyzer tests. An employee who is notified of selection for testing must proceed to the test site immediately.

All testing will be performed with concern for each person's personal privacy, dignity and confidentiality. The results of any testing will be considered a confidential record disseminated strictly on a need-to-know basis or as may be legally required.

F. Searches

Skyline CAP maintains the right to carry out reasonable searches of employees' personal effects, work areas, desks, packages, and vehicles while on Skyline CAP property, or on the premises of customers of Skyline CAP and Skyline CAP vehicles at any time and place. The purpose of such searches is to deter the use, possession, transportation or sale of illegal drugs or alcohol in order to maintain a safe work environment.

G. Record Retention

1. Skyline CAP shall maintain records of its alcohol misuse and controlled substance use prevention programs in a secure location with controlled access. As required by §382.401, the following records shall be maintained for a minimum of five (5) years:
 - a. Records of driver alcohol test results indicating an alcohol concentration of 0.02 or greater,
 - b. Records of driver verified positive controlled substances test results,
 - c. Documentation of refusals to take required alcohol and/or controlled substances tests,
 - d. Driver evaluation and referrals,
 - e. Records related to the administration of the alcohol and controlled substances testing programs, and
2. The following records will be maintained for one year:
 - a. Records of negative and cancelled controlled substances test results; and
 - b. Alcohol test results with a concentration of less than 0.02.

My signature on "Acknowledgement of Receipt of Personnel Policies Manual" indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

TELEPHONE POLICY	
EFFECTIVE DATE: 7/1/2012	POLICY NUMBER: 6.12

Employees of Skyline CAP must limit outgoing or incoming personal calls to an absolute minimum. Employees should instruct friends and family not to call at work except in emergencies. Telephone lines must be kept clear for Agency business. Personal long distance calls at agency expense will not be tolerated, and will be subject to disciplinary action.

Employees who have possession of an agency owned cell phone are expected to limit their use of the phone to business calls. Employees are expected to maintain the phone so that incoming and outgoing calls can be made. At the end of your work day, the phone should be stored at the workplace, in a secure area, unless modified by a supervisor.

OUTSIDE EMPLOYMENT	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 6.13

Outside employment is any paid employment performed by an employee in addition to his or her job with Skyline CAP. The following shall govern any participation in outside employment:

- Such employment shall not interfere with the efficient performance of the employee's duties at Skyline CAP.
- Such employment shall not involve a conflict of interest with the employee's duties at Skyline CAP.
- Such employment shall not occur during the employee's regular or assigned work hours, unless the employee, during the entire day on which employment occurs, is on either annual leave or leave without pay.

RIOTS AND CIVIL DISTURBANCES	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 6.14

Employees of Skyline CAP are prohibited from using their positions in the program to plan, initiate, participate in, or otherwise aid or assist in the conduct of civil disturbances.

SAFETY	
EFFECTIVE DATE: 7/1/2007	POLICY NUMBER: 6.15

Skyline CAP provides information to employees about workplace safety and health issues through regular internal communication channels such as supervisor employee meetings, bulletin board postings, memos or other written communications.

Each employee is expected to obey safety rules and to exercise caution in all work activities. Employees must immediately report any unsafe condition to the appropriate supervisor. Employees who violate safety standards, who cause hazardous or dangerous situations, or who fail to report or, where appropriate remedy such situations, may be subject to disciplinary action, up to and including termination of employment.

In the case of accidents that result in injury, regardless of how insignificant the injury may appear, employees should immediately notify their immediate supervisor. The supervisor will notify the Human Resources Director and the Executive Director. The employee will be responsible for contacting the Human Resources Director to provide the information necessary to file the Employers First Report of Accident and to sign the completed report. The Employers First Report is necessary to comply with federal and state laws and to initiate insurance and workers compensation benefits procedures. First aid kits will be maintained in all work places.

Employee Protection (Whistleblower) Policy	
EFFECTIVE DATE: 7/1/2007	POLICY NUMBER: 6.16

If any employee reasonably believes that some policy, practice, or activity of Skyline CAP is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board President.

It is the intent of Skyline CAP to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations. An employee is protected from retaliation only if the employee brings the alleged unlawful activity, policy, or practice to the attention of Skyline CAP and provides Skyline CAP with a reasonable opportunity to investigate and correct the alleged unlawful activity. The protection described below is only available to employees that comply with this requirement.

Skyline CAP will not retaliate against an employee who in good faith, has made a protest or raised a complaint against some practice of Skyline CAP, or of another individual or entity with whom Skyline CAP has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Skyline CAP will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of Skyline CAP that the employee reasonably believes is in violation of a law, or a rule, or regulation mandated pursuant to law or is in violation of a clear mandate or public policy concerning the health, safety, welfare, or protection of the environment.

My signature on "Acknowledgement of Receipt Personnel Policies Manual" indicates my receipt and understanding of this policy. I also verify that I have been provided with an opportunity to ask questions about the policy.

PERFORMANCE REVIEWS	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 6.17

Evaluation Process:

Skyline CAP will maintain a formal Performance Evaluation System for all regular employees. The purpose of the performance evaluation is to identify the employee's performance level, growth potential, and developmental needs. Annual evaluations are conducted May-July. If a 90 day evaluation has been completed within 6 months the evaluation is at the discretion of the Manager.

Equally important, the performance evaluation provides an opportunity to recognize good performance and to let employees know that their contributions have an impact on the organization. Discussions of employee evaluations not only clarify functions, duties, and responsibilities, but also motivate the employee towards improved performance. By giving the employee the opportunity to present views concerning his or her performance, two-way communication is encouraged. The performance evaluation thus becomes a valuable communication tool.

The supervisor is responsible for clarifying the employee's tasks, priorities, and responsibilities motivating the employee toward improved performance; fostering a positive and productive work relationship with the employee; soliciting input from the employee on his or her positive accomplishments, areas in need of improvement and expected standards of performance and conduct; and keeping the employee informed of agency program/administration changes, especially as pertains to job position.

The employee is responsible for seeking clarification and instructions related to job priorities and responsibilities; requesting supervision in areas of job difficulty; carrying out duties and functions to the best of his or her ability; and following Skyline CAP standards of conduct and performance.

A formal written performance evaluation will be conducted at the end of the introductory period. Additional formal performance evaluations are conducted annually. The evaluation process will begin with the employee first conducting a self evaluation, followed by the supervisor's evaluation and review.

These evaluations are presented to employees for review and discussion with their immediate supervisor. The employee signs the performance evaluation before it is routed to the official personnel file. The signature of the employee does not imply agreement, but simply indicates that the employee has seen the evaluation. If the employee feels that the evaluation is incomplete or unjust, an objection may be put in writing and attached to the evaluation form. Any employee receiving a needs-improvement rating will be presented with a performance improvement plan by the supervisor. No employee may receive two successive unacceptable ratings and remain in his or her position.

SECTION 7.

CORRECTIVE ACTION

CORRECTIVE ACTION	
EFFECTIVE DATE: 7/1/2006	POLICY NUMBER: 7.1

Skyline CAP believes that an employee's performance problem may be resolved through adequate counseling. Corrective counseling is completely at the discretion of management. Even if corrective counseling is implemented, employment is at-will and may be terminated at any time. The Agency expressly reserves the right to terminate introductory employees during the introductory period.

The supervisor, with input from the Program Director and Executive Director, will determine the course of action best suited to improve performance or modify behavior. The steps in corrective counseling and performance improvement are as follows, although the supervisor may skip one or more of these steps under appropriate circumstances. All documentation will become a permanent part of the employee's personnel file.

Verbal Counseling: As the first step in correcting unacceptable performance or behavior, the supervisor should review pertinent job requirements with the employee to ensure his or her understanding of them. The supervisor should consider the severity of the problem, the employee's previous performance appraisals and all of the circumstances surrounding the particular case. The supervisor should define the problem in more specific terms and work with the employee to identify the requirements for performance improvement or change of conduct which will serve as a solution to the problem. The seriousness of the performance or misconduct should be indicated by stating that a written reprimand, probation, or possible termination could result if the problem is not resolved. The employee should be asked to review what has been discussed to ensure his or her understanding of the seriousness of the problem and the corrective action necessary. The supervisor should document the verbal counseling for future reference, and a copy of this documentation will be provided to the employee and becomes a part of the employee's personnel file.

Written Reprimand: If the unacceptable performance or behavior continues, the next step should be a written reprimand. Also, circumstances such as violation of a widely known policy of safety requirement may justify a written reprimand without first using verbal counseling. The written reprimand defines the problem and how it may be corrected. The seriousness of the problem is again emphasized, and the written reprimand shall indicate that probation, termination, or both, may result if improvement is not observed. The Written reprimand becomes part of the employee's personnel file.

Probation: If the problem has not been resolved through the written reprimand, and / or circumstances warrant it, the individual should be placed on probation. Probation is a serious action in which the employee is advised that termination will occur if improvement in performance or conduct is not achieved within the designated period. Typically, the probation period should be at least 30 days depending on the circumstances. A written probationary notice to the employee is prepared by the supervisor, with a copy forwarded to the Program Director and Executive Director. The letter should include a statement of the following:

- The specific unsatisfactory situation
- A review of oral counseling and written reprimands
- The length of probation
- The specific behavior modification or acceptable level of performance
- Suggestions for improvement
- A schedule of counseling sessions during the probationary period and
- A statement that further action, including termination, may result if defined improvement or behavior modification does not result during probation. "Further Action" may include, but is not limited to re-assignment, reduction in pay/grade, suspension or termination.

CORRECTIVE ACTION	
EFFECTIVE DATE: 7/1/2006	POLICY NUMBER: 7.1

The supervisor should personally meet with the employee to discuss the probationary letter and answer any questions. The employee must acknowledge receipt by signing the letter. If the employee should refuse to sign, the Program Director may sign attesting that it was delivered to the employee and identifying the date of delivery. Refusal to sign may be interpreted as an act of insubordination and will be grounds for further disciplinary action. The probationary letter becomes part of the employee's personnel file.

On the defined probation counseling dates, the employee and the Manager will meet to review the employee's progress in correcting the problem which led to the probation. Brief written summaries of these meetings should be prepared with copies provided to the employee, Program Director and the Executive Director.

At the completion of the probationary period, the Executive Director, the Program Director and the Manager will meet to determine whether the employee has achieved the required level of performance and to consider removing the employee from probation, extending the period of probation, or taking further action. The employee is to be advised in writing of the decision. Should probation be completed successfully, the employee should be commended, though cautioned that any future recurrence may result in further disciplinary action.

Suspension: A suspension with or without pay may be justified when circumstances reasonably require an investigation of a serious incident in which the employee was allegedly involved. A suspension may also be warranted when employee safety, welfare, or morale may be adversely affected if a suspension is not imposed. These examples do not limit management's use of suspension with or without pay in other appropriate circumstances. In implementing a suspension, a written report of counseling should set forth the circumstances justifying the suspension.

Termination: The termination notice is prepared by the Program Director with concurrence of, and review by the Executive Director and approval *by the Policy Council*. The employee is notified of the termination by the Program Director and will be directed to report to the Personnel Office for an exit interview. Termination is reserved for those cases that cannot be resolved by corrective counseling or in those cases where a major violation has occurred which cannot be tolerated.

CORRECTIVE ACTION	
EFFECTIVE DATE: 7/1/2006	POLICY NUMBER: 7.1

A particular violation may be major or minor depending on the surrounding facts or circumstances. The Program Director and the Executive Director may, at any time, use their own discretion as to what constitutes a major or minor violation.

Violations may lead to corrective counseling, probation or termination. Some examples are:

- Excessive tardiness or absenteeism, or failing to report to work;
- Unsatisfactory job performance;
- Defacing Agency property;
- Interfering with another employee's job performance;
- Failure to observe working hours such as the schedule of starting time, quitting time, rest and meal periods;
- Deliberate work stoppage;
- Performing unauthorized personal work on agency time;
- Failure to notify the supervisor of intended absence either before or within the required time period.
- Recording another employee's in / out time;
- Unauthorized use of the Agency telephone for personal long distance telephone calls;
- Insubordination;
- Inappropriate language (cursing);
- Inappropriate, unprofessional or abusive behavior exhibited in presence of, or toward, staff, clients, or others;
- Fighting on Agency property;
- Repeated occurrences of related violations depending upon the severity of the violation and the circumstances;
- Any act which might endanger the safety or lives of others;
- Bringing firearms or weapons onto Agency property;
- Stealing, destroying, abusing, or damaging Agency property or equipment, as well as that of another employee or visitor to the Agency;
- Disclosure of confidential information relating to clients, families or staff;
- Willfully disregarding Agency policies or procedures;
- Willfully falsifying any Agency records;
- Discrimination; and
- Failure to report child abuse or neglect.

SECTION 8.

CONFLICT RESOLUTION PROCEDURES

CONFLICT RESOLUTION PROCEDURES/GRIEVANCES	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 8.0

Skyline CAP, Inc. is committed to ensuring that employees have an opportunity to express their concerns to management and that there are processes and procedures in place to resolve conflicts which arise in the workplace. Employees are encouraged to take their complaints to their supervisors and, if necessary, to upper levels of management or to the Executive Director, as soon as possible. If conflict resolution is not possible, then an appeal process is in place to resolve the matter.

The “conflict resolution” procedure covers such matters as:

- Working conditions and environment
- Relationships with supervisors, other employees or officers
- Disciplinary action(s)
- Adverse personnel actions

Management reserves the exclusive right to manage the affairs of the agency. As such, the following is not covered under “conflict resolution” procedures:

- Terminations,
- Layoffs in department or organization (lack of work, funding cuts, emergency)
- Salary or Salary scale
- Pay raises/merit increases/bonus pay
- Personnel Policy as approved by the Board of Directors
- Work Activity as accepted by the employee as a condition of employment
- Hiring, transfer, assignment and retention of employees within the agency (as long as such actions do not constitute disciplinary actions)

CONFLICT RESOLUTION	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 8.1

A conflict resolution procedure is used to rectify the matter as quickly as possible. The employee is not required to put the matter in writing, but may do so if desired. The goal is to resolve the matter at the lowest level of supervision as possible. In the case where the immediate supervisor is the Executive Director or is at issue, the informal procedure can be used. (Appeals procedures for conflicts that cannot be resolved is addressed in Section 8.2)

Steps below should be taken to resolve the matter in a timely manner. It is the responsibility of the Manager to hear all concerns registered by employees under their immediate supervision and to try to clear up any misunderstandings and make reasonable adjustments of unsatisfactory circumstances that arise in day to day relationships.

Step 1. The employee should address the problem verbally to his or her Manager within five working days of the event or circumstance that prompted the complaint. If reluctant to approach their supervisor, an employee may contact Human Resources for assistance. Human Resources will discuss the matter with the immediate supervisor and further conferences may be required. The supervisor will attempt to resolve the matter within ten working days and provide the employee with a verbal or written answer.

Step 2. If the conflict is not settled through the supervisor or in Step 1, the conflict may, within five working days after the answer to Step 1, be presented to the Executive Director or a designee in written form and signed by the Manager and the employee. The employee shall receive a written answer within ten working days.

Logs of written complaints should be maintained by the Supervisors/Human Resource Director and shall contain at minimum the following:

- Nature of the complaint
- Analysis of complaint
- Resolution of problem
- Signature if both parties have agreed to said solution

Logs are subject to review by the direct Manager, Executive Director, Human Resource Director and Board of Director Personnel Committee at any time.

CONFLICT RESOLUTION APPEALS	
EFFECTIVE DATE: 3/1/2005	POLICY NUMBER: 8.2

Minor complaints should be resolved in Policy Number 8.1.; however, in the event that the conflict resolution procedure has not achieved satisfactory closure of the complaint, an employee may elect to file a "Conflict Resolution Appeal".

This avenue may be taken only after all levels of authority of the organization have been exhausted, including appealing to the Executive Director and in certain instances such as the following:

1. The conflict involves the Executive Director (or a decision made by the Executive Director)
1. The conflict involves a demotion
3. The conflict is determined as "exceptional" circumstances by the Executive Director.

Step1 Within ten days of incident decision that is being appealed, the employee must send the Executive Director a notice of intent to appeal to the relevant governing body (Head Start Policy Council or Personnel Committee of the Board of Directors). This should include a detailed reason for the appeal. He or she may request a written decision, or a hearing before the relevant governing body.

The Chairperson of the Board of Directors Personnel Committee *and/or Head Start Policy Council* shall immediately set a date for the meeting or hearing and shall notify the employee and the board / committee members. The employee may have another agency employee accompany him or her at any of the conflict resolution procedures if he or she desires.

Step2 The Personnel Committee, *or Head Start Policy Council* shall proceed promptly to hear the appeal. The panel shall have the power to command the appearance of any Skyline CAP employee, and to compel the production of key documents / evidence in Skyline CAP management possession, and shall do so at the request of either party or on its own motion.

Step3 The burden of proving grounds for the action taken shall rest on the person initiating the action. While the strict rules of evidence should not be observed, and the panel proceedings should be considered as "informal," the panel should confine the inquiry to the charges specified. Care should be taken to avoid the introduction of repetitive evidence.

Step 4 A summary, signed by the chairperson, shall be made of all conflict proceedings and a copy of the summary shall be furnished to the employee. Any exceptions must be attached to the summary. The Personnel Committee and *Head Start Policy Council* shall make final disposition of the matter and give their answer to the Executive Director and employee in writing within ten working days of the disposition hearing and will be placed in the employee's personnel file.

The decision of the Personnel Committee and Policy Council in regards to appeals shall be conclusive and Final. Termination decisions are not "grievable".

SECTION 9.

TERMINATION OF EMPLOYMENT

INVOLUNTARY DISMISSAL	
EFFECTIVE DATE: 7/1/2010	POLICY NUMBER: 9.1

Inasmuch as an employee can terminate his or her employment with the agency at any time and for any reason, Skyline CAP subscribes to the policy of employment “at will” and can terminate an employee at any time and for any reason. Only the Executive Director may effect and authorize dismissal.

For Head Start employees, the members of the Policy Council will approve or disapprove the action to be taken, however, final authority rests with the Executive Director.

Introductory employees may be dismissed at any time within the Introductory period at the sole discretion of the Executive Director and Program Director (see Policy Number 1.10, “INTRODUCTORY EMPLOYEES.”) The Agency is not required to give advance notice of intent to terminate employment, whether an introductory or regular status employee.

The procedures for involuntary dismissal will be as follows:

The Program Director will document instances of poor performance, misconduct, etc., as outlined in Policy 7.1 CORRECTIVE ACTION. The information will be forwarded to the Executive Director for review. *The Personnel Committee of the Policy Council will be consulted for Head Start employees.* Based upon the information, a decision will then be made, by the Executive Director, whether or not to dismiss the employee.

An exit interview will be conducted if possible. The exit interviews for management level employees will be conducted with at least one Board member present. The Program Director will receive all keys, passwords, identification badge, and other agency property the employee may have in his or her possession. The employee will be allowed up to one hour, supervised, in order to remove his or her personal items from the facility.

Employees terminated for cause may not return to the facility without prior authorization from the Executive Director. The employee’s final paycheck, including accrued annual / vacation leave, will be issued on the next regular pay date following receipt of all company property.

Terminated employees will not be eligible for rehire.

LAYOFFS	
EFFECTIVE DATE: 7/1/2005	POLICY NUMBER: 9.2

When a reduction in force is necessary due to budget cuts, decreases in grant funding, reorganization or any other reason, the employee shall be released on a lay off status. Whenever possible, employees who have rendered satisfactory service to the Agency may be offered an alternative position that is mutually agreed upon by management and the employee.

The Human Resources Office will conduct an exit interview. The Program Director will receive all keys, identification badge, and other agency property the employee may have in his or her possession.

Any employee who is released due to a legitimate reduction in force will not be entitled to the CONFLICT RESOLUTION APPEALS procedures, as outlined in Policy Number 8.2 of these policies.

Persons laid-off and recalled within one year by the agency will accrue leave at the same rate at which they left.

RESIGNATION	
EFFECTIVE DATE: 7/1/2009	POLICY NUMBER: 9.3

Resignation is voluntary termination by the employee. An employee desiring to terminate his or her employment is expected to give as much notice as possible. Two weeks (10 working days) written notice is considered in these policies as sufficient for most employees. However, exempt and supervisory staff shall provide four weeks (20 working days) written notice.

Employees who have provided less than the required notice will forfeit their right to payment of all accrued vacation pay and will not be eligible for rehire, unless extenuating circumstances are approved by the Executive Director. Employees giving no notice will forfeit payment of Annual Leave.

All unused sick leave will be forfeited.

The supervisor or the Human Resources office will conduct an exit interview, where all keys, passwords, identification badge, and other agency property the employee may have in his or her possession will be collected. A Board member will participate in the exit interview for key employees.

Payment of Annual Leave will be issued on the next regular pay date following receipt of all company property.

PERSONNEL POLICIES MANUAL ACKNOWLEDGMENT

I acknowledge that I am expected to read and understand the contents of the Employee Personnel Manual, as it contains important information on Skyline CAP's personnel policies and on my privileges and obligations as an employee. The Personnel Manual will be maintained in an electronic version at the following website address: <http://www.skylinecap.org/SkylineCAPdocs/>

I understand that this manual is a summary of the policies that guide the Skyline Community Action Partnership in its relationship with its employees. I also understand that this Manual does not create a contract of employment, and that my employment can be terminated by Skyline CAP at any time. I further understand that Skyline CAP may revise the Personnel Policies and Procedures, in whole or in part, at any time without prior notice. If any policy, rule, regulation, or benefit is unclear to me, I understand that I should contact my supervisor or the Human Resources Director for clarification. Virginia is an "at will" work state. Employees have the ability by law to resign at any time. Likewise, Skyline CAP may discharge an employee at will, with or without cause and without notice, at any time.

SIGNED: _____ **DATE:** _____