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UMATILLA-MORROW COUNTY HEAD START

PURPOSE

In existence since 1965 with a local Community Action Program, Umatilla-Morrow County Head Start, Inc. (UMCHS) became incorporated as a separate multi-purpose agency in 1987. The agency currently operates a variety of programs with different funding sources including Federal, State, County, and Private Foundation grants. UMCHS, Inc. serves children and families in seven rural Eastern Oregon counties: Umatilla, Morrow, Grant, Gilliam, Wheeler, Sherman, and Wallowa. The agency currently oversees the following programs and services:

- Head Start Program
- Oregon Pre-Kindergarten Program (0-5)
- Early Head Start
- Women, Infants, and Children Nutrition Program (WIC)
- Child Care Resource and Referral Program
- Car Seat Rental Program
- Family Support and Connections
- American Legacy Foundation Program
- Healthy Start
- Court Appointed Special Advocate (CASA)

UMCHS has seventeen educational centers, three WIC service locations, and two administrative offices which are strategically located throughout the seven county areas. The main administrative office, located in Hermiston, is the centralized source for human resource management, fiscal management, strategic program development, and all organizational policies and directives. Communication is encouraged on a regular basis with weekly administrative planning meetings and monthly staff meetings. The agency's employees are dedicated to serving more than 415 Head Start/Oregon Pre-Kindergarten children and their families, 56 Early Head Start infants and toddlers through an Early Head Start, 4,000 WIC clients, and 207 Child Care Providers through Child Care Resource and Referral.

Umatilla-Morrow Head Start, Inc. operates a comprehensive child development and educational program for children and their families that capitalize on involvement of the entire family in the child's growth. Staff believes the educational process for children begins at home and assists families to recognize this responsibility. Staff participates in the process by providing resources, training and experiences which aid in the overall physical, social, emotional, and cognitive development of children. The goal is not only to assist in the total development of the child, but also in the parenting skill of the adults.

UMATILLA-MORROW HEAD START, INC.

MISSION STATEMENT

The ongoing development of Umatilla-Morrow County Head Start, Inc. as an agency is guided by the agency's mission statement.

Umatilla-Morrow Head Start is a caring, innovative network of quality individuals working in partnership with others to strengthen families and communities.

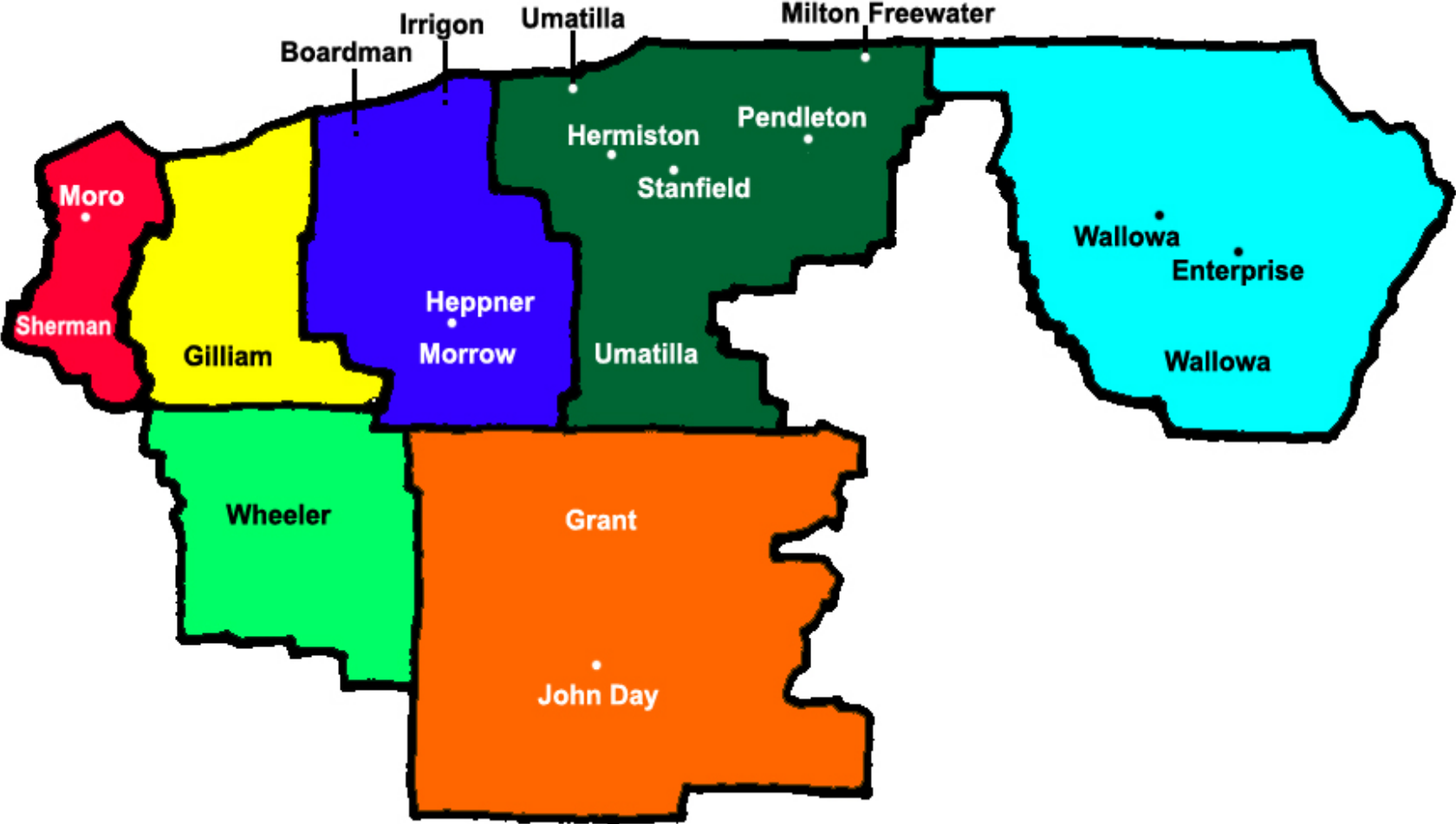
- We are committed to providing a quality comprehensive educational program to all families and children through the communities we serve.
- We believe the educational process begins at home and we will assist parents in working with their children to understand developmentally appropriate practices.
- We are neighbors working together to strengthen families free of drug and alcohol abuse, promoting communities in which children are Free to Grow.
- We will empower staff and families to identify needs and develop strengths, values and dreams by building confidence and respect.

STANDARDS OF CONDUCT

All staff, consultants, and Volunteers will abide by the program's standards of conduct, which include:

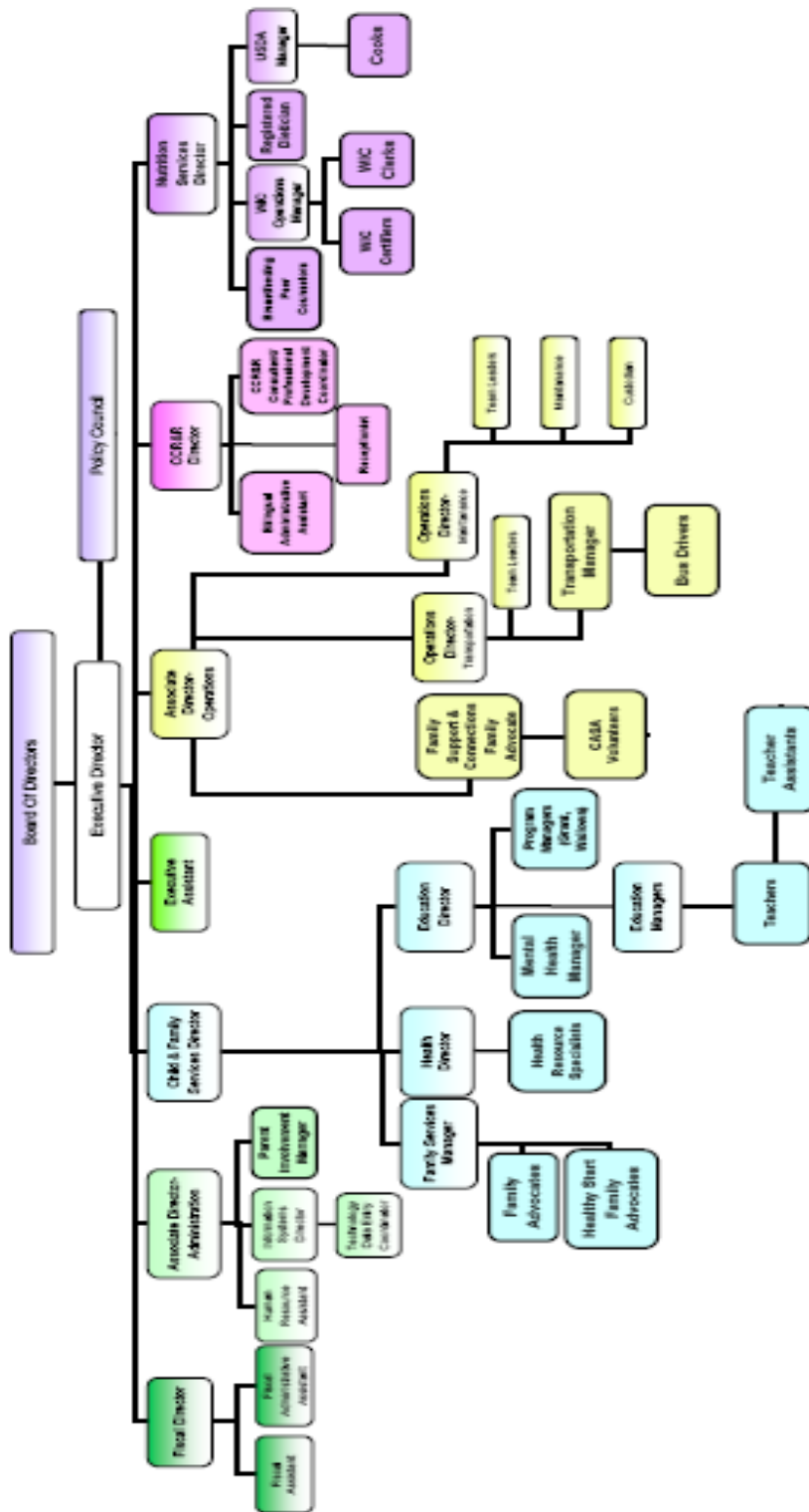
1. Respect and promote the unique identity of each child and family and refrain from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
2. Follow program confidentiality policies concerning information about children, families, and other staff members;
3. Leave no child alone or unsupervised while under the agency's care, and
4. Use positive methods of child guidance and not engage in corporal punishment, emotional or physical abuse, or humiliation. In addition, not employ methods of discipline that involve isolation, the use of food as punishment or reward, or the denial of basic needs.

SERVICE DELIVERY AREA MAP



ORGANIZATIONAL CHART

UMCHS, Inc. Organizational Chart



* Solid Colors and Bold Text Indicate Staff Who Provide Direct Services to Children and Families

POSITION BY CLASSIFICATION

Program year 2011-2012

SPECIALIST I

COOK, TEACHER ASSISTANT, CUSTODIAN, SECRETARY/RECEPTIONIST,
CHILDCARE RESOURCE & REFERRAL CONSULTANT

COORDINATOR I

EHS ASSOCIATE TEACHER, BUS DRIVER, HEALTH RESOURCE SPECIALIST, WIC
CLERK, DATA ENTRY

COORDINATOR II

HOME VISITING TEACHER ASSISTANT

COORDINATOR III

FISCAL CLERK, ADMINISTRATIVE ASSISTANT

COORDINATOR IV

MAINTENANCE SPECIALIST, HEALTH & SAFETY COORDINATOR, WIC CERTIFIER

COORDINATOR V

ACCOUNTANT, HUMAN RESOURCES ASSISTANT, USDA CENTER MANAGER,
TRANSPORTATION MANAGER, FAMILY ADVOCATES, CCR&R TRAINING
COORDINATOR/CONSULTANT

COORDINATOR VI

CHILD/FAMILY ADVOCATE, TEACHER

MANAGER I

VOLUNTEER PROGRAM MANAGER, WALLOWA COUNTY PROGRAM MANAGER,
EXECUTIVE ASSISTANT

MANAGER II

EDUCATION MANAGER, WIC OPERATIONS MANAGER, MENTAL HEALTH
MANAGER, FAMILY SERVICES MANAGER, RD NUTRITIONIST

DIRECTOR I

EDUCATION/DISABILITIES DIRECTOR, HEALTH SERVICES DIRECTOR, FISCAL
DIRECTOR, NUTRITION SERVICES DIRECTOR, CHILD CARE RESOURCE &
REFERRAL DIRECTOR, OPERATIONS DIRECTOR

DIRECTOR II

DIRECTOR OF CHILD & FAMILY SERVICES

DIRECTOR III

ASSOCIATE DIRECTORS

SALARY SCHEDULE

UMATILLA-MORROW CO. HEAD START, INC

2011-2012 Salary Schedule

SPECIALIST I

LEVEL	HS	45 Credit Hours/CDA		AA		
1	10.52	1823	10.84	1879	11.19	1940
2	10.83	1878	11.16	1935	11.53	1998
3	11.15	1933	11.49	1991	11.88	2056
4	11.47	1988	11.81	2047	12.23	2114
5	11.79	2043	12.13	2103	12.57	2172
6	12.10	2098	12.46	2159	12.92	2230
7	12.42	2153	12.78	2215	13.27	2288
8	12.74	2208	13.10	2271	13.62	2346

COORDINATOR I

LEVEL	HS	45 Credit Hours/CDA		AA		
1	11.18	1905	11.54	2001	12.34	2139
2	11.50	1963	11.89	2061	12.71	2203
3	11.83	2021	12.24	2121	13.08	2267
4	12.17	2079	12.58	2181	13.45	2331
5	12.50	2137	12.93	2241	13.82	2395
6	12.84	2195	13.28	2301	14.19	2459
7	13.18	2253	13.62	2361	14.56	2523
8	13.51	2311	13.97	2421	14.93	2587

COORDINATOR II

LEVEL	HS	AA	BA			
1	12.40	2149	13.10	2271	13.78	2388
2	12.77	2213	13.49	2339	14.19	2460
3	13.14	2277	13.89	2407	14.61	2532
4	13.51	2341	14.28	2475	15.02	2604
5	13.88	2405	14.67	2543	15.44	2676
6	14.24	2469	15.06	2611	15.85	2748
7	14.61	2533	15.46	2679	16.27	2820
8	14.98	2597	15.85	2747	16.68	2892

COORDINATOR III

LEVEL	HS	AA	BA			
1	13.88	2368	14.80	2531	15.33	2658
2	14.07	2409	15.04	2607	15.80	2738
3	14.46	2510	15.48	2683	16.28	2818
4	14.85	2611	15.92	2759	16.77	2898
5	15.24	2712	16.36	2835	17.26	2978
6	15.63	2813	16.79	2911	17.74	3058
7	16.02	2914	17.23	2987	18.23	3138
8	16.41	3015	17.67	3063	18.72	3218

COORDINATOR IV

LEVEL	HS	AA	BA			
1	14.54	2521	14.95	2692	15.88	2719
2	14.93	2597	15.40	2670	16.18	2801
3	15.32	2673	15.85	2748	16.63	2883
4	15.71	2749	16.30	2826	17.11	2965
5	16.10	2825	16.75	2904	17.58	3047
6	16.49	2901	17.20	2982	18.05	3129
7	16.88	2977	17.65	3060	18.53	3211
8	17.27	3053	18.10	3138	19.00	3293

COORDINATOR V

LEVEL	HS	AA	BA	MA				
1	15.04	2697	15.33	2856	16.82	3228	18.10	3310
2	15.45	2678	15.80	2738	16.18	3325	18.87	3409
3	15.86	2749	16.28	2818	16.74	3422	20.24	3508
4	16.27	2820	16.72	2898	20.30	3519	20.81	3607
5	16.68	2891	17.18	2978	20.88	3618	21.38	3706
6	17.09	2962	17.64	3058	21.42	3713	21.85	3805
7	17.50	3033	18.10	3138	21.88	3818	22.52	3904
8	17.91	3104	18.57	3218	22.54	3907	23.09	4003
9	18.32	3175	19.03	3298	23.10	4004	23.87	4102
10	18.73	3246	19.49	3378	23.68	4101	24.24	4201

COORDINATOR VI

LEVEL	AA	BA	MA			
1	15.33	2888	18.92	3279	19.39	3361
2	15.80	2738	19.48	3377	19.87	3482
3	16.28	2818	20.05	3475	20.58	3583
4	16.72	2898	20.61	3573	21.14	3684
5	17.18	2978	21.18	3671	21.72	3785
6	17.64	3058	21.74	3769	22.30	3886
7	18.10	3138	22.31	3867	22.89	3987
8	18.57	3218	22.88	3965	23.47	4088
9	19.03	3298	23.44	4063	24.05	4189
10	19.49	3378	24.01	4161	24.63	4270

MANAGER I

LEVEL	HS	AA	BA	MA				
1	16.28	2821	19.74	3422	20.18	3488	20.88	3588
2	16.77	2908	20.34	3528	20.78	3603	21.31	3693
3	17.26	2991	20.93	3628	21.39	3708	21.83	3801
4	17.75	3076	21.53	3731	22.00	3813	22.55	3909
5	18.24	3161	22.12	3834	22.60	3918	23.18	4017

MANAGER II

LEVEL	AA	BA	MA			
1	23.48	4089	24.68	4277	25.41	4405
2	24.18	4191	25.41	4405	26.18	4537
3	24.88	4313	26.15	4533	26.94	4669

DIRECTOR I

LEVEL	AA	BA	MA			
1	26.28	4852	27.61	4786	28.73	4880
2	27.05	4889	28.44	4830	29.59	5129
3	27.84	4826	29.27	5074	30.45	5276

DIRECTOR II

LEVEL	BA	MA		
1	32.03	5580	33.38	5785
2	33.04	5727	34.38	5939
3	34.05	5884	35.38	6133

DIRECTOR III

LEVEL	BA	MA		
1	34.00	5894	35.37	6130
2	35.03	6071	36.43	6314
3	36.05	6248	37.49	6498

Substitutes:
TEACHERS (A/ABA) 15.04/18.52
OTHER \$9.00

OFFICE/CLASSROOM/CLEANING
WAGE \$10.52
FRINGE \$4.42
TOTAL \$14.94

EMPLOYEES WHO ARE OFF THE PAY SCALE MAY NOT BE ELIGIBLE FOR A COLA.
Staff substituting for two consecutive weeks during the summer months will be eligible to be paid what their current level of pay would be for the school year.

Supplemental pay rates for Team Leaders
1-5 staff=100.00 per month
6+ staff=200.00 per month

COMMONLY USED TERMS

- ACYF** - Administration of Children, Youth, and Families. An office of the Department of Health & Human Services which operates Head Start and other programs concerned with children. Our ACYF Regional Office is located in Seattle.
- AFS** - Adult & Family Services
- Audit** - An assessment of the Head Start program which occurs every three years to review compliance of Performance Standards. It is conducted by a team of consultants in each of the component areas.
- Board of Directors** - The group of people who have the legal responsibility of setting the purposes and policies of an organization.
- By-Laws** - The common rules agreed upon by an organization under which it operates.
- Career Ladder** - Staff Development Committee's section with job descriptions and competencies for each level of employment in the Career Development Plan.
- Center Committee** - Parent Meetings. All Parents, who have children enrolled in a particular Head Start center, work with teachers and other staff to determine what kind of education and learning experiences children will receive.
- CAA** - Community Action Agency. Receives funds to administer and coordinate on a community wide basis a variety of anti-poverty programs.
- CAP** - Community Action Program. Another name for CAA.
- CASA** - Court Appointed Special Advocate
- CCF** - Commission on Children and Families
- CCFP** - Child Care Food Program
- CDA** - Career Development Associate. A training program within Head Start for teaching staff which provides on-the-job training and educational credits in early childhood education.
- CCDBG** - Child Care Development Block Grant.
- CCR&R** - Child Care Resource and Referral. Information on available child care in Umatilla-Morrow Counties.
- Center Based** - Majority of time spent in the Head Start Program is in the classroom with a minimum of 2 home visits a year.

- Combination** - Classroom time is less than four days per week and is supplemented by home visits. In our program, children spend 10½ hours each week in the center, and each family receives ten or twelve home visits per year
- Content** - A word used to refer to the various parts of the total Head Start program, (education, social services, parent involvement, mental health, health services, and nutrition.)
- CIS** - Child Immunization Status
- CSD** - Children's Services Division. This agency provides child protective services. The new name of this agency is State Office of Services to Children and Families. See SCF.
- DA** - Delegate Agency, an agency to which responsibility is delegated by the grantee for the operation of a total Head Start program.
- ESD** - Education Services District. This Agency provides services for children with disabilities, multi-media, alternative school, Indian/Migrant program, and other services to public schools.
- FSA** - Family Support Act
- FSC** - Family Support & Connections
- Grant** - Money provided to conduct a specific program within Head Start which is described in a proposal, approved by Policy Council and Board of Directors, and submitted to the Regional Office.
- HHS** - Department of Health & Human Services. Federal agency responsible for all federal programs dealing with health and welfare.
- Home Base** - A program designed with children staying in their homes. Home visitors visit the home to work with parents on specific components and activities. In our program, children spend 7 ½ hours a month in the classroom and each family receives weekly home visits of 1½ hours each.
- IFSP** - Individual Family Service Plan
- MDT** - Multi Disciplinary Team Staffing
- Community Assessment** - A community survey in which data is gathered on the specific needs of low income families in the community and the resources available to meet them.
- OHS** - Office of Head Start
- OHSTC** - Oregon Head Start Training Consortium. The agency responsible for training and technical assistance to Head Start Programs in the state of Oregon.

- OPP** - Oregon Pre-Kindergarten Program. A state funded program for children age three and four with the same performance standards as Head Start.
- PA** - Public Assistance. Monies which families receive from Adult and Family Services, commonly known as Aid to Families with Dependant Children.
- Parent Activity Funds** - Money in a Head Start that the Policy Council sets aside to use for specific activities planned and conducted by parents. Umatilla-Morrow County Head Start Policy Council keeps a separate checking account for this money.
- Parent Travel** - A category within the budget which is used by the Policy Council for travel to meetings and program activities.
- Parent Training Plan** - A written plan developed by parents describing training which will be provided throughout the year at Parent Meetings.
- Poverty Income Guidelines** - A federal table of income eligibility of families by size of income and number of dependents in a family.
- Pre-Service Training** - An orientation and introduction to the general goals and objectives of Head Start program.
- Program Representative** - A member of the Regional ACYF Office staff who provides assistance to the Head Start Program.
- Region X** - Region of the country which includes Washington, Oregon, Idaho, and Alaska.
- SCE** - Services to Children and Families
- SDC** - Staff Development Committee. A committee composed of Head Start staff responsible for developing, monitoring, and evaluating program systems.
- Self-Evaluation** - The process whereby the staff, parents, and community of a Head Start program assess their total program in relation to Head Start Performance Standards - conducted each spring.
- UMCHS** - Umatilla-Morrow County Head Start, Inc.
- UMCHSPC** - Umatilla-Morrow County Head Start Policy Council
- USDA** - United States Department of Agriculture

ROLES AND RESPONSIBILITIES

UMCHS BOARD OF DIRECTORS:

Policy-making body for the agency. Has final approval of all program proposals, plans, budgets and appointment of Executive Director.

EXECUTIVE DIRECTOR:

Responsible for insuring those agency policies are executed as determined by the Board of Directors. Responsible for overall administration of the agency and its operation.

FISCAL DEPARTMENT:

Responsible for maintaining agency accounting system in accordance with federal and state regulations, proper documentation for all expenditures and transactions, financial reporting, and audit preparation and response for all programs.

HEAD START/EARLY HEAD START:

Provides pre-school and 0 - 3 education which addresses the child's total learning environment and includes parent training and involvement.

WOMEN, INFANTS AND CHILDREN NUTRITION PROGRAM:

Provides a nutritional supplement through a voucher system to pregnant women, babies and small children.

CCR&R

Provides technical assistance and training for child care providers and maintains a data base of child care providers for parent referrals.

HEALTHY START

FAMILY SUPPORT & CONNECTIONS (FSC)

COURT APPOINTED SPECIAL ADVOCATE (CASA)

EMPLOYMENT POLICIES

I. INTRODUCTION

A. Purpose and use of the Manual:

This personnel handbook is designed to summarize many of the agency's personnel policies and to acquaint you with many of the rules concerning your employment with Umatilla-Morrow County Head Start, Inc. UMCHS, Inc. reserves the right to modify, rescind, delete or add to the provisions of this handbook from time to time in its sole and absolute discretion. UMCHS, Inc. will attempt to provide you with notification of such changes when they occur.

This handbook is not a guarantee of or contract for continued employment with UMCHS, Inc.

B. Establishment of Personnel Policy:

The ultimate responsibility and authority for formulating program policy is vested in the Board of Directors of UMCHS, Inc. and the Parent Policy Council. Responsibility for carrying out program policy is delegated to the Executive Director, who, in turn, delegates specific responsibilities to designated staff members.

All employees of UMCHS, Inc. are hired under the provision of a grant or letter of agreement, the terms of which vary considerably in scope, duration, and content. Therefore, although these policies reflect the general position of the program, it must be kept in mind that some grants or letters of agreement may more specifically limit and define the relationship between the program and individuals hired.

C. At Will Employment:

Any misrepresentation, falsification, or material omission of information, either on the application for employment or related to position of employment or job duties, whenever discovered, may result in dismissal from employment. In consideration of employment, employees conform to the rules and standards of Umatilla-Morrow County Head Start, Inc. and agree that employment and compensation can be terminated at will, with or without cause, and with or without notice, at any time, either at employee option or at the option of UMCHS, Inc. No employee or representative of the agency, other than the Executive Director has any authority to enter into any agreement for employment for any specified period of time, or to make any agreement contrary to the foregoing.

II. AFFIRMATIVE ACTION POLICY AND PLAN

A. Purpose

An Affirmative Action Program is a set of specific and result oriented goals to which the employer and all employees commit themselves to apply every good faith effort. It is the purpose of the Affirmative Action Programs to identify organizational components and job categories in which certain groups within the population may not be represented in

proportion to their availability in the labor force, to analyze the reasons for under-representation, to set goals and timetables for achieving equitable representation by these groups and to develop visible programs to pursue these goals.

B. Policy

It is the policy of UMCHS to affirmatively ensure that employment is in keeping with the principle of equal opportunity and to reaffirm equal opportunity in all personnel-related actions. UMCHS is an Equal Opportunity Employer and does, in fact, intend to carry out the spirit of federal, state, and local laws and regulations which prohibit discrimination in employment on the basis of race; color; religion; national origin; gender; age; veteran's status; marital status; familial status, source of income, mental or physical handicap unrelated to performance of a specific job; excised juvenile records; having applied for, or used, worker's compensatory insurance; having been injured on the job; a member of family employed by UMCHS (exception being when that relative would be that persons' supervisor or in a position to arbitrate that person's grievances); one's association with a member of protected class; or sexual orientation.

C. Plan

It is the goal of UMCHS, Inc. to:

1. Recruit, hire, and promote in all categories of job classifications without regard to race; color; religion; national origin; gender; age; veteran's status; marital status; mental or physical handicap unrelated to performance of a specific job; excised juvenile records; having applied for, or used, worker's compensatory insurance; having been injured on the job; a member of family employed by UMCHS (exception being when that relative would be that persons' supervisor or in a position to arbitrate that person's grievances); one's association with a member of protected class; or sexual orientation.
2. Base all decisions concerning employment and promotion in accordance with the principle of Equal Employment Opportunity by imposing only valid performance-related requirements with regard to employment and promotion opportunities.
3. Administer all other personnel actions, such as compensation benefits, training, educational incentives, and social and recreational programs, without regard to race; color; religion; national origin; gender; age; veteran's status; marital status; mental or physical handicap unrelated to performance of a specific job; excised juvenile records; having applied for, or used, worker's compensatory insurance; having been injured on the job; a member of family employed by UMCHS (exception being when that relative would be that persons' supervisor or in a position to arbitrate that person's grievances); one's association with a member of protected class; or sexual orientation.
4. Conduct a review of all personnel-related actions to ensure equal opportunity at all levels, in all classifications and activities. This will be done each June.

The policy of UMCHS, Inc. shall be made known to, and cooperation sought from, all its employees, contractors, subcontractors, and suppliers. This will be accomplished through all appropriate means: In bulletins, letters, postings, and other media; additionally, through conferences, orientation sessions and personal contacts with the employees, executives, and management and supervisory personnel of contractors, and in all sources of employment recruitment

III. EMPLOYMENT PRACTICES

A. Recruitment and application

Information regarding job vacancies shall be made available to all employees through announcements posted for a minimum of five working days. External recruitment may be commenced concurrent with internal posting of a vacancy if the Executive Director feels that it is appropriate. However, no hiring decision may be made until the internal posting period is completed and consideration has been given to existing qualified employees desiring promotion. All openings will be announced to the Oregon State Employment Service.

Positions may be advertised in local newspapers, at the discretion of the Executive Director or her/his designees.

Any application for employment must be submitted on the standard application form of UMCHS, Inc.

B. Selection and Promotion Policies

Qualifications of the applicant should be commensurate with the duties and responsibilities of the position for which she/he is hired. UMCHS, Inc. does not consider a criminal record to be automatically or conclusively indicative of a person's character and will consider each individual in terms of the job for which she/he has applied.

It is the policy of UMCHS, Inc. to give employment opportunities to persons who have no formal education but who are willing to learn. Recruiting procedures will, to the extent practical, afford opportunity for the hiring and advancement of people to be served by the poverty programs.

Efforts will be made to fill existing vacancies from within the organization. Any employee wishing to be considered for a vacancy should notify his/her supervisor in writing. Recruitment of employees from outside is utilized when vacancies cannot be filled through internal promotions. Hiring of staff will be based upon qualifications and experience.

Preference for hiring entry-level positions within the program will be given to current and past Head Start parents.

C. Screening, Interviewing and Hiring

Initial screening and interviewing shall be done by the Executive Director or his/her designee. References shall be checked. Finalists shall be interviewed by the Personnel Committee, which will consist of members of the Parent Policy Council (Head Start/OPP/EHS positions), the Staff Development Committee, and the Executive Director/or designee. Final selection shall be made by concurrence of the Personnel Committee.

The Personnel Committee will make recommendations for selection of employees for approval by the Parent Policy Council for those to be employed in the Head Start Program.

The hiring of the Executive Director, Fiscal Director, and Associate Directors will be subject to approval by the Board of Directors.

Candidates for the positions of Executive Director, Fiscal Director, and Associate Directors shall be screened and interviewed by the Board of Directors and Executive Director if applicable.

The composition of the Joint Personnel Committee shall be a member from Parent Policy Council, Board members (if applicable), and staff members.

D. Persons Ineligible for Employment

- 1. Prohibition Against Partisan Political Activity
- 2. Employees Supported by Federal Funds or Cash Contributions

No employee of UMCHS, Inc. whose employment is supported by federal funds or by cash contributions to the non-federal share shall hold any position while any member of his/her immediate family has authority or responsibility to order or recommend personnel actions, either as a member of the Board of Directors, Parent Policy Council, or as an employee.

E. Conflict of Interest and Nepotism

The following shall be observed with respect to persons whose employment is supported by UMCHS, Inc. funds or by cash contribution to the non-federal share:

- 1. No person shall hold a job while they or a member of their immediate family serves on the Board of Director or sits on the Parent Policy Council.
- 2. No person shall hold a job over which a member of their immediate family exercises immediate supervisory authority
- 3. No person shall hold a job while either they or a member of their immediate family serves on a committee which, either by rule or by practice, regularly nominates, recommends or screens candidates for the agency or program by which they are employed. For purposes of this part, a member of an immediate family shall include any of the following persons:

<i>Husband</i>	<i>Wife</i>	<i>Father</i>	<i>Father-in-law</i>	<i>Mother</i>
<i>Brother</i>	<i>Sister</i>	<i>Mother-in-law</i>	<i>Son</i>	<i>Daughter</i>

Son-In-Law Brother-in-law Daughter-In-law
Sister-in-law

F. Employee Orientations

Within 10 working days of employment, each employee shall be assured of an orientation conducted by the Human Resources Director or her/his designee. The orientation will cover all points on the "Employee Orientation Checklist." The checklist shall be completed by the person providing the orientation, signed by the employee, and filed in the employee's personnel file.

G. Introductory Employment Period

All employees hired to fill vacancies within the agency are subject to an introductory period of six months, with the exception of the Executive Director whose introductory period will be 12 months.

All employees will be evaluated based upon how well they are meeting the responsibilities of their job description and the policies of Umatilla-Morrow County Head Start, Inc.

Introductory employees will have an evaluation at the end of four months (nine months for the Executive Director). This evaluation will detail any areas needing improvement and a specific plan will be written detailing the areas needing improvement and the criteria for success.

At the end of the introductory period a formal review will occur which will:

1. place the employee on regular status
2. implement an extended introductory period
3. terminate employment

Employment and compensation can be terminated at any time during this period with or without cause and with or without notice, at the discretion of either the employee or UMCHS, Inc. Termination of employees during their introductory period will not require Policy Council approval.

H. Transfer

Given the responsibility to organize and implement a quality program, the Executive Director may approve recommendations (from supervisors) to transfer employees to other work stations within the agency. The Executive Director or supervisors may consult with implicated employees and supervisors prior to making new assignments.

Employees who wish to transfer from one work station to another may submit a written request to the Executive Director and their supervisor. Responses to

transfer request will be based on consideration of both the program's needs and the individual employee's needs.

I. Promotion

A promotion is defined as the act of assigning an employee to a different position within the organization which carries increased responsibility, opportunity and compensation.

1. General Considerations:

In filling vacant or new positions, primary consideration will be given to the promotion of qualified employees already employed by the organization.

Promotions will be based on evaluations of past performance and qualifications for the position to be filled. Promotions shall be given in strict accordance with the organization's Affirmative Action Plan.

2. Promotion Procedures:

All newly-created or vacant positions shall be posted (announced) within the agency for a minimum of five business days. Employees wishing to be considered for promotion shall submit a completed, agency employment application or letter of intent to the Human Resource Director's office prior to the end of the five day, posting-period.

In the event of promotion, the employee shall retain all previously accrued benefits, but shall be subject to a 90-day probationary period as defined by his/her new job description. During the probationary period following a promotion, the employee shall be allowed to use all applicable types of vacation, floating days and/or leave. Should the promotion prove to be unsatisfactory to the employee and/or administration, the employee shall be considered for reassignment to any vacant position within the organization. If no vacant positions are available, the employee will be terminated.

Staff receiving a promotion will be moved to the pay grade that is closest to but more than their current wage. Employees do not carry years of experience within the agency forward onto the new grade.

J. Criteria for Increase in Salary

1. Available Funding
2. Organizational Need
3. Evaluation and Performance

Increases, when granted, will be at the anniversary date of hire in the employee's most current position.

K. Lateral Change

Lateral is defined as the act of an employee being moved to a different position in the program with different job responsibilities, but is compensated at the same level as the employee's current position.

If a lateral change in position occurs, years of experience with the agency will be given on the salary scale. However, no salary increase will occur until after the successful completion of a 90-day probationary period during which annual leave, vacation leave and floating leave can be taken.

L. Demotion

Demotion is the act of an employee being moved to a different position in the program that carries a lower level of responsibility and compensation than the employee's current position.

Demotion shall be recommended by the employee's immediate supervisor in the following situation:

1. When the employee would otherwise be laid off because her/his position is being abolished (due to a lack of funds or work), or is reclassified.
2. When the employee's immediate supervisor and the Executive Director conclude, based on analysis of performance compared to job description requirements, that the employee does not possess the necessary qualifications to render satisfactory service in his/her present position, this includes the failure to demonstrate effective working relationships with other staff and/or clients.
3. When the employee voluntarily requests such demotion, in writing.
4. When, based on a performance evaluation conducted by the immediate supervisor, the employee is guilty of insufficient performance of her/his duties.
5. For disciplinary reasons.

A written statement of reasons for demotion shall be prepared and given to the employee at the time of demotion, with a copy retained in the individual's personnel file.

Any employee receiving a demotion will be subject to a six month probationary period in the new position. The employee's salary will be placed at a salary grade appropriate to the new position. Placement on the lower salary grade will include years of experience with the agency.

The employee has recourse through the Grievance Procedure if she/he wishes to protest the action.

M. Personnel File

1. A personnel file shall be compiled for each employee and kept confidential.
2. Job descriptions are developed by the staff and the Staff Development Committee and approved by the Director. They will be revised as needed.

IV. EMPLOYEE CLASSIFICATION

All Umatilla-Morrow County Head Start Inc. employees are classified as either **Exempt** employees or **Non-exempt** employees.

A. Exempt Employee Status

Exempt employees are executives, managers, supervisors, administrators and professional employees, "...who meet the criteria established by federal and state law..." (1992 Oregon Wage & Hour Laws Handbook p. 23). Exempt employees are hired to perform a job, regardless of the time it takes (typically 40 hours per week). They are exempt from minimum wage and overtime requirements. All exempt employees must be paid on a "salary basis", which "...means a predetermined amount paid for each pay period of one week or longer regardless of the number of days or hours worked." Exempt employees shall not receive deductions in pay for partial days missed. However, those who miss full days or do not work a minimum of one hour in a single day shall receive deductions in accrued Sick, Annual, or Floating Leave benefits. Exempt employee status is specified on individual job descriptions.

B. Non-exempt Employee Status

Non-exempt employees are compensated for the actual amount of time spent on their job. Federal and state laws require UMCHS to pay at least minimum wage and overtime to all non-exempt employees. These employees are required to record the number of hours worked during each work week. Non-exempt employees may be paid a salary or on an hourly basis. Non-exempt employees are not necessarily paid a predetermined amount for each pay period. Deductions (of pay or leave) may be made for a part of a work week missed. Non exempt employee status is printed on individual job descriptions.

C. Definitions

1. Regular Full-time Employees (35 or more hours per week)

Those hired without a predetermined terminal point of employment. These employees are eligible for all fringe benefits.

2. Regular Part-time Employees (less than 35 hours per week)

Those hired without a predetermined terminal point of employment. Regular Part-time employees who work a standard week of 30 hours or more will be eligible for all fringe benefits. Fringe benefits for those who work 20 hours per week, but less than 30 hours per week will be eligible for all fringe benefits and must pay a 25% copay for medical/health, dental, life, and vision benefits. Fringe benefits for those who work less than 20 hours per week may be specified in a letter of agreement.

3. Seasonal Employees

Center Education Staff, Bus Drivers, Cooks, Health Resource Specialists, and Team Leaders whose primary position is one of the above listed.

4. Temporary Full-time Employees (35 or more hours per week)

Those hired for a specific period of time of not more than 90 working days. These employees will receive payment for Agency holidays observed during employment term, but will not receive any other fringe benefit.

5. Temporary Part-time Employees (less than 35 hours per week)

Those hired for a specific period of time of not more than 90 working days. Temporary Part-time Employees will be paid only for actual hours worked and will not be eligible for holiday pay or any other fringe benefit.

6. Introductory Employees

Those hired to fill vacancies within the agency. These employees are subject to an introductory period of six months.

V. PAY DAYS, TIME, OVERTIME AND COMPENSATORY TIME AND WORK SCHEDULES

A. Dates of Salary Payment

The salaries of employees shall be paid bimonthly, on, or before, the 1st day of the month and the 16th day of the month. If a payday falls on a weekend, payday will be the Friday before. If payday falls on a Monday, which is a holiday, payday will be the Tuesday following.

B. Time Sheets

An accurate time sheet shall be maintained by each employee. This will be turned in regularly to the appropriate supervisor for approval and, in turn, to the Fiscal office. This will be the basis for salary compensation and accumulated leave time.

Time sheets shall be submitted to supervisors on the last working day of each pay period, (or earlier when requested). Time sheets, which have been checked, approved and signed by supervisors, shall be delivered or faxed to the fiscal office by the morning of the day following the last working day of each pay period. If you must fax, the original time sheet must be mailed the same day. It is mandatory that all time sheets be completed in ink and signed by the employee.

C. Overtime and Compensatory Time

Authorization to accrue overtime for payment must have the approval of the Executive Director.

The employee and her/his supervisor shall make every effort to schedule work hours and time off so that the assigned work week is not exceeded. If approval is given in writing to work more than 40 hours in one work week, reimbursement will be made on a 1½ hour per hour basis.

D. Work Schedules

The Executive Director shall determine the daily working hours. The work day is eight (8) hours in length, beginning at 8:00 a.m. and ending at 4:30 p.m., Monday through Friday, for a forty (40) hour work week. One-half (½) hour per day is granted for lunch. With some positions requiring field work, this schedule may vary provided approval is granted by the appropriate supervisor. Accomplishment of the objectives of UMCHS, Inc. sometimes requires employees to work long and/or abnormal hours. Each employee should be aware that these conditions exist and should be prepared to be available as necessary when given advance notice by her/his supervisor. All employees shall report promptly at the assigned times. Habitual tardiness, absenteeism, and/or misuse of leave time will be grounds for disciplinary action including dismissal.

E. Reclassification

Any position shall be re-evaluated whenever a change in duties and responsibilities make the existing salary grade no longer applicable. If a position is placed at a higher salary grade as a result of reclassification, employees who are not receiving at least the minimum salary for the new grade shall receive an increase to that level. If a position is placed in a lower salary grade due to a reclassification, no employee will receive a reduction in salary as the result of such reclassification. However, if an incumbent's existing salary is greater than the maximum for the new salary grade, no increases shall be granted until such time as promotion or other change in classification shall once again bring the

salary within the position classification range. Any request for individual reclassification should be made to the Executive Director.

VI. TIME AWAY FROM WORK

A. Paid Leaves

1. Annual/Vacation Leave

a. Eligibility

Regular full-time, regular part-time, and seasonal (who are regularly scheduled to work at least 20 hours per week) employees other than temporary employees are eligible to earn paid leave time. All other employees are not eligible.

b. Accrual and Earning Paid Leave Time

Eligible employees accrue and/or earn paid leave time based on the following schedule:

Years of Service	Accrual of Paid Leave time	Maximum Accrual in any 12 months
Year 1	Two hours for each 40 paid hours	104 hours
After 60 months	Three hours for each 40 paid hours	156 hours
After 120 months	Two additional days based on hours worked per week, per year	172 hours

“Paid hour” does not include any hours paid through any form of disability insurance (including workers’ compensation) financed in whole or in part by the Agency.

Accrued paid leave does not become earned and usable until the employee has completed their 6 month introductory period. Thus, an employee who separates from employment at any time prior to completion of the introductory period will not be paid for any paid leave time accrued for that introductory period.

c. Advancing and/or Crediting of Paid Leave Time

Our paid leave system can cause problems when an employee wants to take time off that has not yet been earned. Thus, in some situations UMCHS may allow employees to take unearned paid leave pay (up to the employee’s maximum annual paid leave accumulation) if the employee signs an authorization for deduction

form giving us the right to deduct any remaining “advanced” time from the final check in the event of any separation from employment.

d. Carryover and Accumulation of Paid Leave time

Earned paid leave time may be carried over from one fiscal year to the next up to 40 hours.

e. Scheduling of Paid Leave

All paid leave must be scheduled at such times and of such duration as will least interfere with our operations as determined at our discretion. UMCHS reserves the right to require employees to take paid or unpaid leave during periods of approved program reduction or closure. Paid leave time should always be requested at least 14 days in advance whenever possible and must be approved by your supervisor. Length of service generally will govern in situations when two employees have requested some of the same time off and we do not believe we can accommodate all of the requests.

IMPORTANT: An employee who is using paid leave time for a reason which may qualify for federal or state family and medical leave - see page 29 of this Handbook for more information - must inform the Human Resources Director so that we can ensure the employee receives all of the rights and protections of all applicable laws.

f. Use of Earned Time

Earned paid leave time must also be used to cover work you miss because of some illness or injury for which you are not entitled to “time loss” benefits under any program financed by the Agency and while you are on what would otherwise be an unpaid leave (except for military leave) or layoff.

g. Pay in Lieu of Paid Leave Time

Since paid leave time is to provide you with annual periods of rest and relaxation without loss of pay, you will only receive pay in lieu of taking paid leave time off in these circumstances:

Any voluntary resignation with at least two weeks’ written notice (in very unusual circumstances; for example, when it is beyond the employee’s control, employees who do not provide such notice will nonetheless be cashed out);

Any permanent separation from employment;

Retirement or death;

Any leave of absence or layoff; or

Any involuntary separation from employment for reasons other than any form of dishonesty, criminal conduct or conduct involving moral turpitude connected with employment or which otherwise reflects adversely upon our reputation or operations, violation of our alcohol and drug policy, deliberate refusal to follow supervisory directions or instructions, unlawful discrimination or harassment, or similarly serious reasons.

Again, accrued time does not become earned until the completion of the introductory period. Thus, an employee who is separated from employment prior to reaching that point will not be cashed out for any paid leave time. Otherwise, paid leave pay is prorated based upon the number of complete months you have worked. Paid leave will always be paid at your current rate of pay, and paid leave time will not extend the termination date beyond the last day worked.

h. Paid Leave Pay Rate

Paid leave pay is calculated on your regular base rate of pay or salary for your normal job.

i. Time of Payment

Except in very unusual or emergency circumstances, pay for paid leave time off will be made on the regularly scheduled payday immediately following the paid leave.

j. "Years of Service"

Eligible employees will be credited with one year of service for each anniversary year in which he/she is compensated for a least 2,000 hours or 960 hours for eligible part-time employees, excluding any hours compensated through any form of disability insurance (including workers' compensation) finance in whole or in part by the Agency. Exempt employees will be deemed to have worked a 40-hour workweek for each workweek the employee receives his/her full salary from the Agency. An employee who has resigned and is re-hired within a six month period may retain any accrual rates established prior to resignation.

2. Sick Leave

Accrual of Paid Leave time	Maximum Accrual in any 12 months
Two hours for each 40 paid hours	104 hours

- a. It is cumulative to a maximum of 480 working hours. Paid sick leave provides “replacement” income for at least some of the work you miss because of a bona fide illness or injury. Sick leave may be used only to cover time you miss from work because of:
- Your own or that of an immediate family member non-job-related illness, injury or other disability, including one caused by pregnancy, childbirth, or related medical conditions;
 - Your own or that of an immediate family member medical or dental appointments or treatment that cannot reasonably be scheduled outside of normal working hours;
 - “Immediate family member” means spouse or same-sex domestic partner, child or child of a same-sex domestic partner, parent or parent-in-law of an employee or of a same-sex domestic partner, grandparent, grandchild of an employee or of a spouse or same-sex domestic partner, or any other person who is claimed as a dependent on your (or your same-sex domestic partner’s) most recent income tax return.
 - “Domestic partner” refers to an employee who has registered a valid Declaration of Civil Union as provided in Oregon law or has established an equivalent same-sex legal relationship that is recognized under the laws of the state or country where the relationship was entered into.
 - Any absence which qualifies for OFLA leave;
 - Any disputed workers’ compensation claim (but you may first be required to sign a repayment agreement or otherwise acknowledge your obligation to “repay” the sick leave if the claim is ultimately accepted).

Sick leave must be used, if the employee is otherwise eligible to use it, prior to any unpaid absence from work. In addition, if the absence qualifies under FMLA and two or more types (for example, sick pay and vacation pay) of paid leave are available, the employee may “choose” which to use first but all such leave must be exhausted prior to going on unpaid status. (Failure to *timely* designate will result in the time being charged to sick leave first.)

An eligible employee seeking to use earned sick leave must comply with all of these rules as well as any other applicable Agency rules (such as our call-in rules).

Sick leave cannot be used:

- In any circumstance where you claim or receive “time-loss” benefits from any other plan paid for or contributed to by the Agency; or
- To cover time missed when we had work available for you (for example, light duty) that was compatible with your current medical restrictions but that you chose not to accept.

IMPORTANT: An employee who is using sick leave for a reason which may qualify for federal or state family and medical leave — see pages ___ and ___ of this Handbook for more information — must inform **Human Resources** so that we can ensure the employee receives all of the rights and protections of all applicable laws.

- b. Sick leave is accrued on a prorated basis for regular and seasonal employees working at least twenty (20) hours per week, but less than forty (40)
- c. An employee who has resigned or taken a leave of absence and is re-hired or returns within a six month period may retain any sick days she/he have accrued in the past.
- d. When an employee is aware of the need for sick leave prior to the start of the work day, it is the responsibility of the employee to arrange for notification of her/his immediate supervisor within two hours of the assigned time of beginning work.
- e. In the event that an employee resigns or is terminated, no payment will be made for unused sick leave.
- f. The program reserves the right to require proper medical verification that sick leave claims are appropriate and justified for all absences in excess of 3 days.
- g. To encourage wellness, UMCHS, Inc. will provide incentive payment to employees who have accumulated 480 hours of sick leave. For each subsequent month that an employee retains the 480 hour minimum he/she will be eligible to receive a payment for unused sick leave to be paid May 31 and November 30 of each year. The sick leave payoff is calculated by multiplying the employee's hourly wage by half the number of hours earned during the six month period.
- h. When an employee is injured and incurs time loss, SAIF will reimburse the workers wages after a three day waiting period has been established. Once this waiting period has been established,

sick leave will no longer be available during the period an employee is off work.

3. Jury Duty

If you are required to serve on a jury under some form of subpoena or court order you may obtain a paid leave of absence for the designated period of time and any involuntary extensions. Employees must report to work and notify the supervisor or the designated person in charge (notice to some other supervisor or fellow employee is not sufficient if dismissed from jury duty in time to work).

We expect all employees to provide us with a copy of the subpoena or notice within five days after it is received to allow us time to make arrangements to cover the absence.

Employees will continue receiving their regular straight-time wages or salary (for a maximum of 10 workdays in any grant year).

All employees eligible for reimbursement under this policy must provide the Human Resources Department with a copy of their jury duty pay documents and reimburse us for any jury duty pay (excluding any subsistence, housing or travel allowances).

4. Witness Duty

If you are required to serve as a witness under some form of subpoena or court order, you may obtain an unpaid leave of absence for the designated period of time covered by the subpoena or court order and any involuntary extensions. Employees must report to work and notify the supervisor or the designated person in charge (notice to some other supervisor or fellow employee is not sufficient if dismissed from witness duty in time to work).

We expect all employees to provide us with a copy of the subpoena or notice within five days after it is received to allow us time to make arrangements to cover the absence.

All employees serving as a witness at UMCHS request, or subpoenaed in a matter arising from employment (other than a matter in which the employee is a plaintiff or defendant), will continue receiving their regular wages or salary (but only the straight-time hours of work actually scheduled and missed, up to eight hours in any one day).

5. Reservist Leave

Employees who are currently active in the United States Military Reserve or the National Guard are allowed time off for active duty obligations. Reservists should provide their supervisors with a copy of their military

orders as soon as possible so that coverage for their duties can be arranged. Employees will be paid the difference between their military active duty pay and their regular UMCHS, Inc. pay for actual training time up to a maximum of two weeks per calendar year.

6. Military Leave

Military leaves are granted for the purpose of active duty in the United States Armed Forces. A military leave of absence without pay is granted when an employee volunteers or is drafted for active military duty.

Prior to beginning a military leave, employees are responsible for providing their program director with a copy of their military orders.

Upon completion of a tour of military duty, an employee will be reinstated, as required by law. Application for reemployment must be made within 90 calendar days of release from service.

7. Funeral Leave

Death in the immediate family of an employee shall constitute grounds for Funeral Leave. This provision shall include time required for travel to and from the funeral up to a limit of five (5) paid days per year.

The immediate family shall be understood to include only the “immediate family member” means spouse or same-sex domestic partner, child or child of a same-sex domestic partner, parent or parent-in-law of an employee or of a same-sex domestic partner, brother, sister, son-in-law, daughter-in-law, grandparent, grandchild of an employee or of a spouse or same-sex domestic partner.

Verification of family (or domestic partner) relationship and death may be requested in appropriate circumstances.

- NOTE: “Domestic partner” leave is available only to employees who have registered a valid Declaration of Civil Union as provided in Oregon law or have established an equivalent same-sex legal relationship that is recognized under the laws of the state or country where the relationship was entered into.

We expect employees to give us as much notice as possible of the need for time off so that we can make arrangements to cover the absence.

Employees who need additional time for any funeral purpose must use all earned vacation pay or apply for a personal leave of absence.

Regular employees will continue receiving their regular pay for up to 5 days (but only for the straight-time hours of work actually scheduled and missed, up to eight hours in any one day).

8. Family Medical/ Pregnancy Leave

a. Synopsis of Family Medical Leave Act of 1993

The FLMA requires the employer to grant qualified employees up to 12 weeks of leave during a 12 month period for: 1) childbirth or placement of a child into your care through adoption or foster care. (Leave cannot be taken more than 12 months after the arrival of the child and must be taken as a consecutive period unless the employer agrees otherwise); 2) Care for the employee's parent, spouse, or child who has a serious health condition. (Leave may be taken intermittently when medically necessary); or 3) medical leave if the employee is unable to work because of serious health condition.

The agency will assure that health benefits do not lapse while an employee is on Family Medical Leave. If an employee does not return to work after FML the agency may request that the employee reimburse the agency for any health insurance premiums paid on their behalf.

b. Oregon Pregnancy Leave

Employees can take family leave for the following reasons:

1. **Parental Leave** during the year following the birth of a child or adoption or foster placement of a child under 18, or a child 18 or older if incapable of self-care because of a mental or physical disability. Parental leave includes leave to effectuate the legal process required for foster placement or adoption.
2. **Serious health condition leave** for the employee's own serious health condition, or to care for a spouse, parent, child, parent-in-law, or same sex domestic partner with a serious health condition.
3. **Pregnancy disability leave** (a form of serious health condition leave) taken by a female employee for an incapacity related to pregnancy or childbirth, occurring before or after the birth of a child, or for prenatal care.
4. **Sick child leave** taken to care for an employee's child with an illness or injury that requires home care but is not a serious health condition.

The method to determine the 12 month period in which the 12 weeks of leave entitlement occurs is a "ROLLING" 12 MONTH

period, measured backward from the date an employee uses any leave under the Act.

The Human Resources Director will keep a complete and up-to-date copy of Family Medical/Pregnancy Leave.

9. Paid Holidays

- a. New Year's Day
- b. Martin Luther King's Birthday, (as observed by government agencies).
- c. President's Day
- d. Memorial Day
- e. Independence Day
- f. Labor Day
- g. Veteran's Day
- h. Thanksgiving Day and the day after
- i. Christmas Eve Day and Christmas Day
- j. New Year's Eve Day

If employees are required to work on a holiday, they will be given another day off with pay. Holiday pay will be based on the number of hours in your work week as designated in your letter of hire. (i.e. 40 hour work week – 8 hours holiday pay; 35 hour work week – 7 hours holiday pay; 30 hours work week – 6 hours holiday pay)

10. Floating Leave

Employees may be eligible to take a floating leave upon hire (June 1-May 31) Floating leave may be granted for several types of reasons or purposes, including: serious personal problems; additional vacation time; medical FMLA and OFLA leave if you are ineligible for or have exhausted federal and/or state family leave; or other unusual, unavoidable or emergency circumstances that require your absence from work. Among the factors which determine whether a floating leave will be granted are:

- The reason for the request;
- Your overall length of service;
- Your performance, attendance, safety, and disciplinary history and/or records;
- Any previous leaves of absence (and the length/purpose of such leaves);
- Your department and/or job;

- Your commitment to return to work immediately following expiration of the leave; and
- Efficiency of operations.

Employees will receive three floating leave days per year (June 1 - May 31). Floating leave will be given at the rate of eight (8) hours per day for those employees working forty (40) hours per week. For those working less than a 40 hour work week floating leave will be prorated based on the actual hours of the work week.

Floating leave days are subject to prior approval by the supervisor and should be requested at least two weeks in advance.

Floating leave days can be used during introductory periods, but cannot be accumulated and carried over from one year to the next. Employees will not be paid for any floating leave days not used.

Floating leave will be prorated for those employees who begin employment after the start of the program year or leave prior to the end of the program year. An employee would have to be employed for at least half of their employment year to receive three floating days during the program year.

B. Unpaid Leaves

1. Professional Enhancement Leave

Employees who have been employed by UMCHS at least 3 years with competent or better ratings can apply for a 12 month professional leave without pay.

A person requesting a leave for professional enhancement must spend a major portion of the leave focused on schooling that is directly related to and that will support skill development for his/her position.

Professional leave must be approved in advance by the Executive Director. A staff member shall state in writing the activities they will be pursuing during the leave.

The Executive Director and the employee will agree on targeted enhancement goals. This documentation will become part of the employee's personnel file.

Upon returning from Professional Leave, documentation of the successful completion of activities will be placed in the employee's personnel file (transcripts, certificates of completion, letter from employer, etc.). Upon

return from Professional leave, the employee will retain accrued sick leave.

The request for leave must be submitted by April 30 for the following school year. Upon return the employee must notify the program by April 15th for a September 1 return.

The letter of request for leave must be sent to the Executive Director with a copy to the appropriate supervisor stating the reasons for leave and the length of time requested. Final approval by the Board of Directors will follow a written recommendation from the Executive Director with input from the supervisor.

During the leave an interim employee will be hired for the allotted time, allowing the employee on leave to return to his/her position. If the interim employee obtained the position through an in-house promotion, his/her former position will also be filled by an interim employee.

If the position of the person on leave is eliminated due to lack of funding or program design revisions, the employee upon return has the option of filling another vacant position based on eligibility and seniority. At no time shall the number of employees on leave without pay exceed 10% of the staff.

2. Other

The Executive Director may grant or extend unpaid leaves of absence without pay for other special purposes or under unusual circumstances. Such requests must have prior approval from the Executive Director. The unpaid leave will be calculated on your hourly rate of pay.

C. Reinstatement from Leave of Absence

Before returning from a leave of absence the employee must notify their program supervisor five (5) working days before their scheduled return that:

1. They will be returning to their position on time, or
2. They need to request an extension, which will be subject to Executive Director Approval

D. Effect of Leaves of Absence on Employee Benefits

Benefits will continue to accrue (annual leave, vacation leave, sick leave, floating leave) and insurance premiums will be paid when an employee is on an approved paid leave of absence any time during a month.

If an employee is on unpaid leave for an entire month, benefits will not accrue and insurance premiums will not be paid. The employee may continue to pay for medical insurance only under the provisions of COBRA.

VII. EMPLOYEE BENEFITS

A. Medical and Other Insurance Coverage

A new staff member becomes eligible to enroll under the group coverage for medical/health, dental, and life insurance after 90 calendar days. If the eligibility date is on or before the 15th of the month, coverage will become effective on the first of the succeeding month. If date of eligibility is in the last half of the month, coverage will not be effective until the beginning of the second month following eligibility. The program will pay for medical, dental, and life insurance coverage for each employee. An insurance co-pay for staff will be \$25.00 per month. This co-pay will be deducted each pay period and is pre-taxed. The cost of insurance for dependents of the employee must be borne by the employee. If an employee is on extended unpaid leave the agency will not pay for continuation of insurance coverage. The employee may continue to pay for medical insurance only under the provisions of COBRA.

If an employee terminates their employment, they must work at least 5 working days within that month to be eligible for medical/dental coverage.

If an employee is hired into a position that is less than 30 hours per week, they will be required to pay 25% of the insurance premium for medical and dental coverage's.

If an employee declines enrollment in a medical/dental/vision/life insurance plan, a waiver must be signed and placed in the employee's personnel file. Those employees who are covered by medical insurance, at no cost to them (we could be somewhat flexible if the cost is nominal), by another employer, may elect to decline medical coverage by UMCHS, Inc. Proof of insurance coverage is required.

All employees are covered by workers' compensation laws of the State of Oregon. An employee must immediately notify her/his supervisor of any accident or injury arising out of, and in the course of, employment.

Employees are eligible for our Employee Assistance Program. (EAP) This program aides employees and their immediate family in crisis situations. This service offers telephone counseling and up to 6 paid visits per incident.

B. Tax Sheltered Annuity/Retirement

Current employees who have successfully completed 12 months of service with the agency are eligible to participate in an employer-contributed TSA plan. Each month, those currently employed will receive a contribution equal to 5 percent of

their gross salary for that period. The Agency will match up to an additional 3% of the employee's contribution to the retirement account. An employee who has resigned and is rehired within a six month period will be eligible to reinstate their Tax Sheltered Annuity. For procedures to sign up for TSA see page 85.

VIII. STANDARDS OF CONDUCT

The purpose of this section is to assist in understanding the standards of conduct and work rules at UMCHS, Inc.

These standards are intended to address situations which have the potential to affect the safety, health, welfare and self-esteem of employees and clients, and/or pose problems for the effective operation of UMCHS, inc. and the quality of its services. While the subjects discussed here are those most common, other situations that are not listed may also require corrective actions.

Some infractions, such as those listed in Separation from Employment, may warrant termination, either with or without prior notice. Others may require corrective action of a lesser degree.

A. Attendance & Punctuality

Regular and prompt attendance is an important requirement if the program is to function as a working unit. If, for any reason, an employee is unable to report to work or will be tardy, she/he must notify the appropriate supervisor immediately.

B. Outside Employment

Any employee who engages in any gainful occupation or employment for pay (whether it be a personal venture or with another employer) in addition to her/his position with UMCHS, Inc. must submit advance written notice to the Executive Director describing the nature of such employment. The Executive Director may restrict such outside employment if it is in any way detrimental to, or in conflict with, the interests of UMCHS, Inc.

C. Partisan Political Activity

Employees of UMCHS, Inc. are prohibited from taking an active part in partisan political management or in partisan political campaigns during normally scheduled work hours.

In addition, UMCHS, Inc. may not use program funds, services, or personnel in connection with voter registration activity or with transporting voters or potential voters to the polls.

Employees violating this policy shall be subject to disciplinary action.

D. Prohibition Against Acceptance of Gifts and Gratuities

Employees are prohibited from accepting gifts, money, or gratuities from persons receiving benefits or services under any program financially assisted by Head Start. Additionally, employees are prohibited from accepting gifts, money, or gratuities from any vendors or contractors receiving benefits for services provided by UMCHS, Inc.

Employees violating this policy shall be subject to Disciplinary Action.

E. Conduct

Each employee shall perform all duties assigned with cooperation, tact, courtesy and respect. An employee may not make public statements as a spokesperson of UMCHS, Inc. without prior clearance from the Executive Director. Employees are to economically utilize and conserve supplies and property. An employee must exercise the utmost discretion in all matters of official business. Any information received by an employee on a confidential basis must be maintained in strict confidence.

F. Separation from Employment

1. Insubordination--not following prescribed policies and procedures.
2. Excessive tardiness
3. Excessive absences. (Excused and unexcused)
4. Disregard for program standards and policies.
5. Inadequate job performances set down in work plans and job description.
6. Possessing, using, transferring, offering or being under the influence of any intoxicating liquor while on agency property, agency time or in other circumstances which might adversely reflect upon agency operations or safety practices, including reporting for work under the influence of intoxicating liquor.
7. Possessing, using, transferring or being under the influence of any narcotic, hallucinatory, stimulant, sedative or similar narcotic or drug (except as authorized and prescribed by a physician) or in other circumstances which might adversely reflect upon agency operations or safety practices, including reporting for work under the influence of such substances. An employee who is taking prescription drugs of any kind must inform his/her supervisor prior to reporting for work.
8. Possessing drug paraphernalia (any article in any way connected with the use, storage or sale of drugs or similar substances) while on agency property, agency time, in any vehicle used on agency business or in other circumstances we believe might adversely affect our operations, safety or reputation. Failing to notify the agency of any citation, arrest or

conviction under any criminal drug statute within five days. Criminal conduct in any way connected with alcohol or drugs on agency property, agency time, or in any vehicle used on agency business. Failing to report to your supervisor the use of a medically prescribed drug that might affect, alter or impair behavior, motor function, or physical or mental ability to work prior to beginning work. Failing to keep prescribed medicine in its original container which identifies the drug, the date of the prescription and the prescribing doctor.

9. Being placed on a plan of assistance three times, or two times for the same reason within a 12 month period.
10. For one or more of the following: inefficiency, breach of confidence, neglect of duty, inadequate performance, failure to comply with such reasonable requirements as the Executive Director or supervisor may require, conviction of a felony or of a crime involving moral turpitude.
11. Punishment or improper isolation of children participating in agency programs are actions which subject the employee to immediate dismissal. "Corporal punishment" is defined as the use of physical force as a discipline measure. This includes, but is not limited to spanking, slapping, pulling of hair, etc.

"Isolation" refers to separating the child from normal association with program activities as a punishment measure. Isolation includes, but is not restricted to, confining the child in a small area, retaining the child in the classroom when others go out to play, or restricting the child from eating with her/his group mates. Isolation in which the child is left totally unattended is unacceptable. If it is necessary to separate the child from a group, adult supervision will be maintained and the separation period will be minimal.
12. Other conduct on the job not in keeping with acceptable standards of behavior generally associated with employment.

IX. DISCIPLINARY POLICY

The following types of disciplinary action may be utilized as necessary, the specific type and degree to be determined by the circumstances of each situation:

A. Corrective Interview

When an employee has violated a program rule or regulation or for some other reason, requires supervisory attention, the employee's supervisor shall within 5 working days discuss clearly and frankly with the employee the reason(s) necessitating the interview. The supervisor, as part of the interview, shall make specific suggestions for corrective action on the part of the employee. The reason(s) for the interview and suggested corrective action shall be put in writing

and signed by both the supervisor and the employee, with each retaining a copy and one copy being placed in the employee's personnel file.

B. Disciplinary Period

This action should be considered a severe warning issued in writing by the immediate supervisor following approval of the Executive Director. The written notice should (1) explain clearly the reason(s) for the action, (2) stipulate a disciplinary period (length of time included), (3) state the standards for judging the employee's improvement, and (4) outline the action to be taken (disciplinary action up to and including termination) if the deficiencies are not corrected by the end of the disciplinary period. Copies should be retained by the employee and the supervisor, signed by both and one copy placed in the employee's personnel file.

C. Suspension with Pay

A supervisor may recommend to the Executive Director that an employee be suspended with pay pending final determination by the Executive Director to determine the final form of disciplinary action to be applied in the specific case. Copies of all such action should be retained by the employee, supervisor, and Executive Director and a copy is to be placed in the employee's personnel file.

D. Suspension without Pay

The procedure for suspension without pay is identical to that for suspension with pay (as stated above) with the exception being that the determination by the Executive Director shall be held within three (3) working days following the effective date of the suspension. The maximum time allowed for such suspension is thirty (30) days.

E. Dismissal

When circumstances so warrant, an employee may be terminated from employment. The Board of Directors has delegated termination of employees to the Executive Director with the exception of Fiscal Director, Associate Directors and Executive Director. Such action shall be recommended and approved by the Executive Director. A written notice of such action, signed by the Executive Director and Human Resource Director, which states the reasons for dismissal, shall be given to the employee with a copy retained in the employee's personnel file. The Parent Policy Council must approve any termination of employees in the Head Start/OPP/EHS Program.

The dismissal of the Executive Director, Fiscal Director, and Associate Directors will be subject to approval by the Board of Directors.

All non-introductory employees subjected to disciplinary action shall have access to the Grievance Procedures described in another portion of this Personnel Policies Manual

X. TERMINATION OF EMPLOYMENT

A. Reduction in Force (Lay Off)

As federal funds which support the UMCHS, Inc. programs are granted on a yearly basis, no guarantee of employment, either verbal or written can be made beyond a given grant period.

A reduction in work force may occur at any time that lack of funds or major shifts in program direction occur. In the event that staff reduction becomes necessary, two (2) weeks notice will be given. The criteria for reduction in work force will be based on job assignments at UMCHS, Inc.

B. Voluntary Termination (Resignation)

In the event that an employee voluntarily terminates her/his employment, two (2) weeks written notice to the Executive Director shall be requested.

C. Disability

An employee may be separated for permanent or long term disability when she/he cannot perform the required duties because of physical or mental impairment. All cases of termination for mental or physical reasons should be supported by medical evidence acceptable to the Executive Director.

Separation due to mental or physical incapacitation shall be made after the exhaustion of all accrued vacation and/or sick leave, if applicable.

Application of employees who have separated from the program for disability should, upon request, be placed in the active file of candidates for employment and will be give preference for re-employment provided medical evidence that such person is capable of performing the duties of the position is presented by that person.

XI. GRIEVANCE PROCEDURES

The term grievance means a work-related dispute or an employee's feeling of dissatisfaction with aspects of his/her working conditions or working relationships which are outside his/her control. It covers such things as working conditions, relationships with all other employees, and disciplinary action.

An employee who has passed the introductory period has the right to the grievance procedure. It is the responsibility of supervisors to hear promptly and courteously all grievances registered in good faith by employees under their supervision and to try to clarify misunderstandings and complaints that arise in day-to-day relationships. All problems will be settled, wherever possible at the lowest level.

A. Non-Termination Grievance

When a non-introductory employee has a work place dispute, feeling of dissatisfaction with aspects of his/her working conditions, dissatisfaction with relationships with other employees or disagreement with disciplinary actions, the protesting staff person must:

1. State specific grievance in writing on Grievance form within ten 10 calendar days of occurrence and discuss with his/her immediate supervisor.
2. If not satisfied with the outcome of the meeting, an appeal may be made in writing within 5 calendar days to the next level of supervision up to the Executive Director.
3. The decision of the Executive Director is final. (If the Executive Director is the supervisor, the grievance can be filed with the Board of Directors or the joint Personnel committee of the Board and Policy Council)

B. Termination Grievance

When a non-introductory employee has received a written notice of termination, that employee may file a grievance. The protesting staff person must:

1. State specific grievance in writing on Grievance form within ten 10 calendar days of notice to:
 - a. Executive Director
 - b. Executive Committee of the Board of Directors
 - c. Executive Committee of the Policy Council (if Head Start/OPP staff)
2. Appear before the Board of Directors. If a Head Start/OPP staff, the person should appear before the joint Personnel Committee, (Executive Committee of the Board and Parent Policy Council).

Failure to appear before the Committee will result in the resolution of the grievance being to uphold the termination.
3. Hearing Procedure
 - a. Three working days after the receipt of the written grievance, the employee shall receive notice of the time, date, and place of hearing
 - b. The employee shall have an opportunity to be present, to have a person of her/his choice present, and to present witnesses and documents. If

the employee chooses to have witnesses and documents it shall be noted in the written grievance notice.

4. The burden of proof and of going forward with the evidence rests with the employee. A list of witnesses and documents shall be included in the grievance notice.
5. The agency will also have the right to present rebuttal evidence and witnesses.
 - a. The Executive Committee of the Board of Directors or the Joint Personnel Committee (for Head Start/OPP employees) shall provide a written statement as to the evidence relied upon and the reasons for final action taken.
 - b. The appropriate Personnel Committee may, at their option, assign a neutral, detached person as the Hearings Officer to preside over and conduct any hearing.
 - c. An extension of the time allowed for resolution of the grievance shall be granted for good cause.
6. The decision of the Executive Committee of the Board of Directors is final. If the termination grievance involves a Head Start/OPP employee, the decision of the Joint Personnel Committee of Board and Policy Council will be final.
7. Resolution of a Grievance must be completed within fifteen 15 calendar days after a Grievance is filed unless an extension has been granted for good cause.

WHISTLE-BLOWER REPORTS & PROTECTION POLICY

Umatilla-Morrow Head Start, Inc. (UMCHS) will investigate any suspected fraudulent or dishonest use or misuse of UMCHS resources or property by staff, board members, consultants or volunteers. UMCHS is committed to maintaining the highest standards of conduct and ethical behavior and promotes a working environment that values respect, fairness, and integrity. All staff shall act with honesty, integrity and openness in all their dealings as representatives of the Agency.

Staff, board members, consultants and volunteers are encouraged to report suspected fraudulent or dishonest conduct (i.e. to act as “whistle-blower”), as follows:

- Concerns of possible fraudulent or dishonest use or misuse of resources or property should be reported to the immediate supervisor or work site supervisor;
- If any person finds it difficult to report to the immediate supervisor or work site supervisor, the concern can be reported directly to the Executive Director;
- If any person finds it difficult to report to the Executive Director, the concern can be reported directly to the Chair of the Board of Directors;
- Alternately, to facilitate reporting of suspected concerns/violations where the reporter wishes to remain anonymous, a detailed written statement may be submitted to one of the individuals listed above.

Allegations made with reckless disregard for their truth or accuracy, may subject the reporter to disciplinary action by the Agency and/or legal claims by individuals accused of such conduct.

A deliberate act, or failure to act, with the intention of obtaining an unauthorized benefit may result in disciplinary action and/or legal claims by the Agency and/or other involved parties. Examples of such conduct include, but are not limited to:

- Forgery or alteration of documents;
- Unauthorized alteration or manipulation of computer files;
- Fraudulent financial reporting;
- Pursuit of a benefit of advantage in violation of UMCHS Conflict of Interest policy or Standards of Conduct;
- Misappropriation or misuse of UMCHS resources, such as funds, supplies, or other assets;
- Authorizing or receiving compensation for goods not received or services not performed;
- Authorizing or receiving compensation for hours not worked.

Immediate supervisors and/or work site supervisors are required to report any suspected fraudulent or dishonest conduct as follows:

- To the Associate Director of Administration;
- If difficult to report to the Associate Director of Administration then to the Executive Director;
- If difficult to report to the Executive Director then to the Chair of Board of

Directors.

All investigation and review of suspected fraudulent or dishonest conduct will be investigated by the Executive Director and/or his designee only. All relevant matters, including suspected but unproved allegations, will be reviewed and analyzed with documentation of receipt, retention, investigation and resolution of the report. When warranted, corrective action will be taken and finding will be communicated to the reporting party (ies). Investigations may warrant investigation by an independent entity such as an auditor or attorney.

UMCHS will protect whistle-blowers as follows:

- Best efforts will be used to protect against retaliation. All reports will be handled with sensitivity, discretion and confidentiality to the extent allowed by circumstances and law;
- If disciplinary or legal action is taken against a person or persons as a result of a whistleblower report, such persons may have the right to know the identity of the whistle-blower;
- No one may retaliate against a whistle-blower for informing management about an activity which the person(s) believe to be fraudulent or dishonest with the intent or effect of adversely affecting the terms or conditions of the whistle-blower's employment, including but not limited to: threats of physical harm, loss of employment, punitive work assignments, or adverse impact on wages, etc.;
- A whistle-blower who believes that they have been retaliated against may file a written report with the Associate Director of Administration, Executive Director, or Chair of the Board of Directors;
- Protection from retaliation does not intend to prevent supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors.

EMPLOYEE MORALE, HEALTH AND WELLNESS POLICY

This organization operates a number of federal, state and in some cases local grant programs. Participants of these various programs and, the community as a whole, can best benefit from the efforts of our organization if all of our employees, no matter in what program they may be working, feel an integral part of one, cohesive organization whose purpose is to serve our particular participants and our community.

To ensure this corporate identity and to promote an attractive workplace and a motivated group of helpful employees, this corporation has established the following policy to enhance, to the greatest extent practical, employee morale, health and overall wellness.

The costs of a program of this sort are specifically allowed for private, non-profit corporations by OMB Circular A-122, Attachment B, and Paragraph 11.

The following actions and activities **may** be organized to increase the dedication of employees to Umatilla-Morrow County Head Start, Inc. and to their work with our various groups of participants:

Health or first aid clinics

Recreational facilities and activities to possibly include but, not be limited to:

- sports teams such as baseball, softball or bowling
- annual organization-wide picnics and lunches

Employee information publications

And other expenses incurred in accordance with this organization's established practices or customs for the improvement of:

- Working conditions
- Coffee/tea and an attractive lunch and break room

Employer/employee relations - including, inter-program relations:

- Flowers sent in cases of employee catastrophic illness
- or, a death in an employee's immediate family (spouse, child)
- Small tokens of appreciation to the staff members at staff meetings
- Coffee mugs and agency polo for new employees

Employee morale and performance

All costs will be equitably apportioned to all of the corporation's grants, programs, contracts and activities. If there is income generated from any of these activities because of user's fee; or, partial payments by employees it will be used to offset expenses.

CATASTROPHIC LEAVE DONATION POLICY

The purpose of this policy is to enable staff members with a catastrophic illness to access annual/vacation leave that is being donated by another person. A catastrophic illness or injury is one that is expected to incapacitate the employee in his/her household for an extended period, provided taking extended time off work creates a financial hardship for the employee because he/she has exhausted all sick leave and other paid time off available. A catastrophic illness is defined as: Cancer, AIDS, Heart Surgery, Stroke etc.

How the plan works:

- I. To be eligible for catastrophic leave, an employee must have:
 - A. Used all available forms of paid leave
 - B. Been incapacitated or absent for no fewer than 30 days
- II. The employee submits a letter in writing to the Associate Director requesting catastrophic leave. Someone authorized in writing by the staff member in question may also fill out the request. This request must include the following:
 - A. A statement indicating whether the employee wishes to use days in the leave bank anonymously or to solicit donations specifically for their need,
 - B. Medical verification of the catastrophic illness or injury, and
 - C. It is the responsibility of the employee or his/her authorized representative to submit sufficient information (as required by this plan) to the Catastrophic Leave Committee (C.L.C) for approval; insufficient information may be grounds for denial.
- III. The Human Resource Department determines that the employee is unable to work due to the catastrophic illness or injury.
- IV. Once the determination is made, Associate Director will convene the C.L.C. Committee and submit the employee request to the Committee with the appropriate information. The Committee will be provided the name of the requesting employee only if the requester has authorized that disclosure in writing. The C.L.C. Committee will review the request and, if appropriate, approve it. The Director will notify the requesting employee in writing of the decision of the C.L.C. Committee.
- V. Employees may use donated days as half or whole days. Days may be used retroactively. There are two choices for the use of donated days as half-days.
- VI. Employees must use all donated leave within a 12-month period after the leave is credited to them. Leave days will be placed in a special donated leave account for the requesting employee for up to one year. After one year of C.L.C. Leave, and in unusual circumstances, if an employee requests additional leave; he/she follows the process in items 1-3 above. As a part of the medical determination, the agency will seek appropriate medical opinion concerning the employee's anticipated recovery date.
- VII. If the employee returns to work and has a reoccurrence of the same or related catastrophic illness or injury, after using any accumulated vacation or sick leave accrued days, he or she may use previously donated leave days. If no reoccurrence of the

catastrophic illness or injury occurs prior to the end of the program year, the unused donated days will be removed.

- VIII. Days donated to a specific individual for a specified catastrophic illness or injury may be used only for that illness or injury. A different catastrophic illness or injury must be handled as a separate or second incident.
- IX. Donated annual leave or vacation days are charged on the basis of day-for-day, regardless of the classification and/or salary of either the donee or donor.
- X. NOT COVERED: Stress-related illness, elective surgery, normal pregnancy, Workers' Compensation claims, disabilities resulting from alcoholism or drug addiction unless the drugs are administered by a physician, intentionally self-inflicted injuries, pre-existing physical maladies (unless a pre-existing malady has been in remission or inactive and the employee suffers another episode of the same or similar malady) or normal illness such as colds, flu, allergies, headaches, etc.

*C.L.C. Committee is made up of 5 staff members elected by the Staff Development Committee

UNLAWFUL DISCRIMINATION AND HARASSMENT

I. Our Commitment

We are committed to providing equal employment opportunities to all persons regardless of race, color, religion, ancestry, sex, national origin, marital or veteran status, physical or mental disability, on-the-job injuries, age, sexual orientation, or any other legally protected status, unless it is a bona fide occupational requirement reasonably necessary to the operation of our business. We are also ABSOLUTELY committed to providing a work environment that is free of ALL forms of unlawful harassment. We will not tolerate the harassment of our employees by anyone — supervisors, coworkers, , or vendors.

All employees should be aware that no officer, manager or employee of UMCHS, regardless of position, has the authority to engage in any type of conduct or behavior which violates this policy or to condition any term, condition or privilege of employment on submission to any sexual conduct or behavior.

II. Reasonable Accommodation

If you believe you may need reasonable accommodation for a disability or time off from work because of your religious beliefs or practices, you should discuss the situation with your supervisor or Human Resources Department.

III. What Is Sexual Harassment?

Sexual harassment consists of unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature if (1) submission to the conduct is in any way made a term or condition of employment; (2) submission to (or rejection of) the conduct is used as the basis for any employment-related decisions; or (3) the conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive work environment.

This means no sexual or sexist language, jokes or innuendo; nude or obscene cartoons, drawings or photographs; profanity, whistling or cat-calling; staring or leering; pinching, patting, inappropriate touching, unwelcome hugging or kissing; etc., or other conduct that might create or contribute to a hostile or offensive working atmosphere.

IV. What About Other Types Of Unlawful Harassment?

We want to maintain a working environment free from all forms of unlawful harassment, whether based upon race, color, religion, ancestry, national origin, age, marital or veteran status, physical or mental disabilities, on-the-job injuries, sex, sexual orientation, or any other legally protected characteristic or status.

This means no "ethnic jokes;" religious slurs; use of offensive "slang" or derogatory terms, slurs or profanity denoting race, age, national origin, disability, etc.; mimicking

one's speech, accent or disability; derogatory comments regarding protected statuses or characteristics; or other conduct that might create or contribute to a hostile or offensive working atmosphere.

V. How Do I Report Unlawful Harassment Or Discrimination?

If you believe that you have been harassed, witness or suspect any violation of this policy, you may report the matter to your supervisor, manager or to the next level of management. If you are uncomfortable doing so at those levels, regardless of the reason, you should report it directly to Human Resources. Please bring a coworker with you if that would make you feel more comfortable. No employee will be discriminated or retaliated against in any way for bringing a question or complaint to our attention, for bypassing the chain of command, and/or for participating in any investigation.

All employees, supervisors and managers are required to support both the letter and spirit of this policy. To be effective, our commitment to providing a workplace free of hostile, offensive or intimidating behavior requires the support and example of UMCHS personnel in all positions, and most particularly those in positions of authority . . . and it also requires everyone to cooperate. The Human Resources Department is responsible for ensuring that all complaints are promptly and thoroughly investigated in as confidential a manner as is possible under the circumstances.

Appropriate corrective action will be taken, up to and including termination, when violations have occurred. For further information, or to report any problems or complaints relating to discrimination or harassment, please talk with the Human Resource Director.

VI. What About Other Inappropriate Behavior?

This policy prohibits conduct and behavior that is either “unwelcome” or “unwanted” and has the purpose or effect of unreasonably interfering with an individual’s work performance or creating an intimidating, hostile or offensive environment. Thus, UMCHS will take appropriate corrective action up to and including termination if an investigation results in the discovery of conduct or behavior that may not constitute some form of “unlawful” harassment or discrimination but was unwelcome, unwanted, and/or created such an environment.

TOBACCO-FREE ENVIRONMENT POLICY

I. Purpose

To establish a policy that ensures the elimination of exposure to tobacco smoke by children, staff and parents in the agency.

Passive smoking or environmental tobacco smoking (ETS), one of the most harmful indoor air pollutants, comes from exposure to the smoke given off by burning cigarettes, cigars and pipes and the smoke exhaled by someone who is smoking.

In 1994 a law was enacted called the Pro-Children Act, which prohibits smoking in any indoor facility or portion thereof owned or leased or contracted for the provision of regular or routine early childhood development services or for the use of the employees who provide such services.

II. Procedures

- A. For the purposes of this policy, “tobacco” is defined to include any lighted or unlighted cigarette, cigar, pipe, bidi, clove cigarette, and any other smoking product, spit tobacco, also known as smokeless, dip, chew, snuff, in any form. The sale and use of “tobacco” will be prohibited at all times in all spaces utilized by the program or within sight of the Agency premises. This includes classrooms, parking lots, clinics, staff offices, kitchens, restrooms, parent and staff meeting rooms (used in the evening as well as during the day), hallways, outdoor play areas, and vehicles used for transporting staff and children and being of view of any Agency facility.
- B. Staff and parents will refrain from smoking when agency activities are taking place (i.e. field trips, neighborhood walks, and other group activities). Parents and staff should recognize that they serve as role models for the children and should not smoke in front of them. This does not extend to parents who smoke in their own homes during the provision of home visits. Staff will request that parents not smoke during home visits. Parents will be informed of the smoke-free request prior to the home visit.
- C. Educational and wellness activities for adults and inclusion of developmentally appropriate activities in health education for children will be offered.
- D. Program staff, volunteers, and others must avoid bringing clothing that smells of smoke onto all property utilized by UMCHS, Inc.
- E. At sites where the program shares the building with other occupants, a plan will be developed to reduce children’s exposure to smoke from other sources in the building. Traffic patterns will be altered for entering and exiting the building and a “smoke-free zone” around the site will be developed.

Any violation of this smoke-free environment policy will result in appropriate corrective action, up to and including reprimand and termination of employment. The appropriate level of discipline to be administered to the employee shall be established by the supervisor with approval of the Executive Director after consideration of the seriousness of the violation by the employee and the employee's employment record. The levels of discipline shall include those listed under UMCHS Personnel Policies, Section VIII, and Grounds for Disciplinary Action/Termination.

Revised by Policy Council 5/2/2008, and by the Board of Directors 6/16/2008

ALCOHOL AND DRUG POLICY

This policy applies to all Agency employees, including any employees who are required to have CDL licenses as a condition of employment and continued employment. Our objective is to establish and maintain high minimum standards for all employees and thus in any situation where a law or contract imposes higher standards on our employees than this policy, the higher standard will apply. Any of the provisions of this policy which violate any law or contract will not apply.

Employees who are required to have CDL licenses are also subject to all applicable federal and state alcohol and drug rules, including testing. Thus, as an example, a CDL holder could be subject to testing under the terms of *this* policy . . . as well as under federal and state rules. (Our CDL drivers receive a copy of those rules at hiring.)

I. Why Does The Agency Have An Alcohol And Drug Policy?

In 1988 Congress enacted the Drug-Free Workplace Act to require federal contractors to establish and maintain a work environment that is free from the effects of drug use and abuse. We agree with that goal. This is the same standard we want in our business. For that reason, we expect all employees to work alcohol- and drug-free.

II. What Are The Agency's Views On Alcohol And Drug Use?

We recognize that alcohol and drug abuse may be a sign of chemical dependency and that substance abuse can be successfully treated with professional help. Of course, seeking help is the first big step toward recovery. We provide an Employee Assistance Program (EAP) for employees with personal problems -- substance abuse, debts, family or marital problems, personal relationships, job, obesity or excessive weight, legal matters, gambling, depression, etc. -- that could affect work performance.

We encourage employees with possible alcohol or drug problems to seek voluntary counseling and treatment. If you believe you may have a problem, you may always seek help on your own. You may also seek help without your supervisor's knowledge or approval by talking with the Human Resource Director.

IMPORTANT: No employee will be disciplined or discriminated against simply for seeking help. However, an employee who violates this policy, regardless of the employee's use of EAP or participation in a treatment or rehabilitation program, *is* subject to discipline. Thus, as an example, if you are seeking help but believe that you might still have unlawful drugs in your system and might test positive, you should request a disability leave of absence until the substance is out of your system. Again, the time to seek help is before you test positive, not after.

III. Does UMCHS Offer Any Training On Substance Abuse?

We have established alcohol and drug awareness program to educate our employees on these and other subjects:

- The effects and dangers of substance abuse;
- The assessment, counseling and treatment resources that are available to employees and family members;
- How assessment, counseling and treatment can be paid for; and
- This Alcohol and Drug Policy.

Our supervisors and Human Resources Director are also available to help you obtain information on assessment, counseling and treatment resources, and to identify any Agency programs or benefits that may be available.

IV. What If I Believe I Could Have A Problem With Alcohol Or Drugs?

You are responsible for following all of our work and safety rules, and for observing the standards of behavior an employer, coworkers, and clients have the right to expect from you.

In addition, if you believe you may have a problem with alcohol or drugs, you are responsible for seeking assistance, whether from or through the Agency or any other resource, before an alcohol or drug problem adversely affects your work performance or results in a violation of this Policy.

You can also help coworkers who may be developing an alcohol or drug problem by calling it to their attention and urging them to deal with it. You can do that directly . . . or by calling the problem to our attention. Your identity will be kept as confidential as is possible under the circumstances. We will simply tell the coworker that others are concerned that he/she may be developing a problem that needs attention.

If a professional assessment is made that you have a problem with alcohol or drugs, your continued employment may be conditioned upon:

- Entering into and completing a treatment program (including all follow-up recommendations) approved by the Agency, and
- Signing and living up to the terms of a “performance agreement.” An employee who voluntarily seeks help before any work-related problems arise may also be required to enter into a performance agreement to maintain employment.

V. Do You Mean No Alcohol Or Drugs Just While I'm At Work?

This policy and each of its rules apply whenever an employee is on or in Agency property, surrounding grounds and parking lots, leased or rented space, Agency time (including breaks and meal periods), in any vehicle used on Agency business, and in other circumstances (such as on client premises or at business or sales functions or conferences and when representing the Agency) we believe may adversely affect our operations, safety, reputation or the administration of this policy.

VI. What About "Medical" Marijuana?

An employee who is using medical marijuana and has a valid medical marijuana card is not automatically excused from complying with *all* of the provisions of this policy.

To assist the Agency in meeting its obligation under OSHA to maintain a safe workplace as well as in complying with Oregon's disability law, an employee with a medical marijuana card who is about to use or is using medical marijuana must inform Human Resources immediately so that the Agency can determine whether you may be entitled to some form of reasonable accommodation under the Oregon disability law.

Failure to timely notify (for example, waiting until you have been requested to test) normally will result in termination and you will lose any right you may have had to reasonable accommodation.

VII. What Are The Specific Rules?

What follow are very important rules and an employee who violates any one of them should expect to be terminated.

1. Alcohol. An employee may not possess, use, transfer, offer or be under the influence of alcohol or other intoxicants. We also believe it is unprofessional for any of our employees, regardless of position, to have the odor of alcohol on their breath or clothing during the workday. **IMPORTANT**: This rule prohibits using any alcohol prior to reporting to work, during breaks or meal periods, or in conjunction with any Agency activities.
2. Drugs. An employee may not possess, use, transfer, offer, share, trade, attempt to sell or obtain, manufacture, or be under the influence of any drug or any similar substance and also may not have any drugs or similar substances present in the body. Thus, an employee who tests positive at or above our cut-off levels violates this rule. (For a listing of our current cutoff levels, consult Human Resources.) **IMPORTANT**: The "possession" and "use" parts of this rule obviously do not apply to legal drugs or over-the-counter medications possessed and used in compliance with Rule 5 below.

- “Drugs and similar substances” include legal and illegal drugs and similar substances, such as marijuana, cocaine, heroin, peyote, opiates, phencyclidine (PCP or angel dust), amphetamines, designer drugs, and “controlled substances” (as defined in Schedules I-V of Section 202 of the Controlled Substances Act and the applicable regulations, or their successors), as well as legal drugs which have been obtained or used illegally (for example, using drugs prescribed for someone else or for other than prescribed purposes).

3. Alcohol Containers and Drug Paraphernalia. An employee may not possess or control alcohol containers (cans, bottles, etc.) or any drug paraphernalia. “Drug paraphernalia” means equipment, products, kits, and materials of any kind which are marketed, designed for use in connection with anything from the planting to the manufacturing, packaging, selling, or introducing (or attempting to do so) into the body any illegal drug or any substance designed to mask or conceal use of such a drug.

4. Alcohol- and Drug-Related Arrests and Convictions. An employee must notify Human Resources of any citation, arrest, conviction, guilty or no-contest plea, or forfeiture of bond or bail under any criminal drug law within five days of the event so we can review the circumstances to see whether we feel a violation of this policy has occurred.

If an employee’s job involves driving in any vehicle on Agency business, the employee must notify the Human Resources Director of any alcohol- and/or drug-related citation, arrest, conviction, guilty or no-contest plea, or forfeiture of bond or bail. (This includes any non-work-related citations, arrests and/or convictions.) This allows us to review the circumstances to see whether a violation of this policy has occurred, and to decide whether we want the employee to continue driving on our behalf.

In any of these circumstances the Agency may request a drug test and/or that an employee sign a performance agreement as a condition of continued employment.

5. Legal Drugs/Prescriptions/Over-the-Counter Medications. We recognize that the use of any drug or similar substance, legal or illegal, can adversely affect an employee’s work performance and safety. Of course, there are many situations where employees can safely perform their jobs while taking prescribed drugs and over-the-counter medications. Please check the potential effects of prescribed drugs and over-the-counter medications with your doctor or pharmacist before starting work, and to immediately let Human Resources Director know when such use makes it unsafe for you to report for work or to do your job.

We also recognize that misuse of legal prescriptions is a common form of drug abuse. Thus, we expect employees to only use medicine that has been prescribed for them, to follow the doctor’s instructions, and to keep it in its original container (or have a copy of the prescription in their possession). The container or prescription must identify the drug,

the date of the prescription, and the prescribing physician's name. We also expect all over-the-counter medications to be kept in their original containers.

NOTE: "Medical" marijuana is *not* a "prescription" and thus is not covered by this rule. However, an employee who holds a marijuana card and is about to use or is using marijuana *must* immediately inform Human Resources Director .

Depending upon the violation, we may also request the assistance of or an investigation by appropriate law enforcement agencies.

VIII. When Do You Test Employees For Alcohol And/Or Drugs?

"Suspicion" Testing. If we suspect that an employee may have violated this policy in some way, we may require testing; for example, testing may be required as a result of any one (or any combination) of the following:

- Observable symptoms of use or of being under the influence of alcohol or drugs;
- The odor or smell of alcohol or drugs on the employee's breath or clothes or in an area (such as in a vehicle, office, work area or restroom) immediately controlled or occupied by the employee;
- Alcohol, alcohol containers, illegal drugs or drug paraphernalia (see definition on page __) in the employee's possession or in an area (such as in a vehicle, office, work area, desk, or restroom) immediately controlled or occupied by the employee;
- Unexplained significant deterioration in job performance;
- Unexplained significant changes in behavior (e.g., abusive behavior, repeated disregard of safety rules or procedures, insubordination, etc.);
- Evidence that the employee may have tampered with a drug test;
- Criminal citations, arrests or convictions (including guilty and "no-contest" pleas and forfeitures of bond or bail) involving alcohol or drugs or the identification of an employee as the focus of a criminal investigation into controlled substance possession, use or trafficking;
- Unexplained or suspicious absenteeism or tardiness;
- Credible reports of drug or alcohol possession or other violations of this policy;
- Employee admissions regarding drug or alcohol use;
- Unexplained absences from normal work areas when we suspect drug- or alcohol-related activity; and/or
- Any involvement (even indirectly as, for example, presence in the immediate area) in any work-related accident or near-miss that resulted (or could have) in any injury requiring outside medical attention (at the time of the incident or thereafter) or which resulted (or might have) in property loss or damage which, in our opinion,

Again, these are examples of situations in which we may require testing. In deciding whether to make such a request, we will take into account the facts and circumstances of each particular case.

Government Imposed Testing Requirements. Some government laws, regulations (for example, employees who are required to have CDL licenses as a condition of continued employment), contracts and/or grants contracts may impose various testing requirements. Our employees are always subject to all such requirements, but we will try to provide advance notice to affected employees.

IX. If I'm Asked To Test, What Does The Agency Expect?

An employee who fails to cooperate in the administration of this policy generally will be terminated. This includes such things as:

- Refusing to consent to testing, to submit a sample, or to sign any required forms;
- Refusing to cooperate in any way (for example, refusing to courteously and candidly cooperate in any interview or investigation, including any form of untruthfulness, misrepresentation or any misleading statements or omissions);
- Any form of dishonesty in the investigation or testing process (including switching, adulterating, or in any way tampering or attempting to tamper – for example, through the use of a “kit,” pill, liquid, etc. – with the requested sample(s) or otherwise attempting to manipulate the testing process);
- Refusing to test again at a time of the Agency’s choosing whenever any test results in a finding of a dilute sample;
- Testing “dilute” on any requested retest after an initial dilute result; and
- Failure to accept a referral, to enter into and complete an approved treatment program (including any follow-up recommendations), or to sign or adhere to the commitments in the performance agreement.

X. What If I Test Positive Or Dilute?

An employee who tests positive for alcohol or drugs in violation of this policy (or has a second dilute test) normally will be suspended immediately pending possible termination. In some cases we may offer referral to an assessment program. If the assessment indicates that the employee is a likely candidate for treatment and rehabilitation, the Agency may allow the employee to maintain employment by entering into and completing a treatment program (including any follow-up recommendations) approved by the Agency. The employee must also sign a “performance agreement.”

XI. If I Test Positive Or Dilute, Can I Appeal?

All alcohol and drug testing will be done by a clinic, hospital and/or laboratory selected by the Agency. An employee who has been tested will be told when to contact the Agency for

further instructions and will then be told the test results. An employee who tests positive (or has a second dilute test) will have 15 calendar days (from the day the test results are communicated) to explain the result and/or request reconfirmation of the same specimen by our laboratory. (You need to contact the Human Resources Director directly if you want to explain the results and/or request a reconfirmation.)

An employee who has been tested will be told when to contact the Agency for further instructions and will then be told the test results. An employee who tests positive (or has a second dilute test) will have 15 calendar days (from the day the test results are communicated) to explain the result and/or request a retest of the same specimen by our laboratory. The request should be addressed to Dr. Fulper, 645 West Orchard Avenue Hermiston, OR our designated medical review officer (“MRO”). Our MRO can be reached at 541-567-2600 or fax number 541-564-2690. Employees who test positive will be given an opportunity to set up an interview with the MRO to discuss the test results.

XII. What About Confidentiality?

All test results will be maintained in a secure file other than the employee’s personnel or medical file and will only be communicated on a business “need to know” basis.

XIII. But What If I Am In A Situation The Rules Don’t Cover?

We recognize that situations will arise which are not specifically covered by this policy and these guidelines (for example, situations involving employees who have been charged, convicted, pled no contest or forfeited bond or bail, to drug-related charges). We will deal with them on a case-by-case basis taking into account such things as the nature of the situation or problem, the potential impact on coworkers and this Alcohol and Drug Policy, the employee’s prior employment record and job assignments, and the potential impact on production, safety and client or public perceptions of the Agency. Thus, in circumstances we deem appropriate, an employee could be required to submit to alcohol and/or drug testing in circumstances other than those identified in the section titled “When Do You Test Employees for Alcohol and/or Drugs?” above.

EMPLOYEE TRAVEL POLICIES

I. DEFINITIONS

- A. **Local Travel** – Trips of less than 200 total miles when overnight lodging is not required.
- B. **Non-Local Travel** - A trip of more than 200 total miles or overnight lodging is required.
- C. **Reimbursement Rates** - The rate in which expenses incurred while traveling will be reimbursed.
 - 1. Mileage -Costs for use of a privately owned vehicle will be 36 cents per mile.
 - 2. Meals and Incidental Expenses (M&IE) Allowance - Standard rate area:
High rate area:
Established by General Services Administration
 - 3. Lodging Expense Allowance - Actual lodging costs incurred up to the applicable ceiling price will be reimbursed.
- D. **Per Diem** - The amount paid to cover the cost of lodging, meals and incidental expenses, in lieu of paying actual costs.
- E. **High Rate Geographical Area (HRGA)** – Those areas designated by the General Services Administration where costs normally exceed the per diem rate. This includes most urban areas. A maximum reimbursement rate is established for each area.
- F. **Travel Status** - The time that an employee is traveling non-locally and for which expenses or per diem will be paid.
- G. **Travel Advance** - Funds advanced to an employee to pay expenses while on travel status.

II. LOCAL TRAVEL REIMBURSEMENT

- A. **Forms** - To receive mileage reimbursement for use of a privately owned vehicle, a local mileage reimbursement form (Attachment A) must be submitted to the fiscal office. This form shall be submitted with the time sheet at the end of the month during which the travel occurred. The starting and ending odometer readings, total miles traveled, and the reason for the trip (i.e., which account fund to charge the trip to) must be listed. The employee must sign, attesting to the accuracy, and the supervisor must sign, indicating approval for payment.
- B. **Use of Agency Vehicles** – Agency-owned vehicles, when available, should be used for travel. Employees choosing to drive privately owned vehicles when an agency vehicle is available may be denied reimbursement. Using personal vehicles when agency vehicles are available must have prior approval from the Executive Director.

C. Standard Mileage - Certain communities within the UMCHS service area are traveled to frequently and the distance between them well known. When traveling between the following communities, the listed standard mileage may be used and the starting and ending odometer readings omitted from the travel reimbursement form. If actual odometer readings are used, substantial variations from the standard should be explained on the reimbursement form. The Executive Director may disallow mileage over the standard if adequate justification is not presented.

Pendleton – Hermiston.....	60 miles round trip
Pendleton - Milton-Freewater	64 miles round trip
Irrigon - Boardman	25 miles round trip
Pendleton - Enterprise.....	218 miles round trip
Pendleton - John Day	254 miles round trip
Umatilla - Irrigon	15 miles round trip
Umatilla - Stanfield.....	26 miles round trip
Umatilla - Hermiston	14 miles round trip
Umatilla - Pendleton	74 miles round trip
Pendleton - Rufus.....	210 miles round trip
Heppner - Pendleton	145 miles round trip
Heppner - Hermiston.....	87 miles round trip
Hermiston-Boardman.....	50 miles round trip

D. Per Diem and/or Meal Costs - No per diem or meal costs will be reimbursed when an employee is traveling locally, even if such travel takes them away from their assigned duty station during the normal meal time.

E. Travel To and From Work - Mileage will NOT be paid for travel between home and work, except as noted below. Mileage incurred for agency-related business while traveling to and from home and work will be reimbursed on extra miles traveled.

Example - Travel from office in Pendleton to home in Hermiston (30 miles) and run errands around Hermiston for agency (3 miles). A three mile reimbursement would be allowed.

- F. **Travel to/from Staff Meeting and Local Required Training** - Staff that are paid travel time for these events are covered by SAIF. To limit the liability of the agency, staff will utilize the provided transportation. Staff that carries appropriate insurance coverage may be asked to be a car pool driver and will be reimbursed for their mileage in these instances.
- G. **Notification to Insurance Carrier of Work Use for Vehicle** - Staff who use their vehicle for work related business (home visits, shopping, etc.) need to notify their insurance carrier of that usage. The agency may require proof of insurance and liability limits.

III. NON-LOCAL TRAVEL

- A. **Prior Approval** - All non-local travel must be approved in advance by the Executive Director. This is accomplished by filling out a Travel Expense Report (pre-travel request - Attachment B). After the Executive Director approves the request, the white copy of the report is submitted to the fiscal office. The employee should retain the yellow and pink copies to be completed after returning from travel.
- B. **Travel Advance** - To receive a travel advance, the approved travel request (white copy) should be received by fiscal office at least three days before the day the advance is needed. Advances will be determined based upon (1) the length of time the employee is on travel status, (2) the area being traveled to, and (3) the motel costs. All travel prepaid by the agency on a public conveyance (airline, train, etc.) and all charges made with an agency credit card will be considered a travel advance. In no instance will an amount for mileage be advanced.
- C. **Reimbursement** - The same Travel Expense Report (yellow and pink copies) is used as a return travel form (Attachment C). After completing return travel information on the yellow and pink copies, the report should be filed with the fiscal office (not more than five working days after returning). The employee must sign attesting to the accuracy and the Executive Director must sign indicating approval for payment. Motel receipts, charge card receipts, and used public conveyance tickets must be attached. Receipts for meals and incidental expenses are not required.
- D. **Per Diem Regulations** - Per diem rates include a maximum amount for lodging expenses and a fixed amount for meals and incidental expenses. These rates are listed in a table updated regularly and can be obtained from the Administrative Services office. Staff is responsible for using the most current rate. No other rate can be reimbursed.
 - 1. **Maximum Lodging Expense Allowance** - The employee will be reimbursed for actual lodging costs incurred up to the applicable ceiling price. Receipts for lodging (which includes taxes) are required.

2. **Meals and Incidental Expenses (M&IE) Allowance** - The M&IE fixed allowance, or fraction thereof, is payable to the traveler without itemization of expenses or receipts. It covers (1) meals, including tips and taxes, but excluding alcoholic beverages, entertainment and expenses incurred for other persons; (2) incidental expenses, including fees and tips to porters, bellhops, baggage carriers, maids, stewards, etc.; laundry and cleaning and pressing of clothing; transportation between lodging and places where meals are taken; and telegrams and telephone calls necessary to reserve accommodations. For partial days of travel, the M&IE rate shall be prorated according to the quarter system described below.

For computing per diem allowances, official travel begins at the time the traveler leaves the authorized point of departure, and ends when the traveler returns to an authorized point at the conclusion of the trip. The applicable maximum per diem rate for each calendar day of travel shall be determined by the travel status and location of the employee at 12:00 midnight as well as the requirement for lodging.

IV. TRAVEL OF MORE THAN 24 HOURS

- A. **Day Travel Begins** -- When lodging is required on the day of departure, the per diem allowable will be the actual lodging cost (not to exceed the prescribed maximum), and the prorated M&IE rate for the location of the lodging. When lodging is not required on the day of departure, there is no lodging allowance and the M&IE allowance is prorated, reflecting the rate at the point of destination.
- B. **Full Travel Days** -- When lodging is required, for each day in travel status, the traveler receives actual cost reimbursement for lodging (not to exceed the maximum), and the M&IE rate for the location of the lodging. When lodging is not required (such as when the traveler is in travel status overnight), the per diem allowance shall be the destination point M&IE rate only.
- C. **Day Travel Ends** -- For the day travel ends, the per diem allowable will be the M&IE rate applicable to the preceding day, prorated.

- V. **TRAVEL OF MORE THAN 10 AND LESS THAN 24 HOURS** - When the entire trip is less than 24 hours, the per diem will include the M&IE rate, prorated as below. If more than one location is visited in the period, then the highest M&IE rate should be used for the calculation. If lodging is required, then the rules for travel of more than 24 hours apply. Travel to agency sites during day trips, even if more than ten hours, (i.e., Wallowa Co., John Day) does not constitute a per diem allowance.

- VI. **TRAVEL OF LESS THAN 10 HOURS**- Per Diem allowance is not allowed.

VII. PRO-RATING THE M&IE RATE - In computing the per diem allowance for a partial day, the calendar day shall be the unit. For each 6-hour period (or fraction thereof at the beginning or end of a partial travel day) that the traveler is in travel status, one fourth of the applicable M&IE rate shall be allowed. Quarters are as follows:

First Quarter	12:01 a.m. -- 6:00 a.m.
Second Quarter	6:01 a.m. -- 12:00 p.m.
Third Quarter	12:01 p.m. -- 6:00 p.m.
Fourth Quarter	6:01 p.m. -- 12:00 a.m. (midnight)

Exception: If lodging is obtained after midnight when a traveler is en route to a location or stopover, the lodging shall be claimed for the preceding calendar day and the applicable maximum per diem shall be determined as if the traveler had reached the lodging location by midnight.

VIII. LODGING RATE- Total cost of lodging (room rates plus applicable taxes) must be included on the return travel form, even if the room (s) were prepaid or charged to an agency credit card. Motel receipts must be turned in with the return travel form.

- A. Non-high rate area - actual reasonable cost of the room will be paid. This can be averaged over the number of nights an employee is on travel status.
- B. High-rate area - The lodging is added to the other expenses being reimbursed to determine if the maximum rate has been exceeded. Costs cannot be averaged over the time on travel status.
- C. Groups - When a group of employees is attending the same function, the total daily lodging costs may be averaged among the employees and reported on the Travel Expense Report. *For example: employees A & B share a room costing \$32.00 per night and employee C must take a single room at \$25.00 per night. All three employees would report a cost of \$19.00 per night - $(\$32.00 + \$25.00 \div 3 = \$19.00)$*

X. UNSUAL CIRCUMSTANCES– The Executive Director may approve payment of actual expenses for travel to a non-high rate-area or payment of expenses in excess of the daily maximum of a high rate area. To be approved, there must be some reason that is beyond the control of the person traveling for incurring the additional expenses. For example, an employee attends a meeting where lodging must be secured at a prearranged place and the lodging costs absorb all (or practically all) of the maximum allowance.

XI. MEALS INCLUDED IN REGISTRATION FEES–If while attending a meeting/conference, any meals are included in the registration fees the established meal rates for those meals will be deducted from the reimbursement to the traveler.

XII. TRAVEL REIMBURSEMENT BY OTHER AGENCIES/GROUPS– When an employee attends a meeting where travel costs are going to be paid by another agency or group, a travel authorization must still be completed and approved. The employee will receive reimbursement based upon travel policies and reimbursement rates (if given an

advance and/or pays bills prior to reimbursement). The payment from the outside agency/group will then go to offset the costs. If a check is not issued, the reimbursement from the outside group/agency will go directly to the employee.

XIII. PERSONAL/LEISURE TRAVEL WHILE ON TRAVEL STATUS - Program will not pay travel costs, i.e., mileage, cab/bus fare, etc. for an employee who takes personal/leisure side trips while on travel status. Such activities may include visiting friends/relatives, going sightseeing, traveling excessive distances to obtain meals or lodging because of personal preference, etc.

XIV. TRAVEL ON AIRLINES - When an employee attends a meeting/training in which travel by air is necessary, the program will book a ticket on an airlines taking into consideration cost, location of nearest airport, and time of day. Employees who belong to airline awards programs will be allowed to bank airline miles into their awards program for personal use.

UMATILLA-MORROW COUNTY HEAD START, INC. TRAVEL EXPENSE REPORT

NAME _____

LEAVE (DATE & TIME) _____

ADDRESS _____

RETURN (DATE & TIME) _____

DATE	DAILY ITINERARY		LODGING	MEALS & INCIDENTAL EXPENSES		DAILY TOTAL	REIMBURSABLE TRANSPORTATION*		OTHER EXPENSES		
	Depart	Arrive	Subsistence	Quarters	Total		Description	Amount	Description	Amount	
	Place			1 _____ 2 _____ 3 _____ 4 _____							
	Time		\$		\$	\$					
	Place			1 _____ 2 _____ 3 _____ 4 _____							
	Time		\$		\$	\$					
	Place			1 _____ 2 _____ 3 _____ 4 _____							
	Time		\$		\$	\$					
	Place			1 _____ 2 _____ 3 _____ 4 _____							
	Time		\$		\$	\$					
	Place			1 _____ 2 _____ 3 _____ 4 _____							
	Time		\$		\$	\$					
TOTAL EXPENSES							\$				
FOR OFFICE USE ONLY: EXECUTIVE DIRECTOR ACCOUNT #			<u>USE THESE SYMBOLS</u> A-Air T-Taxi B-Bus RC-Rental Car R-Rail POV-Privately Owned Vehicle (Show destination and mileage) AOV-Agency Owned Vehicle			Purpose of Trip: _____ _____ _____				Total Expenses	
										Less Travel Advance	
										Balance Due UMCHS/Traveler (Circle One)	

In consideration of receiving an advance on my travel expenses, I hereby voluntarily authorize UMCHS to withhold from my paycheck any unused portion of this travel advance which I have not reimbursed to UMCHS within 15 days after returning.

SIGNATURE _____

DATE _____

RETURN: I certify that the above is correct and that payment has not previously been received.

SIGNATURE _____

DATE _____

ABSENTEE POLICY

PURPOSE: To communicate expectations regarding employee attendance, and consequences of failure to meet those expectations.

I. AN ABSENCE IS CONSIDERED "EXCUSED":

- A.** When, in cases of personal time off, the employee has made acceptable arrangements to be off work prior to the day when they will be gone.
- B.** In cases of illness, the employee has notified their supervisor at least 2 hours prior to the beginning of their work day. Employees are required to talk directly with their immediate supervisor. If their supervisor is not available, the employee will notify their supervisor's supervisor.

Inability to provide acceptable verification, if requested for a reported absence, will be cause for termination.

II. UNEXCUSED ABSENCES

Three (3) unexcused absences of any type during a calendar year may result in termination, or failure to rehire the employee in the future.

An absence is considered "Unexcused":

- A.** If the call-in is not made by the employee, **PERSONALLY**. Call-ins made by spouse, friends, etc. will not be excused. If an employee does not have a telephone, he/she is still expected to advise their supervisor.
- B.** If the employee does not telephone the supervisor, or his/her designee, within 30 minutes prior to the beginning of the work day.
- C.** If the employee arrives late to work.
- D.** If the employee does not call in, and does not have a reasonable cause for missing work. If the employee does not call in by the beginning of the third day of an absence, they will be assumed to have vacated their position, and termination procedures will be initiated.
- E.** If the above absence results in leave without pay.

This policy is designed to allow needed time off for absences as circumstances arise. It is not designed to allow perpetual and/or excessive absence or tardiness. Employees who establish such patterns will be subject to termination, regardless of the provisions of this policy.

SAFETY POLICY

Introduction

Safety and injury prevention is a prime concern of UMCHS, Inc. For this reason, an injury prevention program and a safety committee have been developed. Each employee has a responsibility to participate in the program, to use safe practices, and thus reduce the chances of occupational illnesses and injuries.

I. SAFETY RESPONSIBILITY

A. Employee Safety Responsibility

As an employee of UMCHS, Inc., you are covered under the Oregon Safe Employment Act. This law specifically requires that you comply with all safety and health standards which apply to your own actions on the job. Therefore, for your own benefit and for the benefit of co-workers and others, you, the employee must:

1. Read the Department of Labor poster posted on the Employee Bulletin Board.
2. Follow all safety and health rules and wear or use all prescribed protective gear and equipment. You are expected to comply with all internal safety and health rules issued. (See General Safety Rules)
3. Report job-related injuries or illnesses to your supervisor and seek treatment promptly. Necessary forms are available through your supervisor. (See Injury Report Policy)
4. Cooperate with the various health and safety inspectors as they inspect your job site. Exercise your rights under the Oregon Safe Employment Act in a responsible manner.

B. Management Safety Responsibility

The Board of Directors, through the Executive Director, has the foremost responsibility in providing a safe working environment. This responsibility and authority covers all aspects of the agency's operational tasks and safety procedures. The most important responsibility of supervisors and managers in pursuing an effective safety program is the development of a positive safety attitude on the part of all workers and staff within UMCHS, Inc

C. Supervisors' Safety Responsibility

Supervisors have the responsibility to make sure that safety is a part of each employee's job duties. The supervisors are required to furnish employees with information that ensures injuries will not occur.

D. New Employee (or Volunteer) Orientation and Safety Training

UMCHS has an obligation to prepare a new employee for the hazards that may be involved in the new job. Employees will be instructed in methods used to perform the job safely and effectively. All employees will be advised of the use of personal protective equipment, emergency procedures, first aid kit locations, and injury reporting procedures. Employees are asked not to attempt to do tasks requiring use of equipment with which they are unfamiliar or have not had training.

Specific instruction will be offered for the use of new hazardous or unfamiliar equipment in order to lessen the likelihood of injury.

II. INJURY AND LOSS PREVENTION PROGRAM

The law requires every employer to maintain an ongoing injury prevention program. This program will be implemented through the use of:

A. Employee Education Training

Training sessions will be conducted to enhance employee awareness and knowledge of safe practices and use of technical equipment and procedures. As new methods are introduced, employees will be trained. This is to ensure that all employees have up-to-date knowledge regarding the equipment, materials, and methods related to their responsibilities, thus reducing the likelihood of injuries.

B. Self Inspection

UMCHS, Inc. will conduct periodic inspections of the premises. Through this procedure, all hazards can be reported and corrected. You as an employee must be aware of your working environment and report any hazardous condition immediately. Inspection will be done on a regular, periodic basis by the designated person at each center.

C. Injury Investigation

Each injury involves a sequence of contributing causes. By evaluating and eliminating the causes, injuries can be prevented. Injury investigation is carried out by supervisors and safety committee members in order to discover and remove causes of injuries.

D. Fire Safety Inspections

Fire protection equipment will be inspected regularly by both assigned personnel and the local fire inspector. This type of inspection is required by insurance agreements.

C. Emergency Procedures

UMCHS has established procedures to follow in the event of an emergency within a program or department that necessitates total or partial closure, threatens the safety and well-being of employees and/or clients, or interferes with the normal operation of the agency. (See the Policies and Procedures Manual)

D. Record Keeping

State law requires each employer to keep a log of occupational illnesses and injuries. The following records will be maintained by the Fiscal Office.

1. Log of occupational injuries and illnesses.
2. Record of each injury incident.
3. Annual summary of injury incidents. The summary of the OSHA 200 is posted each year for review by employees.
4. Record of injury prevention activities.

III. WORKER'S COMPENSATION

Industrial insurance is provided at only a small cost to you. Half of the worker's compensation fund contribution is deducted from your paycheck at the rate of a few cents a day. UMCHS, Inc. pays the other half. In addition, UMCHS, Inc. pays quarterly premiums to the State Accident Insurance Fund (SAIF), based upon each employee's salary.

AGENCY PROCEDURES YOUR PERSONNEL FILE

Each person employed by UMCHS has confidential files which are stored in locked file cabinets. Past employment files will be kept for seven years and then shredded.

Employment file includes:

- * An application for employment or resume
- * First Aid/CPR Card
- * Food Handler Permit
- * Employee evaluations
- * Employee Emergency form
- * Reprimands or disciplinary action
- * Hire letter
- * Criminal History Checks
- * Promotions/Demotions
- * Resignation or termination letters

Health file includes:

- * Pre employment physical and TB screen
- * Blood screens
- * Health Fair information
- * Other health information regarding illness or return to work orders from physicians
- * Medication taken at work or on the job

Training file includes:

- Log of training received
- Professional development plans
- College degrees/transcripts

Fiscal file includes:

- Letter of hire
- Payroll change forms
- W-4

- Medical Insurance Forms
- Time Sheets/pay stubs
- Direct Deposit
- Voluntary/non-voluntary deductions

In separate notebooks reference checks, I-9s, and affirmative action forms are kept. These are locked in the Human Resource Assistants office.

Each employee may review his/her personnel file in the agency of the Human Resource Director or supervisor.

MOST FREQUENTLY ASKED QUESTIONS

1. How do I complete my time sheet?
2. What can I wear to work?
3. What are my work hours?
4. Who do I call when I'm sick or unable to work?
5. How do I fill out my mileage reimbursement sheet?
6. When do I turn in my mileage sheet?
7. Who signs my time sheet and mileage sheet?
8. How do I arrange time off (vacation, annual, floating leave, use of sick leave for doctor or dentist appointment)?
9. Can I claim mileage going to and from work?
10. Can I claim mileage when going to Umatilla or Pendleton to pick up supplies/equipment?
11. How do I access Parent Activity funds?
12. What type of fund raisers can we do?
13. How can Parent Activity fund be used?
14. How do we use Petty cash?
15. How do I complete a petty cash reimbursement form?
16. What do I do if I'm hurt on the job?
17. How do I arrange for coverage at my center when staff is absent?
18. Who approves leave without pay?
19. Who handles questions about leave?
20. Can my children come to the center after school and wait for me until I'm off work?

HOW TO GET PAID

PAYDAYS: The salaries of employees shall be paid bimonthly, on, or before, the 5th day of the month and the 20th day of the month. If a payday falls on a Saturday or Sunday, checks will be issued on the preceding Friday. When a payday falls on a Monday which is a holiday, checks will be issued the following Tuesday.

ADVANCES: No employee may receive an advance or loan on his/her salary.

DEADLINES FOR TIME SHEETS: Time sheets will usually be due to supervisors a few working days before payday, which are usually on the 16th and the 1st. If you must fax, please mail original time sheets the same day.

LATE TIME SHEETS: If a time sheet is received by the Fiscal Department after payroll has been made out, the employee may not be paid until the following payday.

DEDUCTIONS: Your paycheck will include deductions--some voluntary and some involuntary. Federal tax, state tax, FICA (Social Security) and SAIF (State Accident Insurance Fund - worker's compensation insurance) are mandatory deductions.

Non-mandatory deductions which require written authorization from an employee prior to being withheld include: 1) Medical insurance for family members 2) Credit Union 3) Employee-contributed TSA 4) Flexible Spending Account.

A Flexible Spending Account is offered to all employees as a means to provide compensation alternatives for qualifying participating employees and dependents. You are able to "give up" a part of your taxable compensation and choose certain tax free benefits instead.

This plan covers expenses such as:

- Unreimbursed Eligible Health-Related Expenses
- Dependent Care Expenses (Child Care)
- Other Health Related Premiums (Dependent Health/Dental)

This Flexible Spending Plan year begins October 1 and ends September 30th. Open enrollment for the plan year is September 1-15.

Another mandatory deduction is a court-ordered garnishment. A garnishment is a legal summons which withholds a specific amount of money from your wages to satisfy a creditor. If the agency receives a garnishment it **MUST** withhold approximately 25 percent of the employee's disposable earnings, except in certain cases, such as owing the federal or state government.

RECEIVING YOUR PAYCHECK: Paychecks can be mailed to you or picked up at the Administrative Office. If you want your check mailed, indicate "**mail check**" at the bottom of your time sheet. Checks marked "**mail**", are mailed on the day payroll is issued.

If an employee quits with less than 48 hours notice, pay due within 5 days or next payroll whichever comes first. If an employee gives 48 hours notice, final pay is due on the final day. If an employee is discharged, pay is due immediately.

The employees last day of work or termination is not extended by the existence of unused vacation time. A terminated employee is not entitled to be paid for any holiday which occurs subsequent to the employees last day of work or termination day.

If you are sick on pay day or for some reason cannot pick up your paycheck as planned, your check will be held at the office until the day after payroll has occurred. Unless notified, checks will be mailed to your home address. Spouses are the only designated persons able to pick up payroll checks.

DIRECT DEPOSIT: UMCHS offers the option of depositing payroll checks for employees utilizing the Automatic Clearing House Direct Deposit Program (ACH). This option is available for direct deposit of paychecks only (no meal and petty cash monies or travel reimbursements will be deposited.) The employee may deposit their payroll checks to only one bank account - either checking or savings. A payroll check stub will be given to the employee for their records.

Employees desiring direct deposit of their paychecks may contact the Fiscal Services Director for additional information and instructions.

TIME SHEETS

Complete the space for your name, the month and the year and your work location. Even if you pick up your paycheck in the office, these items **MUST** be filled in. Fill in your address and phone number **only** if it has changed.

DATE: Write in the days of the month which will be covered in this pay period.

HOURS WORKED: In this column, write the total number of hours you were physically at your worksite, whether it was in your office or in the field. This number should also include overtime worked.

LEAVE: In these columns, write the number of hours of **LEAVE YOU TOOK** per day. This includes any annual leave, sick leave, other leave (includes holiday, vacation, floating leave, emergency, jury duty, military, etc.).

PAY HOURS EARNED: In this column, write the total number of hours after adding the **HOURS WORKED** and **LEAVE** columns.

At the bottom of each column, **TOTAL** the number of hours per category for the pay period. After completion, sign and date the form and give it to your supervisor for approval.

Employees must be at work on the last working day preceding and the first working day following a holiday unless prior approval for a day of leave has been granted. If prior permission has **NOT** been received, the extra days (including holiday) will be considered as days absent without pay. If an employee calls in sick on a day preceding or following a holiday, verification of illness may be required.

TIMESHEET EXAMPLE

Name: _____

Month and Year: _____

Address: _____

Location: _____

Home Phone Number: _____

Normal Schedule: _____

Hours Worked Per Week: _____

PLEASE CHECK IF CHANGE IN ADDRESS OR PHONE NUMBER

Date	Time In	Time Out	B	Time In	Time Out	B	Time In	Time Out	B	Actual Hours Worked	Paid Leave*	Total Paid Hours
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
Totals												

I CERTIFY THAT THE ABOVE IS CORRECT AND THAT PAYMENT HAS NOT BEEN RECEIVED.

Employee Signature: _____ Date _____

Supervisor Signature _____ Date _____

Overtime Approved (less than 40 hours)

Supervisor's Initial _____ Reason _____

Overtime Approved (over 40 hours)

Executive Director's Signature _____ Reason _____

* Paid Leave includes Annual, Sick, Holidays, Jury Duty, Bereavement Leave, Floating Leave, Etc...

Hold (Hermiston)

Mail (Check or Direct Deposit Stub)

WAGE AND SALARY ADMINISTRATION

SALARY SCALES: Salary scales are set by the UMCHS Board of Directors. An in-depth compensation study will be completed at least once every three years. It will compare the wages of similar positions in agencies throughout the state and locally in order to determine an equitable and consistent pay plan.

SALARY INCREASES: Salary increases are **NOT** automatic. Increases are awarded on the basis of merit and can be granted only after an employee evaluation by the supervisor in which the employee has received an overall rating of average or above.

Increases are granted upon the recommendation of the employee's immediate supervisor with the concurrence of the Executive Director. The Fiscal Department should be notified immediately, in writing, of salary increases in order to expedite the change in payroll.

SALARY DEDUCTIONS

Exempt employees will not have their pay reduced in any manner that would be inconsistent with the salary test.

HOURS OF WORK

WORKING HOURS: Usual working hours are 8:00 a.m. to 4:30 p.m. Monday through Friday, unless an alternate schedule is set by the Executive Director. A work week is defined as beginning at 12:01 a.m. Sunday and ending on 12:00 p.m. Saturday.

BREAK: Employees receive one ten minute break during the morning and one ten minute break during the afternoon. Breaks may **NOT** be used to leave work early or accumulated and taken in a block.

LUNCH: Employees are entitled to one half hour a day for lunch, unless schedule allows for one hour.

OVERTIME: Overtime **MUST BE APPROVED IN ADVANCE** by your supervisor. Employees may work **NO MORE** than forty (40) hours per week. Therefore, if employees work approved overtime on one day, they need to take time off later in the same week so that the week balances to forty (40) hours or their weekly scheduled amount.

If an employee is given approval by the Executive Director to work more than forty (40) hours during one week, he/she will be reimbursed at a one-and-one-half-hour per hour basis.

PAID HOLIDAYS: The following are paid holidays:

- New Year's Day on January 1
- Martin Luther King Jr's Birthday on January 15 or as observed by local State & Federal agencies.
- President's Day on the third Monday in February
- Memorial Day on the fourth Monday in May
- July 4th
- Labor Day on the first Monday in September

- Veteran's Day in November
- Thanksgiving Day on the fourth Thursday in November and the Friday immediately following
- Christmas Eve Day on December 24 and Christmas Day on December 25
- New Year's Eve Day on December 31

EMPLOYEE LEAVE CLARIFICATION

SICK LEAVE: If, due to illness or injury, an employee is unable to completely satisfy job requirements, UMCHS will make reasonable accommodations to assist the employee in maintaining some level of employment. The employee must bring in a doctor's statement detailing duties unable to perform. If the employee's duties and responsibilities change, a temporary reclassification will be done - adjusting wages and hours to fit the adjustments.

UMCHS has an incentive plan to encourage decreased use of sick leave. Employees who have accumulated 480 hours of sick leave will be eligible to receive incentive payments. For each subsequent month that the eligible employee does not use sick leave, payments will be made that equal the employee's hourly wage times one-half of the unused sick leave hours which normally would have been accrued for the month. These payments will be made at the end of a six-month period, June-November and December-May. Incentive payments will be treated as wages including required withholdings and reporting. You must be employed at the time of incentive payments to be eligible. At no time will accumulated sick leave be paid off.

If an employee's physical condition while on the job presents a health or safety hazard to others, the supervisor may send the employee home on sick leave.

HOW TO REQUEST THE USE OF LEAVE:

To utilize leave, a "Request for Leave" form should be completed and signed by your supervisor at least 2 weeks prior to date requested. The form is then forwarded to the Human Resource Director. (See sample below)

UMATILLA MORROW COUNTY HEAD START, INC. REQUEST FOR LEAVE

Name _____ Date _____

Date(s) Requested _____ # of Hours _____

Type of Leave (if less than your working day please write in time off job; example: 1:30 pm - 2:30 pm):

_____ Annual	_____ Floating	_____ Jury
_____ Sick	_____ Military	_____ Bereavement
_____ Family Medical	_____ Other (Explain) _____	

Reason for Absence _____

Your Signature _____

This form should be completed and signed by appropriate supervisors at least 2 weeks prior to date requested.

Approved Denied Date _____

Reason _____

_____ Supervisor/Team Leader <small>Original (white) - Human Resources</small>	_____ Component Director <small>Copy (yellow) - Employee Copy (pink) - Supervisor</small>	_____ Executive Director/If Applicable
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TRAINING AND EDUCATION

In addition to the structured training program for all employees, staff does have the option of attending other job-related conferences, workshops, seminars and educational courses dependent upon the approval of their supervisor.

If mandated by the supervisor to improve employee job skills and fill a job requirement, the agency will pay the cost of the training or education. Time to attend will be considered part of their work day.

If not mandated by the supervisor, but related to job responsibilities, the agency will pay costs as grant funds and the training committee allow. Employee and supervisor will mutually decide on those costs that will be paid by the employee and those that will be paid by the agency. Time in attendance will be paid for that portion that falls during the normal working hours. No overtime can be accumulated for non-mandated training programs.

Prior to payment for college courses, UMCHS will require that the employee sign a release allowing withholding of the amount from future paychecks for: failure to complete the course; failure to submit proof of a grade of "C" or better; or termination of UMCHS employment during the school term.

Required travel and attendance are reported on an actual hourly basis on the time sheet.

CRIMINAL PROVISIONS

As an agency operated through state and federal funding sources, UMCHS can enforce federal criminal sanctions for certain acts of misconduct or misuse of funds.

The section cited below applies to misuse of time; falsifying Time sheets, mileage reimbursement forms, other reports; misuse of funds; misuse of agency equipment, credit cards, purchase orders and supplies; theft; misrepresentation for personal gain, etc.

Section 42 U.S.C. 2703 provides criminal sanctions for certain misconduct. This section reads:

"(A) Whoever, being an officer, director, agency, or employee of, or connected in any capacity with, any agency receiving financial assistance under the Economic Opportunity Act of 1964 embezzles, willfully misapplies, steals or obtains by fraud any of the monies, funds, assets, or property which are the subject of a grant or contract of assistance pursuant to the Economic Opportunity Act of 1964 shall be fined not more than \$10,000 or imprisoned for no more than two (2) years, or both; but if the amount so embezzled, misapplied, stolen, or obtained by fraud does not exceed \$100, (he shall be fined not more than \$100, he shall be fined not more than \$1,000) or imprisoned not more than one (1) year, or both."

USE OF AGENCY VEHICLES

The following policies should be followed for the use of all agency vehicles. If you are involved in an accident while driving an agency vehicle, you must follow Oregon Statutes and UMCHS policies on reporting. (For additional information see the section in this handbook on reporting of accidents.)

1. Vehicles are only to be used in the carrying of agency-related business. Personal business, i.e., shopping, banking, etc., should not be conducted while utilizing an agency vehicle.
2. All operators of agency vehicles shall be employees of UMCHS or, if funded through another program, they shall be assigned to work in a UMCHS program.
3. All operators shall have a valid driver's license. The driver's license number shall be recorded on a list maintained by the Human Resource office.
4. Vehicles are to remain at the work site after hours.
5. All passengers in agency vehicles must be involved in the program activity for which the vehicle is being used.
6. When using an agency vehicle, all traffic laws are to be observed, including speed limit, negligence/reckless driving, alcoholic beverages, wearing of seat belts, etc. Operators will be responsible for any moving citations received in an agency vehicle or parking violation tickets.
7. A vehicle mileage log shall be kept in each vehicle and shall be completed each time the vehicle is used. These mileage logs will be turned in monthly to the Transportation Supervisor.
8. Anyone using an agency vehicle should immediately report any safety and/or maintenance problems to their supervisor for correction.
9. When charging gas to an agency account, it is mandatory that the charge slip indicate the license number of the vehicle being filled. Before signing the slip, the employee should check to make sure that the license number and any other vital information are indicated.
10. Employees finding it necessary to use private vehicles for agency business may **NOT** charge gas for these vehicles on agency accounts. Instead, they should keep track of their exact mileage, record it on a Travel Expense form, and turn it in to the Fiscal Office at the end of the month for payment.

The Executive Director is the official representative of UMCHS, Inc., which provides services in seven counties in Northeastern Oregon. Part of the responsibility includes attending community, state, and regional meetings; visiting centers and partner agencies; and meeting with staff. To facilitate this travel the Executive Director will be assigned an Agency vehicle. No personal use will be allowed and commuting mileage will be charged to non federal funds and will also be considered a taxable fringe benefit.

REPORTING OF ACCIDENTS

PERSONAL INJURY ON THE JOB: If you are hurt while working on the job, you should notify your supervisor as soon as possible. Within 48 hours of the injury, the employee should complete a SAIF Form available from the supervisor or the Human Resource Department. (SAIF is the State Accident Insurance Fund.) The completed form will be submitted by the agency to SAIF and is considered an insurance claim to cover medical costs.

If you need assistance completing the form, contact your supervisor or the Human Resource Department. The completed form should be submitted to the Human Resource Department.

ACCIDENTS IN AGENCY VEHICLES: If you are involved in an accident in an agency vehicle, you **MUST FOLLOW OREGON STATUTES** regarding motor vehicle accidents **AND UMCHS POLICIES**. The employee shall exchange information with the other driver or an injured person on names, addresses, phone numbers, vehicle license number, and type of vehicle, insurance agency, and driver's license numbers. The accident and information shall be reported immediately to your supervisor, so that an insurance claim can be filed through the Human Resource Department

Under Oregon Statutes, if there is more than \$1,500 damage or injury, an accident report must be filed within 72 hours. The State accident report form can be obtained and filled out and mailed to the Motor Vehicles Division. A copy of the report should be given to the Human Resource Department. For further information on Oregon Statutes regarding motor vehicles, consult the Oregon Driver's Manual.

USE OF AGENCY TELEPHONES

Within the agency, there are various telephone systems. When you begin work, your supervisor should explain to you how to use the system at your worksite and any special features it has.

NO personal long distance phone calls should be billed to the agency telephones. If you must make a personal long distance phone call in an emergency, the call should be billed to your home phone number. This can be done by going through the operator. Agency phone lines should not be tied up by personal phone calls.

All long distance phone calls must be logged. On the phone log, list the date, your initials, the person called, the number called, city called and reason. This form should be turned into your supervisor or the Fiscal Department monthly with your time sheet. (See sample phone log on the next page)

AGENCY BULLETIN BOARD USE

We use Agency bulletin boards to keep you up-to-date and to post notices and Information required by law. We also use them to announce activities and other items of interest, so it is important for you to regularly check the board for information that may be of importance to you.

We may also provide at least one place for you to post personal notices that may be of interest to coworkers. Certain types of material - including obscene, profane or inflammatory items and political advertisements or solicitations - will not be permitted.

PROFESSIONAL APPEARANCE

GUIDELINES:

We hired you in part because we were impressed with the way you looked, so please try to keep that standard of personal appearance. The rule here is that we expect you to present a professional, business-like appearance because you are projecting our image to our clients and the public. Your work attire should complement an environment that reflects an efficient, orderly, safe and professional operated organization, and here are some guidelines:

- * Shirts, pants, and clothing should cover the back, shoulders, chest and midriff. Tops must cover waists and top of pants when bending, reaching, etc. Sleeveless shirts must cover undergarments.
- * No short skirts that are revealing in any physical position (Skirts should be no more than 2" above the knee).
- * Tank shirts, undershirts, sweatshirt hoodies, sweatshirts (for office staff), sweatpants, open-backed garments, spandex, nylon running suits, plunging necklines, bare midriffs, camo, and cut-offs are not acceptable.
- * Teaching Staff and Bus Drivers may wear non jean shorts (no shorter than 2" above knee) with agency logo shirt May through September.
- * Capris and pedal pushers (which hit mid calf) may be worn May through September.
- * Office staff may wear jeans with their agency polo on Fridays.
- * Clothing should be maintained to present a neat, clean appearance. Ripped or torn clothing is never acceptable.
- * No observable absence of undergarments or exposed undergarments.

- * All employees shall refrain from wearing clothing which could prove disruptive or hazardous.
- * No clothing with suggestive, derogatory, non-therapeutic, or objectionable slogans or insignia printed on it. No clothing that promotes or advertises tobacco or alcohol products. Any tattoos with the above shall be covered either by clothing or by tape.
- * Agency ID must be worn at all times. As infants and toddlers may be poked by the agency badge, EHS staff may post their badges by the door during class time.
- * Beards, moustaches and hair must be trimmed and neat.
- * Open toed shoes, sling back shoes, and shoes without backs are not allowed in the classroom, kitchen or on the bus. Tennis shoes are not allowed in the office. No shoes that have a material that goes between or around a toe are permissible.
- * In Full Day Centers/Classrooms indoor shoes or non skid slippers that fully encase the foot are to be worn. Indoor shoes are described as shoes that have never been worn outside and are kept at the center for the sole purpose of being worn while in the classroom.
- * Employees operating or working around machinery shall wear clothing that follows all safety guidelines.
- * For those who work with children: jewelry such as long, dangling or loop earrings, long necklaces worn outside of clothing, sharp or protruding rings or bracelets, that could cause injury if they were grabbed by others or came in contact with others accidentally are not allowed.
- * Any visible body piercing (other than appropriate earrings) is not allowed.

DESK AND FILE CABINET INSPECTION POLICY

UMCHS, Inc. provides files and desks for the convenience and use of its employees at the agency's expense. Employees should remember that all files and desks remain the sole property of UMCHS, Inc. Moreover, the agency reserves the right to open and inspect files and desks, as well as any contents, effects, or articles that are in files or desks. Such an inspection can occur at any time, with or without advance notice or consent. Such an inspection may be conducted during, before or after working hours by any supervisor or manager designated by the agency.

Prohibited materials, including weapons, explosives, alcohol and non-prescribed drugs or medications, may not be placed in a file or desk. Perishable items also should not be stored in files or desks or left for prolonged periods. Employees, who, if requested, fail to cooperate in any inspection will be subject to disciplinary action, including possible suspension or discharge. The agency is not responsible for any articles placed or left in a file or desk that are lost, damaged, stolen or destroyed.

ODDS AND ENDS

TYPING OF WORK: Any items needing typing can be done at the Administrative Office. Please indicate on the draft any special requirements, such as unusual type style, booklet form, number of copies, colored paper, etc.

CHECKING IN: When arriving or departing the office building, or if you need to be away from your desk for any length of time, please make the proper notation on the "In-Out" Book in your facility.

It is important that you remember to make the necessary changes on the board. Your callers will be told whether or not you're in by your notations on the board.

MAIL: Any mail or messages received by the Administrative Office will be placed in the program trays. Please check these trays for messages or mail **EACH** time you visit the office.

Large quantities of mail or regular mail being sent from the Administrative Office shall be given to the Receptionist by 3:30 p.m. each day for postage.

FORMS: A variety of forms are available from the Administrative Office for internal procedures. These forms should be requested in advance so that they can be collected prior to pick-up.

BULK COPYING: There is a copy machine in the office. If you would like copies ask the Receptionist to make the copies.

SUPPLIES: The Secretary can get supplies for you. If we do not have something you need in stock, it can be ordered. Supplies should be requested through your supervisor on a Supply Requisition Form. On the request for supplies, list the item, size, how many and date the items are needed. Please indicate the name of the catalog and the page number with the order. You should attempt to allow a maximum of two weeks for supply requests.

TAPE RECORDER, CAMERA, SLIDE PROJECTOR, OVER-HEAD PROJECTOR, And VIDEO EQUIPMENT: These are available for temporary use from the Information Systems Director. You are held liable for the items checked out. Agency equipment **IS NOT** available for personal use.

LEAVING EMPLOYMENT

If you decide to leave your position at UMCHS, or are told to leave, there are several things you should do:

1. If you want to quit, tell your supervisor giving two (2) weeks notice.
2. Give your supervisor a written notice stating your last day of work and the reason for resigning.
3. Turn in your last time sheet, mileage and phone logs to your supervisor.

4. Return any agency keys.
5. Arrange with your supervisor to have any equipment and tools signed out to you inventoried before you leave.
6. Reimburse the agency for any funds you owe (e.g. petty cash or supply purchase) or fill out a voluntary deduction form to have the money taken out of your last pay check

PROCEDURE TO SIGN UP FOR A TAX SHELTERED ANNUITY (TSA)

After 12 months of consecutive employment, UMCHS, Inc employees are eligible to enroll in a TSA. In order to activate your retirement account, the following procedures must be followed to ensure proper delivery of payment.

1. Your TSA eligibility date will appear on your letter of hire.
2. A TSA letter will be attached to your paycheck when eligible.
3. After notification of TSA eligibility, you need to set up an appointment to see:
***Simmons Agency**-contact David Florea or Kelly Bissinger at 567-6367
4. After you have filled out the required paperwork, notification will be sent to the Fiscal office to initiate monthly payments.
5. Payments will begin when notification is received. No retroactive payments will occur if you delay in setting up your TSA account.

STAFF DEVELOPMENT PLAN

The Staff Development Association (SDA) will consist of all staff represented by a Staff Development Committee (SDC). The SDC Chairperson will be responsible for carrying out duties of the association through the committee.

Staff Development Association is a forum for all staff to advocate for trainings and activities that will enhance their employment at UMCHS. By becoming actively involved in the opportunities, trainings, and information available throughout the agency, employees can derive a greater satisfaction and sense of understanding and pride in their employment.

All staff are afforded the opportunity to build additional skills so that they may qualify for promotion to positions involving the use of more complex skills and supervisory responsibility. The primary goal of SDA is to insure the on-going development of a high quality Head Start program.

In determining staff training/educational needs, the following tools may be utilized:

1. Self Assessment
2. Training Evaluations
3. Requests at SDC
4. Training Needs Assessment
5. Training required by Head Start performance standards
6. Training required by Healthy Start policies and procedures.

In assessing individual training needs, the following tools may be utilized:

1. Self-Evaluation/Growth & Improvement Form
2. Personnel Evaluations
3. Requests at SDC

The following methods/resources may be used in addressing training/educational needs:

1. Buddy Exchange
2. Regional and National Training Conference
3. Local resources (E.S.D.; Red Cross; County Health; Blue Mountain Community College; Public Schools; Mental Health Program)
4. Oregon Dairy Council
5. Head Start Staff and Parents

As part of this process:

Staff Development Records kept by Human Resources will be updated by individual staff members.

SDC minutes will be recorded by the SDC Secretary and distributed to all members via e mail.

An annual review of the Staff Development Plan will be completed by the SDC each spring.

Sample forms utilized in the Staff Development Plan follow this narrative including:

1. Training Calendar
2. By-Laws with listings of Committee opportunities
3. Training Evaluation
4. Strategic Goals

Updated: Fall 2004

Reviewed July 2005

UMATILLA-MORROW HEAD START, INC.

STAFF DEVELOPMENT ASSOCIATION BY-LAWS

Created: February 1980
Last Revised: July 2004
Last Reviewed: July 2005

ARTICLE I NAME

The name of the organization shall be Umatilla-Morrow Head Start, Inc. Staff Development Association (SDA). A smaller Staff Development Committee (SDC) represents all employees.

ARTICLE II OBJECTIVES

Section I Objectives

Through smaller representative committees the Staff Development Association will:

- a. Devise a written Staff Development Plan, review and revise the By-laws as needed. Help ensure active participation in all SDA committees.
- b. Work in conjunction with Human Resources to give approval for individual personnel trainings.
- c. Have input into the design and delivery of services and assist in the budget process.
- d. Promote and award safe practices in the work place.
- e. Have input into determining how we select and enroll families.
- f. Have input into the development and revision of the curriculum of the Head Start Program.
- g. Help develop activities for the whole wellness of employees.
- h. Keep informed of agency policies and any proposed changes in such.

ARTICLE III MEMBERSHIP OF STAFF DEVELOPMENT ASSOCIATION

Section I Voting Members

The voting membership shall consist of all staff,

Section II Terms of Membership

The term of membership will be for the duration of employment by UMCHS.

Section III Vacancies

Member vacancies will be automatically filled by the hiring of a new staff member.

Section IV Special Types of Membership

- a. Ad-Hoc members may include two resource persons.

- b. These members will not have voting privileges.
- c. Appointment of Ad-Hoc members will be on an as needed basis by the voting members of the Staff Development Committee.

ARTICLE IV STATE REPRESENTATION

Section I State Meeting Representatives to OHSA

Two staff members represent UMCHS at the Oregon Head Start Association (OHSA) meetings, which occur three times per year (November, February, May)

They:

- *participate in trainings
- *attend skill building workshops
- *share information, ideas, and successful practices and strategies
- *receive updates from the Department of Education and HHS
- *Gain new ideas and advocacy plans to bring back to the program

One UMCHS representative is elected by the agency staff to represent UMCHS and the second representative is chosen based on their position.

Term of elected position is two years.

Elections will be held at the completion of each representative's term.

Section II Nominations

Self nominations will be requested early in May by the Chairperson of the Staff Development Committee. Members of UMCHS SDA in good standing can nominate themselves for the elected state representative position. The Executive Director or Developmental Associate Director can not be nominated to hold any position.

Section III Elections

Nominations of individuals will be revealed via e mail and voting will proceed by the same method. The process must be complete prior to the last day of work for the part day staff.

Section IV Voting

Early in May the SDC Chairperson will call for nominations via e mail.

Interested staff will submit their name and a short statement explaining why they would make a good representative to the chair via e mail.

Names and statements will be e mailed to all staff for their vote.

All voting will be via e mail and be sent directly to the chair.

The Chair will tally votes and announce the results via e mail.

Majority vote will be based on total number of individuals responding via e mail.

All voting will be held in the strictest of confidence by the chair and only the name of newly elected representative will be revealed.

ARTICLE V COMMITTEES

Section I Staff Development Committee (SDC)

Staff Development Association (SCA) is made up of all staff. A smaller executive committee (SDC), representative of all employees is formed to help ensure active participation in all SDA committees.

Responsibilities include:

- Overseeing election of 1 state representative
- Ensuring publication of committee minutes
- Review and revision of SDA bylaws
- Act as a liaison between the various SDA committees and SDC (At least one member of the SDC will serve on each of the other committees to aid in the attainment of this responsibility)

Membership in the SDC is open to all staff.

Representation will include at least one member from CCR&R, WIC, and Head Start (with a variety of positions represented).

Committee size will be limited to 15, with membership being on a first come basis as long as each faction of the agency is represented.

Membership may continue from one year to the next.

The committee will meet at least quarterly, with the initial meeting being held in September.

OFFICERS

Chairperson, Vice Chair and Secretary will be elected by the entire SDA from within the SDC committee.

Elections will be held immediately after the initial fall meeting of the committee, with members from within the committee offering their names for nomination of the various positions.

Elected positions may be held for consecutive years provided the SDA membership has had the opportunity to vote on the selection.

Duties of Officers

- a. Chairperson - prepares agenda, conduct meeting, contact staff for training needs, and appoint committees.
- b. Vice-Chairperson - presides in the absence of the Chairperson, and performs all other duties as assigned by the Chairperson
- c. Secretary - take minutes of each meeting, be responsible for finalizing minutes, and submit them to all staff members via e mail.

REMOVAL OF OFFICERS

Any officer or State Representative of SDC may be removed from the position s/he holds by a 2/3 majority of the committee membership by secret ballot vote if the following procedures have been followed:

When an SDC officer is deemed not to be performing his/her work satisfactorily, s/he will be informed by the Staff Development Committee Chairperson and Agency Director in writing of

h/her performance deficiencies and shall be given not less than thirty (30) days to make the necessary improvements. If the officer does not make necessary improvements within the period to justify retention, s/he may be removed from the office following the previous recommendation by the Chairperson and Agency director to SDC and final secret ballot vote by the membership. All matters concerning removal procedures shall be made part of written SDC records. A SDC officer, who claims s/he has been reprimanded unjustly, shall be provided with an opportunity to appeal such action if it remains unsolved after discussion with the chairperson. The officer will submit within ten (10) days following the written reprimand a letter- of explanation to the Appeal Committee's Chairperson with a copy to the SDC Chairperson. The Appeal Committee will act on the appeal within ten (10) days following receipt of the letter and the decision of the committee shall be final. The APPEALS COMMITTEE will consist of five (5) SDC members representing all service areas.

The Appeal Committee Chairperson will be elected by the members of the Committee.

Cause for removal shall include, but not be restricted to:

- a. Habitual absence from SDC meetings without just cause
- b. Unauthorized release of privileged or confidential information.
- c. Inability to cooperate with fellow members.
- d. Repeated violations of SDC By-Laws

Section II Appeals Committee

As explained under heading “Removal of Officers” in Article V Section I

Section III Budget Committee

Participants have the opportunity to have input into the design of the delivery of services and budget. Voting membership is limited to 5 staff positions. Representatives also include Executive Director, Fiscal Director, UMCHS Board and Policy Council. All staff are invited to attend.

The purpose of this committee is to assist in the completion of the Grant Application for Head Start, EHS, and Oregon Prekindergarten and build the budget for the entire agency.

The Budget Committee meets at least twice per year, once in January and again in February. It is the responsibility of the Executive Director (chairperson) to ensure that grants are submitted to funding agencies on time and meet all federal and state requirements and addresses agency goals.

Section IV Selection Committee

This is a great opportunity to have input into determining how we select and enroll families and learn how the performance standards guide this process.

The Selection Committee is responsible for ensuring that Recruitment, Selection, and enrollment follow the federal performance standards by identifying high risk families through the community assessment process.

The committee is open to all staff and policy council members and chaired by the Family Development Director. The committee meets once a year, in April.

Section V Curriculum Committee

As a member of this committee you will be able to give input into the development and revision of curriculum for the Head Start Program. The committee meets at least three times a year. It is chaired by the Education Director. The committee is open to all staff and Policy Council Members.

Section VI Training Committee

The training committee is comprised of 5 elected staff members and chaired by the Human Resource Director. The committee reviews training requests. Depending upon funding and relevancy to position, this committee either approves or denies the request. In addition, they make recommendation on the amount of funding that will be available for each request. This group meets at least quarterly to review training requests, training budget and training topics.

Section VII Safety Committee

Safety Committee promotes and awards safe practices, helping all staff understand and use safe practices in the work place.

The committee meets once a month to discuss:

- Safety programs
- Safety hazards
- Program site inspections
- Staff incident reports

The committee is open to all staff. Membership is based on OSHA standards. Chairman, Vice Chair and Secretary are elected from within the committee.

Section VIII Wellness Day Committee

The Wellness Day Planning Committee works on developing a theme and activities that are fun and beneficial for the "whole" wellness of staff and parents. "Whole" wellness covers physical, nutritional, social/emotional, mental, and spiritual wellness. Wellness Day is meant to be a day of rest, relaxation, recreation and rejuvenation for all. Membership is open to all staff and parents. Each member will generally be responsible for one or two tasks.

ARTICLE VI AMENDMENTS

Proposed Amendments to the By-Laws may be submitted to the Chairperson of the SDC via e mail.

- a. The Chairperson will submit the proposals to the Director for review and/or revision and approval
- b. The Chairperson will notify the total membership of the SDA of the proposed amendment via e mail.
- c. This will be voted on via e mail and may pass with a 2/3 majority vote of the respondents within five days of e mail notification.
- d. Votes will be tallied by SDC Chairperson and approved amendments will be included in the SDA By-laws.

TRAINING PLAN

TRAINING REQUEST

TO BE COMPLETED BY THE EMPLOYEE

Name: _____ Position: _____
 Training Requested: _____
 Location of Training: _____
 Sponsor/Presenter: _____
 Dates of Training: _____ Registration Deadline: _____

	Cost	Support Document	Office Use
Registration/Tuition			
Lodging Needed <input type="checkbox"/> Yes <input type="checkbox"/> No	Hotel Name: _____ Total: _____		
Meals Included: <input type="checkbox"/> Yes <input type="checkbox"/> No	Per Diem: _____		
Agency Vehicle <input type="checkbox"/>			
Airfare <input type="checkbox"/>	Airline: _____ Total: _____		
Other (Shuttle, Taxi) <input type="checkbox"/>			

TO BE COMPLETED BY MANAGER/DIRECTOR:

Supporting documents included and training approved: Yes No
 Date Training Request Received: _____
 Program Manger/Director Signature: _____
***No supervisor signature will delay the training request process**

TO BE COMPLETED BY THE TRAINING COMMITTEE:

Training Approved: _____ Amount Approved: _____
 Signature: _____

When applying for training funds please submit registration (if applicable) with the training request to expedite the process.

Education/Training Agreement

In consideration of receiving the training advance, I voluntarily authorize Umatilla-Morrow Head Start, Inc. to withhold from my pay check the advance amount if I do not attend or fail to receive a grade of a C or better. **In addition, it is expected that staff will turn in grades received from the college attended no later than two weeks after the class has ended. Failure to do so will result in a deduction of the cost of the class at the next pay period. Failure of continued employment for 12 months after attending the training will result in the employee paying back to UMCHS the cost of the training.**

Education staff pursuing AA or BA degrees that accepts Head Start/Early Head Start or Oregon Prekindergarten training funds will be required to teach or work for a minimum of 3 years after receiving the degree. If you leave prior to this commitment being fulfilled, you will be required to repay the prorated amount of the financial assistance received based on the length of service completed after receiving the degree. (Head Start Act 2007, Section 648 A Staff Qualifications and Development)

This voluntary deduction will be made at the pay period following the conclusion of the training.

In signing this agreement, if college credit courses are taken, we reserve the right to obtain final grades.

Employee Name

Date

(OVER)

Umatilla-Morrow County Head Start, Inc.

TRAINING GUIDELINES

GENERAL POLICIES

1. All requests for training shall be submitted to your supervisor using the agency training request form.
2. All requests for training are expected to be submitted for approval 30 days prior to training. With less than 30 days notice, requests may not be considered.
3. Training location must be within Oregon State or within 70 miles of Oregon's boundaries (PA-20 funds only).
4. Where materials and books are included in the registration using training dollars, they shall be considered the property of Head Start. All other books shall be purchased by participants, not the agency.
5. Training expenses will be considered when proper documentation is presented with the training request. **Proper documentation includes (registrations, meal costs, travel costs)**
6. Travel advances are available for training when necessary.
7. When the program pays for training expenses and the trainee is unable to attend, or does not receive a grade of C or better, trainee will be reimburse the program for the expenses paid.
8. Upon completion of training, staff shall submit a brief written training evaluation and pertinent training materials to the Human Resource Director.
9. Funds will be approved by the Training Committee as available. Funding will be allowed for:
 - a) Conference registration fees
 - b) Academic training (specific to position or mission of agency)
 - c) Workshops
 - d) Field supervision
 - e) Site visitations
 - f) Film rentals
 - g) CDA fees
 - h) Travel and /or per diem incurred by:
 - i) Peer trainers;
 - ii) Conference and workshop attendance;
 - iii) Outside consultants.
10. Other guidance concerning training shall be found in the remainder of this document.

INDIVIDUAL TRAINING

1. Funds for individual training are available through:
 - a) OPP, USDA, WIC, CCR&R, and Head Start
2. Funds are available to all staff in the following priority:
 - a) Job related goals from Growth and Improvement
 - b) To gain new skills and knowledge
 - c) To enhance performance
 - d) To update knowledge in component area

GROUP TRAINING

1. Funds for Group Training shall be allowed.
2. It is expected that Group Training will arise from convergent needs and Performance Standards.
3. Trainers for groups shall be identified in the following priority:
 - a) Local peer trainers
 - b) Local training consultants and/or resources
 - c) Peer trainers- not local
 - d) Training consultants and/or resources- not local
4. When feasible, members of the community may be afforded the opportunity to attend Head Start group training.
5. Funds will be approved by the Training Committee as available.
6. Funding will be allowed for:
 - a) Trainers/consultants
 - b) Meeting sites
 - c) Meals/refreshments
 - d) Materials
 - e) Travel/per diem
 - f) Academic Credit
7. Group Training needs will be identified by the Training Committee. in conjunction with the Administrative staff.

Training needs shall be identified through the following methods:

- a) In response to Performance Standards.
 - b) In response to convergent needs as identified by individual Professional Development Plans
 - c) In response to self assessment findings and program improvement plans.
 - d) In response to staff emergent training needs, growing out of staff meetings.
8. All staff will have a minimum of \$50.00 in training funds available to them on an annual basis. (These funds may be used for Food Handlers Card, C.P.R/FIRST AID, CDA renewal or OAEYC). After this money has been used you may be eligible for another training contingent upon funding availability. If the allotted training money has not been used by March 1, it will be placed back into the general training budget.
9. Spanish classes will be reimbursed at a rate of up to 50.00.

GRADUATE CREDIT TRAINING

1. Funds are not available to pay for Masters Programs.

2. Funds for Graduate Credit will be allowed.

CDA TRAINING

1. Funds are available for CDA certification for Education Staff in the following priority only:
 - a) A teacher who meets only minimal program requirements.
 - b) A teacher assistant who exceeds minimal program requirements and has identified a CDA teacher position as a Career Development goal.
 - c) A person with a valid CDA credential and is seeking a CDA credential in additional areas.
 - d) A person with a valid CDA credential (renewal).
2. CDA candidates must pay for their application and assessment. When the candidate receives a confirmation date, the application and assessment fees will be reimbursed.
3. Education Director and Child Care Director will be the Program CDA advisors.
4. Upon enrollment in the CDA program, a candidates progress will become part of the yearly employee evaluation.

GOALS