

W I C A P



Personnel Policies *AKA "Employee Handbook"*



Board of Directors
Approved:
October 23, 2008

Policy Council Approved:
October 21, 2008



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SECTION I

STATEMENT OF PURPOSE- Revised 2008

Neither these policies or procedures nor any other written or unwritten policy or practice of the Western Idaho Community Action Partnership, Inc. (WICAP) creates or is intended to create an expressed or implied contract of employment, contractual terms of employment, or a contract, covenant, promise or representation that employment will continue for any specified period of time. Unless otherwise specified by written contract, executed by WICAP's Executive Director, employment at WICAP is "at-will." Employment can be terminated with or without cause or notice. No employee or representative of WICAP, other than its Executive Director, has authority to enter into any valid or binding written or oral agreement, which modifies the at-will employment relationship. To be valid, any such agreement must be in writing and signed by the Executive Director. WICAP reserves the sole right to add, change, or rescind any policy or practice at any time. Any such revision, deletion or addition must be in writing and signed by the Executive Director. No oral statements or representations can change or alter the provision of these policies and procedures.

The purpose of these policies is to establish personnel regulations and the basis for procedures for carrying out, in the most equitable manner, the personnel program of the Western Idaho Community Action Partnership, Inc. (WICAP). These policies also outline authorities and responsibilities for the Board of Directors (hereafter called the Board), Head Start Policy Council, the Executive Director and his/her staff.

Any employee who has questions regarding these policies shall contact their supervisor or the Human Resources Department for further clarification.

SECTION II

BASIC POLICY – Revised 2008

WICAP is an Equal Opportunity and Affirmative Action employer and will not discriminate against anyone who has applied for employment, in accordance with all State and Federal laws and regulations.

Copies of this document shall be distributed via WICAP's Web site, www.wicap.org, or by hard copy upon request, to the WICAP Board members, the Head Start Policy Council, and all staff, upon hire and subsequent revision. For purposes of these policies all staff is encompassed, unless otherwise specifically stated.

SECTION III

AUTHORITY AND RESPONSIBILITY FOR THE PERSONNEL PROGRAM – Revised 2008

A. WICAP Board of Directors – Revised 2008

The authority for determining, establishing or changing the personnel policies and procedures is the responsibility of the WICAP Board of Directors.

B. Head Start Policy Council – Revised 2008

The Head Start Policy Council is responsible for reviewing and approving Personnel Policies periodically and recommending any changes to the Board of Directors.

C. Executive Director

The WICAP Board assigns the responsibility for administering the overall personnel program to the Executive Director. The Executive Director must establish procedures to assure that the program is carried out equitably for all.

D. Department Director – Revised 2008

The Department Director will be responsible for administration of his/her program(s) in accordance with rules and regulations as set forth by the funding sources as established by these policies and WICAP Board.

E. WICAP Personnel Committees – Revised 2008

As stated in the WICAP By-Laws, the Personnel Committee, appointed by the WICAP Board President, will serve as an advisor to the Executive Director. The Committee will review the personnel policies and procedures established by the agency to be sure that they comply with all basic policies. The committee will periodically review the actions of the Executive Director to assure that the appropriate procedures are being followed and that these procedures are adequate.

The Personnel Committee will also serve as the grievance committee as outlined in the Grievance Policy, Section XII.

As stated in the Head Start By-Laws, the Head Start Personnel Committee shall be responsible for reviewing and recommending approval of personnel policies and forwarding to the Policy Council, who then submits them to the Board for Board approval. The Head Start Personnel Committee shall serve as the recommendation committee for hiring or firing of Head Start Staff, including the Head Start Director. The Executive Director will be a member for personnel action regarding the Head Start Director.

The Head Start Director may decide on the candidate for the position temporarily before final Policy Council approval of the Personnel Committee recommendations with the understanding that final hiring is contingent upon approval of the Policy Council.

SECTION IV

EMPLOYMENT/EMPLOYEE POLICIES – Revised 2008

A. HATCH ACT – LOBBYING POLICY: - Revised 2008

The Hatch Act statutes regulate Community Action and Head Start personnel with regard to political activity. All contracts WICAP operates are subject to the Hatch Act.

Community Action Agencies are deemed to be “State or local agencies” for purposes of the Hatch Act:

AN EMPLOYEE MAY NOT:

1. Use his/her official authority or influence for the purpose of interfering with or affecting the result of an election or nomination for office.
2. Directly or indirectly coerce, attempt to coerce, command, or advise a state or local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency or person for political purposes.
3. Be a candidate for elective, partisan office, while in the employ of WICAP.
4. Lobby on behalf of WICAP or any of its programs, or any other programs.

AN EMPLOYEE MAY:

1. Vote as he/she chooses.
2. Express opinions on political subjects and candidates.
3. Be a candidate in a nonpartisan election, such as School Board, Planning and Zoning, Recreation Commission, City Councilperson, etc., so long as campaign-related activities are conducted during non-working hours, off WICAP premises, and without direct or indirect financial or other WICAP support.
4. Participate as a private citizen in partisan or nonpartisan political campaigns, political party activities, including making political contributions and campaign fundraising.

In addition to the Hatch Act’s specific prohibitions, the CSBG and Head Start Acts as well as the Internal Revenue Code provisions governing 501(c)(3) non-profit organizations prohibit engaging in “political activities”.

The Head Start statute broadly restricts grantee activities, forbidding among other things, the use of program funds, provision of services, or the employment of personnel supporting partisan or non-partisan political activity.

WICAP as an organization is prohibited from “lobbying”, that is as an agency we may not attempt to influence legislation pending before Congress. This means communications to political figures must **NOT** be written on letterhead, emailed and/or signed officially if they request the legislator to vote in a certain manner or appropriate monies in a particular area or ask an employee to contact a legislator with a request to vote in a certain manner.

If you wish to write, email, telephone, or use any other communications to your state or national legislator to request a particular vote, do so as a private individual, not officially as an employee of WICAP. Specifically agency equipment may not be used and the communications may not occur on WICAP premises.

Any letter written in your official capacity to the state or the national legislators should be educational and informational **ONLY**, and must have prior approval by the Executive Director or designee.

B. DRUG FREE WORKPLACE POLICY: - Revised 2008

The WICAP Board adopted the Drug-Free Workplace policy in February 1990, in accordance with Federal, State, and program regulations. The Contractor (WICAP) shall certify that it will provide a drug-free workplace. Employees are expected to comply with the following:

1. Employees of WICAP are prohibited from being under the influence of alcohol or illegal drugs during working hours.
2. For purposes of this policy, an alcoholic beverage is any beverage that may be legally sold and consumed and has an alcoholic content in excess of 3 percent by volume.
3. For purposes of this policy, a drug is any substance other than alcohol capable of altering an individual’s mood, perception, pain level or judgment. A prescribed drug is any substance prescribed for individual consumption by a licensed medical practitioner. An illegal drug is any drug or controlled substance of which the sale, possession, or consumption is illegal.
4. The sale, use, possession, transfer or purchase of illegal drugs on WICAP property or while performing company business is strictly prohibited. Such action will be reported to appropriate law enforcement officials.
5. Consumption of alcoholic beverages will not be permitted on WICAP premises.
6. The unauthorized or improper use of legal or prescription drugs by the employee or any person other than the person for whom it is prescribed on WICAP premises is prohibited.
7. Any employee whose off duty use of alcohol, illegal drugs, or prescription drugs results in excessive absenteeism, tardiness, is the cause of accidents, poor work performance, or otherwise reflects adversely on WICAP may be referred to the employee assistance program or public assistance programs for rehabilitation and/or may face disciplinary actions, including but not limited to immediate dismissal.
8. In addition to this policy, all Commercial Drivers shall comply with the WICAP Drug & Alcohol testing policy as required by Department of Transportation Federal Regulations.

9. All newly offered positions are conditional subject to successful completion of pre-employment Drug & Alcohol testing.
10. Any employee involved in an on the job accident, injury, or exposure will be subject to a Drug & Alcohol test.
11. WICAP reserves the right to submit employees to drug and alcohol testing when a supervisor or other member of management has reason to believe based upon sufficient evidence that an employee may be in violation of the drug-free work place policy. Reasonable suspension may include but not be limited to: smell of alcohol on their person, erratic behavior, altered mood, or inconsistent motor skills.

As a condition of employment, WICAP staff is required to abide by this drug free policy, and must notify the Human Resources Department of any criminal conviction for violation of any drug or controlled substance statute no later than five days after such conviction.

C. SAFETY POLICY: - Revised 2008

The goal for Western Idaho Community Action Partnership, Inc (WICAP) is preventing and reducing injuries.

1. The safety of every employee of WICAP is of vital importance. Every supervisor and every employee shall accept their responsibility for safety and conduct themselves in a manner that will ensure their own safety and the safety of those working with and for them.
2. WICAP will rigidly enforce all safe practices and will comply with regulations as established and will obey Federal, State, County and Municipal safety laws, regulations and codes.
3. The Company recognizes and feels the need for the development of safe working conditions and practices and will do everything practical to provide an efficient and effective accident-free operation.
4. Each departmental director must help develop techniques and procedures whereby the agency's Safety Program will reach and affect every employee under their direction. It is also the responsibility of each departmental director to see that their employees are trained in techniques and practices to the point where they are effective in producing safe work conditions and habits that will result in accident prevention.
5. All supervisors will consider it an essential part of their job to:
 - a. Report all accidents through the Workers Compensation reporting system.
 - b. Prevent accidents
 - c. Detect and correct unsafe practices and conditions
 - d. Train their employees in safe work procedures
 - e. Encourage well thought out safety suggestions
 - f. Make sure each employee knows and understands and follows all safety procedures and rules related to their job.

6. All employees are required, as a condition of their employment, to follow all established safety practices and is required to follow the instructions of their supervisors.
7. Management is responsible for the promotion and the coordination of safety activities throughout the WICAP agency. They assist in accident prevention efforts, supervise in the investigation of accidents, accumulate and distribute accident records and statistics. It is emphasized that the Management alone cannot prevent accidents. The prevention of accidents is a primary responsibility of the supervisor and the employees on the job.

D. PHOTO IDENTIFICATION POLICY: - Revised 2008

WICAP will issue employees a photo identification badge and require them to wear it while on duty.

Upon hire, new employees will be photographed and the Human Resources department will issue an identification badge. The identification badge will be worn in such a manner as to be visible to the general public and WICAP staff.

The original identification will be provided to employees at no charge. Replacement identification due to loss will be at the employee's expense. Replacement badges and supplies will be re-issued at a cost of \$5.00.

Upon termination of employment, employees shall return their photo identification badge along with other WICAP property. (This includes lay off periods). Identification badges will be forwarded to Human Resources to determine if a new badge is required.

E. WORK PLACE VIOLENCE POLICY: - Revised 2008

The safety and security of WICAP's employees is of vital importance. Acts or threats of physical violence, including intimidation, harassment and/or coercion, which involve or affect WICAP's employees or which occur on WICAP's property, will not be tolerated.

This prohibition against threats and acts of violence applies to all persons involved in WICAP's operations, including, but not limited to, WICAP employees, contract and temporary employees, and anyone else on WICAP's property involved in WICAP operations or receiving services. Violations of this policy, by any individual, will lead to disciplinary and/or legal action, as appropriate.

Examples of work place violence include, but are not limited to, the following:

1. Threats or acts of violence occurring on WICAP's premises, regardless of the relationship between the parties involved in the incident.
2. Threats or acts of violence occurring off WICAP's premises perpetrated by someone who is acting in the capacity of a representative of WICAP.
3. Threats or acts resulting in the conviction of an employee of WICAP or of an individual performing services for WICAP on a contract or temporary basis, under any criminal code provisions related to violence or threats of violence.

Specific examples of conduct, which may be considered threats or acts of violence under this policy include, but are not limited to, the following:

1. Threatening physical or aggressive conduct directed toward another individual.
2. Threatening an individual or his or her family, friends, associates or property with physical harm.
3. The intentional destruction or threat of destruction to property.
4. Harassing or threatening phone calls, letters, or emails.
5. Surveillance.
6. Stalking.
7. Veiled (disguised or implied) threats of physical harm or of intimidation.

Employees who feel they have been the subject of workplace violence or are aware of the workplace violence of others should report the incident immediately to their supervisor or other Management Staff. All complaints of workplace violence will be investigated promptly, impartially and in as confidential a manner as possible. Any employee found, after an appropriate investigation, to have engaged in workplace violence would be subject to disciplinary action up to and including termination. WICAP will also take any further action necessary to appropriately remedy the situation and deter future workplace violence.

Any person who threatens or who engages in violent action on WICAP property may be removed from the premises as quickly as safety permits and may be required, at WICAP's discretion, to remain off its premises pending the outcome of an investigation into the incident. As soon as an investigation has been completed, WICAP will take whatever action is appropriate.

F. RESPECTFUL WORKPLACE POLICY: - Revised 2005

Employees shall treat all colleagues without discrimination. Evidence of discrimination on the basis of race, color, creed, religion, sex, age, national origin, or disability, as with any WICAP policy, may result in disciplinary action up to and including termination.

1. Employees shall treat colleagues with respect and to respect differences of opinion when they occur.
2. Employees shall act so as to support, rather than to obstruct, colleagues in fulfilling their responsibilities.
3. Employees are responsible for the quality and extent of the services they perform.
4. Employees shall treat colleagues in the program with utmost respect.
5. Employees are responsible for sharing pertinent knowledge with colleagues.

6. Employees shall respect the privacy and the human dignity of all persons with whom they have contact, treating all persons without discrimination.

G. CONFIDENTIALITY POLICY: - Revised 2008

Confidential information is any information seen, heard, or received. Confidential information **MUST** remain confidential and **MUST NOT** be discussed or shared with any person other than appropriate management staff. This policy includes but is not limited to, staff, parents, guardians, foster grandparents, members of committees, Board Members, Policy Council members, community members, and volunteers. Confidential information includes but is not limited to:

1. Telephone messages.
2. Interpreting for clients.
3. Technology data and images.
4. Address and, telephone numbers of clients, community members, volunteers, foster grandparents, and staff within the WICAP agency.
5. Work address/location, telephone number, email address, and business or personal information of WICAP staff.
6. All information about participants receiving services from WICAP is confidential. No information may be shared with any person or organization outside WICAP without the prior written permission of the participants, custodial parent or legal guardian. Agency staff and volunteers should strive to protect the privacy of participants in WICAP's programs and should view or print confidential information only when it is necessary to do so to better serve participants.
7. Medical information.
8. Exceptions to disclosure under the Confidentiality Policy are those entities required by the Idaho Child Protection Act and the Idaho Adult Protection Act or pursuant to court ordered release of said record that are requested pursuant to a subpoena. These Child Protection and Adult Protection Acts require mandated reporting of any suspected abuse or neglect. Any staff member who suspects abuse and/or neglect must immediately report to Health and Welfare or Law Enforcement. Any staff member who receives a work - related subpoena shall contact the Human Resources Department immediately.

H. SECURITY POLICY: - Revised 2008

All property, including desks, storage areas, work areas, file cabinets, credenzas, computer systems, office telephones, cellular telephones, modems, facsimile machines, duplicating machines, and vehicles provided by WICAP remain the property of the agency, and employees should have no expectation of privacy with respect to the use of any such property. WICAP reserves the right, at all times and without prior notice to inspect and search all such property. These inspections may be conducted during or outside of business hours and in the presence or absence of the employee.

Technical resources, such as WICAP's computer system, voicemail system, and email are provided for use in the pursuit of WICAP's business and are to be reviewed, monitored, and used only in that pursuit, except as provided in this policy. If, during the course of your employment, you perform or transmit work on WICAP's computer systems or other technical resources, your work may be subject to investigation, search, and review of others in accordance with this policy. In addition, any electronically stored communications that you either send to or receive from others may be retrieved and reviewed.

Participants photos or personal information in WICAP's programs will not be posted on the website without written authorization of custodial parent or legal guardian or from the customer if of legal consenting age.

I. COMPUTER AND COMMUNICATIONS POLICY: - Revised 2008

Employees have no right of privacy as to any information or file maintained in or on WICAP's property or transmitted or stored through WICAP's computer systems, voicemail, email, or other technical resources. Employees *do not* have the expectation of privacy in anything they create, send, or receive on the agency computer system. Users should use the same care in drafting e-mail and other electronic documents that they would for any other written communication. Employees may access only files or programs, whether computerized or not, that they have permission to access.

All computers and the data stored on them are and remain at all times the property of WICAP. As such, all messages created, sent, or retrieved over the Internet or WICAP's electronic mail system are the property of WICAP. WICAP reserves the right to retrieve and read any message composed, sent, or received on its computer equipment and electronic mail system. Employees should be aware that even when a message is deleted or erased, it is still possible to recreate the message; therefore, ultimate privacy of a message cannot be ensured to anyone. Accordingly, Internet and electronic mail messages are considered public communications and are not private. Further, all communications, including text and images, can be disclosed to law enforcement or other third parties without prior consent of sender or receiver. Violations of any guidelines listed above may result in disciplinary action up to and including termination. This policy is in no way intended to modify the at will nature of employment with WICAP. In addition, WICAP may advise appropriate officials of any illegal activities.

Computer software is protected from unauthorized copying and use by federal and state law; unauthorized copying or use of computer software exposes both WICAP and individual employees to substantial fines and/or imprisonment. Therefore, employees may not load software onto WICAP's computer system and may not copy software from WICAP for personal use. All employees must contact the Computer Operations Department to receive approval prior to installing any software on WICAP's computer system. Unauthorized review, duplication, dissemination, removal, installation, damage, or alteration of files, passwords, computer systems or programs, or other property of WICAP, or improper use of information

obtained by unauthorized means, may be grounds for disciplinary action up to and including termination.

1. **Internet and Electronic Mail Use**

Internet, worldwide web, and intranet access has been provided to employees for the benefit of WICAP. This access enables employees to connect to information and other resources around the world. All employees are required to use these resources in a productive manner in accordance with the following guidelines:

2. **User Responsibilities – Revised 2008**

Employees accessing the Internet, worldwide web, and WICAP's intranet shall do so only for professional business reasons, which may include online education and/or training approved by his/her supervisor. The supervisor must approve personal use of computers. WICAP communications systems will not be used for any personal purchases. Each employee is responsible for ensuring that he/she uses Internet access privileges in an ethical, effective, and lawful manner.

The Internet, worldwide web, and/or WICAP's intranet should not be used for personal gain, the advancement of individual views, or to access inappropriate and/or illegal sites. Solicitation of non-business or any other use of the Internet for personal gain is strictly prohibited. Use of the Internet must not disrupt the operation of WICAP's network or the networks of other users and must not interfere with an employee's productivity. Employees are not allowed to download instant messaging, chat rooms, or personal web cams. Employees should be aware that harassment of any kind is prohibited. No messages with derogatory or inflammatory remarks about an individual's or group's age, disability, gender, race, religion, national origin or any other status protected by applicable law should be transmitted. Users encountering or receiving such material should immediately report the incident to their supervisor or other Management Staff.

Computer users are governed by the following provisions, which apply to all usage of computer and network resources and services. Computer and network resources and services include, but are not limited to, the following:

- a. Host computers, file servers, e-mail systems, workstations, stand alone computers, laptops, personal digital assistants (PDA's), software, and internal or external communications networks (e.g. the Internet, intranet, commercial online services, web site and portal, bulletin board systems (BBS's), and e-mail systems) that are accessed directly or indirectly from WICAP computer facilities. The term "users", as used in this policy, refers to all employees, volunteers, parents, and other members of the family independent contractors and other persons or entities accessing or using WICAP computers and network resources and services.
- b. All computer users have the responsibility to use the computer resources in an efficient, effective, ethical, and lawful manner, and in a manner that is consistent with WICAP policies and procedures, and with the Head Start Performance Standards.
- c. Employees will be given an electronic mail password when granted access to the Internet or WICAP's electronic mail system. Employees may change these passwords from time to time;

however, WICAP reserves the right to access all computer equipment, electronic mail, and Internet accounts. Each employee is responsible for the content of all text, audio, or images that he/she places or sends over the Internet. All messages communicated on the Internet should have your name attached. No message should be transmitted under an assumed name. Employees or other users may not attempt to obscure the origin of any message.

- d. Users are responsible for safeguarding their passwords for the system. Individual passwords should not be printed, stored on-line, or given to others. Users are responsible for all transactions made using their passwords.
- e. To prevent computer viruses from being transmitted through the system, employees are not authorized to download any software, or any music or video files onto their computer or any drive in that computer. Employees interested in obtaining software from the Internet should contact the Computer Operations Department.

3. **WICAP Responsibilities:**

WICAP is not responsible for the actions of individual users. WICAP has the right, but not the duty, to monitor any and all aspects of computer systems, including employee e-mail, to ensure compliance with this policy. Anything created on the computer may, and likely will, be reviewed by others. WICAP has the right to take any actions that it believes are necessary to ensure the integrity of its computer and network resources. It also has the sole right to determine the appropriate content for the web site and portal, and to edit or delete any material posted there.

J. **CHILDREN AT WORK - Revised 2008**

1. WICAP Employees being paid to perform, conduct and/or participant in any WICAP function shall not bring children to WICAP's work sites without prior supervisor approval.
2. Children, other than program participants, under 12 years of age may only be included in WICAP's functions when they have a person over 16 years of age, other than an employee, attend to them.
3. Children under 12 must be with the designated attending person at all times.
4. Employees must have their supervisor's approval of children attending a WICAP function prior to the scheduled functions.
5. WICAP's volunteers are subject to this policy and must have the Department Director's approval prior to bringing children or family members to WICAP's sites.

As with any WICAP policy, any abuse of this policy may result in disciplinary action up to and including termination.

K. TELEPHONE USE POLICY: - Revised 2008

Employees may receive an occasional short personal phone call that does not affect their work performance. Supervisors will address abuse of this provision as part of performance improvement measures. (Including personal cell phones).

As with any WICAP policy, any abuse of this policy may result in disciplinary action up to and including termination.

L. EQUAL EMPLOYMENT POLICY: -Revised 2008

WICAP prohibits discrimination on the basis of Idaho and Federal law as defined by Idaho Human Rights Commission: IDAHO LAW PROHIBITS DISCRIMINATION IN EMPLOYMENT based on Religion, race, color, sex, age, disability, or national origin. And as defined by the Department Of Labor, TITLE VII: Title VII of the civil rights act of 1964, as amended, prohibits discrimination in hiring, promotion, discharge, pay, fringe benefits, job training, classification, referral, and other aspects of employment on the basis of race, color, religion, sex or national origin.

WICAP participates in USDA programs and as required, provides for those contracts this non-discrimination statement: In accordance with Federal law and United States Department of Agriculture (USDA) policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability.

WICAP has delegated the responsibility for implementing and monitoring the Equal Employment and Affirmative Action Plan to the Human Resources Department.

As provided by law, this policy applies to all areas of employment, including recruitment, hiring, training and development, promotion, transfer, termination, layoff, compensation, benefits, and all other conditions and privileges of employment.

It is the policy of WICAP to comply with all relevant and applicable laws regarding the provisions of equal employment opportunities to qualified individuals with a disability. WICAP will not discriminate against any qualified employee or job applicant with respect to any terms, privileges, or conditions of employment because of a person's physical or mental disability. WICAP also will make reasonable accommodations for qualified individuals with a known disability as required by law unless doing so would create an undue hardship on the agency. Any qualified applicant or employee with a disability who requires an accommodation to perform the essential functions of the job should contact their supervisor or Human Resources and request such accommodation.

Management is primarily responsible for seeing that WICAP's equal employment opportunity policies are implemented. However, all employees share in the responsibility for assuring that by their personal actions these policies are effective and applied uniformly to everyone. If any employee believes they have been subjected to any form of unlawful discrimination, or if they are aware of an incident of discrimination involving another employee, report their concerns to their immediate supervisor, the Human Resources Department, or any other Management Staff. All complaints of discrimination will be investigated promptly, impartially, and in as confidential, manner as possible. Where appropriate, corrective action will be taken to resolve the situation. Further, employees found to have engaged in discriminatory conduct will be subject to disciplinary action up to and including termination.

Applicable law also prohibits retaliation against any employee for reporting or participating in an investigation of a complaint of discrimination. Retaliation of such a nature will not be tolerated by WICAP and may result in disciplinary action up to and including termination.

Any civil rights issue that comes to the attention of any WICAP employee must be documented and forwarded to the Human Resources Department for appropriate investigation.

M. HARASSMENT POLICY: - Revised 2008

WICAP is proud of its tradition of maintaining a work environment in which all individuals are treated with respect and dignity. It is a serious violation of WICAP's policy and may also be unlawful for any employee to harass another employee on the basis of race, color, sex, age, disability, religion, national origin or ancestry, or any other status protected by applicable law. For purposes of this policy, harassment is defined as any unwelcome verbal or physical conduct relating to an individual's race, color, sex, age, disability, religion, national origin or ancestry, or any other status protected by applicable law which:

1. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work performance; or
3. Otherwise adversely affects an individual's employment opportunities.

With respect to sexual harassment, in particular, the following conduct is strictly prohibited, whether committed by supervisors, employees, or non-employees:

1. Unwelcome sexual advances, requests for sexual favors, or any other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment; or
 - b. Submission to or rejection of such conduct by an individual is used as the basis for an employment decision affecting the individual.
2. Unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature which has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Examples of sexual harassment include, but are not limited to:

- a. Demeaning and/or derogatory comments directed at one's gender;
- b. Demeaning behavior, staring, pinching, touching, and other physical conduct, or blocking the movements of another person;
- c. Unwelcome sexual comments, innuendoes, jokes, abusive personal remarks, etc.;
- d. Sexually explicit displays or distribution of pictures, materials, or objects in the work area;
- e. Offering or implying reward or threat concerning work assignments, performance reviews, discipline, promotions, or other terms or conditions of employment in exchange for sexual favors;
- f. Unwelcome advances or propositions, physical conduct, or obscene gestures;

- g. Obscene letters, phone calls, emails, or unwelcome words or comments with sexual meanings;
- h. Unwelcome requests for sexual favors or repeated social contact
- i. Sexual assault or other unwelcome sexual contact;

Employees who feel they have been the subject of harassment or are aware of the harassment of others should report the incident immediately to their supervisor, or if the supervisor is the source of the inappropriate behavior, the Human Resources Department. All complaints of harassment will be investigated promptly, impartially and in as confidential manner as possible. Any employee found, after an appropriate investigation, to have engaged in harassment will be subject to disciplinary action up to and including termination. WICAP will also take any further action necessary to appropriately remedy the situation and deter future harassment.

Applicable law also prohibits retaliation against any employee for reporting or participating in an investigation of a complaint of harassment. Any employee found to have engaged in retaliation of another employee in violation of this policy will be subject to disciplinary action up to and including termination.

Any employee, including any supervisor or manager, who is found to have engaged in unlawful harassment, is subject to disciplinary action up to and including discharge from employment.

WICAP believes it is critical that all employees act in a responsible and professional manner to establish a work environment free of discrimination and harassment. Discrimination or harassment in violation of this policy is unacceptable and will not be tolerated.

N. WHISTLE BLOWER POLICY – *New 2008*

1. General:

WICAP requires directors, officers, and employees to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. As employees and representatives of the Company, we must practice honesty and integrity in fulfilling our responsibilities and comply with all applicable laws and regulations.

2. Reporting Responsibility:

It is the responsibility of all directors, officers and employees to comply with WICAP standards and to report violations or suspected violations in accordance with this Whistleblower Policy.

3. No Retaliation:

No director, officer or employee who in good faith reports a violation of the standards shall suffer harassment, retaliation or adverse employment consequence. An employee who retaliates against someone who has reported a violation in good faith is subject to discipline up to and including termination of employment. This Whistleblower Policy is intended to encourage and enable employees and others to raise serious concerns within the Organization prior to seeking resolution outside the Organization.

4. Reporting Violations:

The WICAP standards address the Company's open door policy and suggest that employee's share their questions, concerns, suggestions or complaints with someone who can address them properly. In most cases, an employee's supervisor is in the best position to address an area of concern. However, if the employee is not comfortable speaking with their supervisor or are not satisfied with their supervisor's response, the employee is encouraged to speak with someone in the Human Resources Department or anyone in management whom they are comfortable in approaching. Supervisors and managers are required to report suspected violations of the Standards to the Human Resource Director, who has specific and exclusive responsibility to investigate all reported violations. For suspected fraud, or when you are not satisfied or uncomfortable with following the Company's open door policy, individuals should contact the Company's Human Resource Director directly.

5. Human Resource Director:

The Company's Human Resource Director is responsible for maintaining records all reported complaints and allegations concerning violations of the Standards and shall advise the Executive Director.

6. Acting in Good Faith:

Anyone filing a complaint concerning a violation or suspected violation of the Standards must be acting in good faith and have reasonable grounds for believing the information disclosed indicates a violation of the Standards. Any allegations that prove not to be substantiated and which prove to have been made maliciously or knowingly to be false will be viewed as a serious disciplinary offense.

7. Confidentiality:

Violations or suspected violations may be submitted on a confidential basis by the complainant or may be submitted anonymously. Reports of violations or suspected violations will be kept confidential to the extent possible, consistent with the need to conduct an adequate investigation.

8. Handling of Reported Violations:

The Human Resource Director will notify the sender and acknowledge receipt of the reported violation or suspected violation within five business days. All reports will be promptly investigated and appropriate corrective action will be taken if warranted by the investigation.

As with any WICAP policy, any deviation from this policy may result in disciplinary action up to and including termination.

0. EMPLOYEE PERSONNEL & POLICIES ACKNOWLEDGEMENT POLICY: - Revised 2007

All employees will receive an employee Personnel Policies and Procedures via WICAP's Web site, www.wicap.org or by hard copy upon request when hired and upon approved updates.

Employees are responsible to know and understand the contents of his/her employee Personnel Policies and Procedures. In the event that an employee needs clarification on any of the contents they may contact their supervisor or the Human Resources Department.

Employees will sign a receipt and acknowledgement for the personnel policies contained therein. The signed form will become a part of their personnel file.

Nothing contained in these policies limits or modifies the at-will nature of employment at WICAP or creates contract rights on behalf of any employee. Employment is at-will and may be terminated at any time by WICAP with or without cause or notice.

P. HIRING PLAN POLICY: - Revised 2008

The hiring plan for all positions in WICAP is the responsibility of the Executive Director. He/she is responsible to the WICAP Board of Directors for complying with Federal and State regulations pertaining to employment as changes may occur from time to time. All personnel vacancies shall be filled with the approval of the Executive Director, except that of Executive Director according to the following hiring plan.

1. Executive Director

A. Final Authority: - New 2008

Final authority for hiring the Executive Director rests with the WICAP Board and compliance with 45 CFR Subtitle A section 74.25 (ACF-PI-HS-06-01), if applicable. The Board may conduct initial interviews through its Personnel Committee. The finalists are to be interviewed by the Board of Directors with a quorum present.

B. Extraordinary Circumstances: - New 2008

In the event of the death, permanent disability, early retirement or sudden termination of the Executive Director, the President of the Board of Directors shall call a special Board Meeting to determine the needs of WICAP in order to cover the responsibilities of the Executive Director Position in accordance with WICAP By-Laws.

2. Professional Staff – Revised 2008

Program Directors and Program Managers are to be hired by the Executive Director. Final authority for hiring the Chief Financial Officer and Human Resources Director rests with the WICAP Executive Director and compliance with 45 CFR Subtitle A section 74.25 (ACF-PI-HS-06-01), if applicable. The WICAP Executive Director will be involved in the initial screening process. The finalists are to be interviewed by the WICAP Executive Director.

3. Head Start Staff – Revised 2008

The Personnel Committee will recommend Head Start staff for hire, with the concurrence of the Head Start Director to the Policy Council for final hiring approval. Final authority for hiring the Head Start Director rests with the WICAP Executive Director subject to approval of the Head Start Policy Council and approval of the WICAP Board. The selection must then be forwarded to the Region X office for compliance with 45 CFR Subtitle A section 74.25 (ACF-PI-HS-06-01), The Policy Council (or its Personnel Committee) and the WICAP Executive Director are involved in the initial screening process. The finalists are to be interviewed by the WICAP Executive Director, Policy Council members, or its' Personnel Committee and members of the Board of Directors.

4. Operations Staff – Revised 2008

All other staff will be recommended for hire by their immediate supervisor with the concurrence of the WICAP Executive Director for final hiring approval.

a. HIRING POLICY: Revised 2008

Any WICAP opening, with the exception of temporary and on call status, shall be advertised as an internal agency opening by Human Resources to determine if any current employee meets the necessary requirements for the vacant positions, unless the Executive Director or Department Director determines that opening the position both internally and externally is necessary to meet program needs. Probationary status employees are not eligible for consideration for purposes of internal vacancies. The following outlines the recruitment policy:

A vacancy shall exist under, but not limited to the following conditions: an employee resigns, an employee is terminated, an employee does not return their letter of intent or contact the Administration Office with their intent by the stated deadline, or a new position is created. This applies to:

- 1) Exempt AND;
- 2) Full-Time AND;
- 3) Part-Time AND;
- 4) Fee For Service Positions.

Program Required Transfers: - Revised 2008

Employees are hired to work in a specific position. The location and hours of that position may vary and are subject to change. Examples of situations that may necessitate a transfer and/or reduction/increase in hours include but are not limited to:

1. When transfers are required to meet the needs of all the communities that we serve:
 - a. When staff transfers are inevitable we will determine if a staff member currently working

in the position that must be transferred would like to voluntarily move. The employee with the most seniority with the agency will be given preference. If there are no volunteers, then the staff person with the least amount of seniority from that location will be required to transfer to the new location/site in order to continue his/her employment.

- b. Participation in training and/or a mentoring program by a veteran member that is located at a different site.
2. Program needs may necessitate a transfer to ensure quality services.

Employee Requested Transfers: - Revised 2008

1. Prior to external advertising of a vacancy, staff (includes introductory staff) will have the opportunity to transfer to the location where the vacancy exists if the vacancy is the same position that they currently occupy.
2. If two or more employees request to transfer to the same vacant position, the employee with the most seniority with the agency will be given preference, provided their performance is currently satisfactory. Exceptions to the seniority are employees who possess specific qualifications that best address the unique needs of a community.

Position Openings: - Revised 2008

Temporary employees may be hired, based upon qualifications, as positions are available. This may be done without advertising, as approved by the Executive Director. If the position is for temporary Executive Director, the position will be appointed by the Personnel Committee of the Board of Directors with the final approval of a quorum of the Board of Directors, in accordance with WICAP By-Laws.

All temporary employees must contact the Human Resources Department for an application package prior to being interviewed by the Department Director or designee. The Department Director or designee with Executive Director approval will do hiring of a temporary employee.

Temporary employees do not serve an introductory period and may be terminated at any time as provided in these policies.

All temporary employees must go through the regular hiring process to be considered for a different status position.

1. A vacant position shall be advertised within the WICAP agency for at least three working days. The person responsible for filling the position shall determine if there is a need for further advertising, including simultaneous external advertising. This determination will be made based on qualifications, performance evaluations, and references. If the position is not filled from within the agency;
 - a. The position will be advertised as an external agency opening.

- b. The position shall be opened for at least ten (10) days and advertised as needed in such areas but not limited to: local employment services, WICAP sites, newspapers, internet, etc.
- c. All vacancy announcements will state the position title, closing date, the method for applying and statement that the agency is an Equal Opportunity/Affirmative Action employer.
- d. If a vacancy occurs within six (6) months of hiring, the position may be filled from previous applicants that were considered for that position.
- e. Screening of applications will be completed by Human Resources and/or in conjunction with the supervisor to determine qualified applicants.
- f. Human Resources will contact applicants and supervisors to coordinate interview schedules. The supervisors and/or qualified designees, and the Head Start Personnel Committee will conduct interviews, if the interview is for Head Start staff. All applicants selected for interviews must meet minimum qualifications.
- g. At least three written or telephone reference checks, when possible, must be completed prior to hiring.
- h. All applicants will be notified by mail following a decision for hire.

b. NEW EMPLOYEE ORIENTATION: - Revised 2008

A copy of the WICAP Personnel Policies and Procedures will be made available **via WICAP's Web site, www.wicap.org or by hard copy upon request** to every employee immediately after being hired and upon revision. He/she will also receive a copy of his/her job description **via WICAP's Web site, www.wicap.org or by hard copy upon request**. Every new employee will receive a new employee orientation by the Human Resources Department. Within one week, their immediate supervisor to assure the employee's understanding of the policies will orient the new employee.

In addition, the Human Resources Department will provide each new employee with deadlines and information for applying for benefits when applicable.

c. CLASSIFICATION OF EMPLOYMENT – Revised 2008

WICAP employees shall be classified in the following categories:

1. Exempt status is an employee who is paid to do a job regardless of the hours involved.
2. Full-Time is an employee who is scheduled to work forty, (40) hours per week.
3. Part-Time is an employee who is scheduled to work less than forty, (40) hours per week.

4. Fee For Service is an employee who is scheduled to work based on work available in which WICAP is paid by contract.
5. On Call is an employee having no regular schedule hours or days to report, but works on an “as needed” basis.
6. Temporary Employee is an employee who may be required to work eight (8) months or less.
7. Introductory Employee is an employee who has accepted a new position with the agency.
8. Lay off Employee is an employee scheduled to be off work without pay and subject to recall.

d. INTRODUCTORY PERIOD: - Revised 2008

All new Exempt, employees will serve a six (6) month introductory period. All new Full time, Part Time, and Fee for Service, non-exempt employees will serve a three (3) month introductory period. The purpose of the introductory period is intended to, but not limited to determine skills, knowledge, and ability to perform the functions of the position. The introductory period may be extended to determine satisfactory job performance and skills acquisition. During the introductory period, employees may be dismissed with or without cause or notice pursuant to the employment at-will statement and do not have the right to exercise the grievance procedure. Completion of the Introductory Period does not affect the at will nature of employment with WICAP. WICAP reserves the right to terminate employment at any time with or without cause or notice.

- 1) An Internal employee who accepts a new position within the agency must serve a new introductory period, without loss of benefits, regardless of tenure of service with the agency.
- 2) If a Temporary employee is hired as an Exempt, Full Time, Part-Time or Fee For Service employee, in the same position, the time worked will be counted toward the introductory period.
- 3) The introductory period of employment does not include extended lay- off. Temporary and On Call employees do not serve an introductory period and may be terminated at any time with or without cause or notice by the supervisor, with the approval of the Executive Director or the Department Director.

e. PERFORMANCE EVALUATIONS – Revised 2008

The Human Resources Department will distribute all Performance Evaluations to supervisors one month prior to the due date.

- 1) The WICAP Board of Directors evaluates the Executive Director. Their direct supervisor evaluates all other staff.
- 2) Performance evaluations will occur at a minimum on or before the end of anniversary date of hire or as deemed necessary by their supervisor. Any deficiencies must be outlined on a Needs

Improvement Plan and satisfactorily corrected before a step increase recommendation can be made. The recommendation is contingent upon available funding.

- 3) Introductory employees, except exempt employees, shall be evaluated within 60 days of hire date and any deficiencies must be outlined on a Needs Improvement Plan and satisfactorily corrected before the introductory period can end. All introductory employees will be evaluated at the end of their introductory period.
- 4) Exempt employees shall be evaluated within 120 days of hire date and any deficiencies must be outlined on a Needs Improvement Plan and satisfactorily corrected before the introductory period can end. All introductory employees will be evaluated at the end of their introductory period.
- 5) Each employee will be given an opportunity to make comments and sign the evaluation form. The supervisor will sign the finished evaluation form; provide the employee a copy, and forward the original to the Human Resources Department for the Personnel file.

f. BACKGROUND CHECKS: - Revised 2008

It is a requirement of the agency to obtain from all prospective employees a signed authorization to conduct a pre-employment criminal history background check, which lists:

- 1) All pending and prior criminal arrests and charges related to child or adult abuse/neglect, violence, and their disposition thereof.
- 2) Convictions related to other forms of child and/or adult abuse and/or neglect.
- 3) Convictions related to other forms of elder abuse and/or neglect.
- 4) All convictions of felonies.

The declaration may exclude:

- 1) Any offense, other than as stated in #1, 2, 3, or 4 above, committed before the prospective employee's 18th birthday which was adjudicated in a juvenile court or under a youth offender law.
- 2) Any conviction for which the record has been expunged under Federal or State law.
- 3) Any conviction set aside under the Federal Youth Corrections Act or similar state authority.

Individuals who declare that they have been arrested, charged with or convicted of any of the offenses listed above are not automatically disqualified from being hired. Each case will be reviewed to assess the relevance of an arrest, charge, or conviction to a hiring decision.

All new employees of the agency will be required to complete a criminal history background check:

- 1) The reason for the check is to uncover any pending or prior criminal arrests or charges related to child sexual abuse and their disposition; any convictions related to other forms of child and/or adult abuse and/or neglect; or any convictions of felonies.
- 2) When the background check is returned a review of each case is done to assess the relevance of the information to the employment decision.
- 3) The criminal history check is completed prior to New Employee Orientation. An additional, more thorough check is completed at New Employee Orientation where fingerprinting and an interview are conducted by Human Resources to request the thorough background clearance. The reason for the check is to uncover any pending or prior criminal arrests or charges related to child and/or adult abuse and/or neglect, or convictions of felonies. When the background clearance or denial is returned, a review of each case is done to assess the relevance of the information to the employment decision.
- 4) Certain programs require fingerprinting to be done on all employees, that part of the background check may be required to be paid by the prospective employee.
- 5) *All* programs require a criminal history records check be completed prior to employment of any status.

SECTION V

EMPLOYEE BENEFITS – Revised 2008 -

A. Vacation Leave: - Revised 2008

1. **Exempt Employees: - Revised 2008**

Vacation leave will not be credited until the employee new to WICAP or those who have returned after voluntary separation have completed their introductory period. Vacation leave computed from the beginning date of employment will be credited to the employee. Vacation Leave shall be accrued based on the hours of pay per month (approximately one day per month), in accordance with the schedule maintained by payroll. After five years of service, additional hours are earned each month. For bookkeeping purposes vacation leave is booked as 8 hours for each day taken.

2. **Full-Time Employees: Revised 2008**

Vacation Leave will not be credited until the employee new to WICAP or those who have returned after voluntary separation have completed their introductory period. Vacation Leave computed from the beginning date of employment will be credited to the employee. Vacation Leave shall be accrued based on the hours paid per month (approximately one day per month), in accordance with the schedule maintained by payroll. After five years of service, additional hours are earned each month.

3. **Part-Time Employees:**

Part-time employees will accrue vacation leave on a prorated basis, based on hours paid per month.

4. On Call Employees:
On call employees do not accrue vacation leave.
5. Temporary Employees:
Temporary employees do not accrue vacation leave unless they are converted to an exempt, full or part-time employee status in the same position.

If hired for an Exempt, Full-time, or Part-time position the employee will be credited with vacation leave and seniority from original date of hire as a temporary employee.
5. Fee for Service Employees:
Fee for service employees do not accrue vacation leave.
6. Introductory employees:
Introductory employees that are new to WICAP or are returning after voluntary separation is credited for vacation and is not eligible to take vacation leave until the completion of their introductory period.
7. Lay off Employees:
Lay off employees that accrue vacation are not eligible to take vacation leave during the lay off period.
8. Exempt Employees:
For exempt employees, thirty days (or 240 hours) of accrued vacation leave may be carried over from one calendar year to the next and will be credited to an employee in the current calendar year. **Exceptions to carry-over:** a grant/program contract may require that vacation leave be completed by the end of the contract period.
9. For full year employees, thirty days (or 240 hours) of accrued vacation leave may be carried over from one calendar year to the next and will be credited to an employee in the current calendar year. **Exceptions to carry-over:** a grant/program contract may require that vacation leave be completed by the end of the contract period.
10. Head Start Employees Only:
Vacation leave for Head Start employees funded to work less than 52 weeks per year does not carry over from one year to another. All vacation leave must be taken by December 31st. Vacation leave will begin accruing again in January. Head Start employees who work less than 52 weeks per year are expected to use vacation leave for the Winter Break and the days between New Years each year, with the exception of minimal staff required to maintain facilities and program operational needs. Supervisors must consider the vacation leave needed prior to approving vacation leave requests. Head Start employees that work less than 52 weeks per year may be permitted to borrow vacation leave days before they are earned. If approved, and prior to borrowing vacation leave days, employees will be required to sign an agreement acknowledging and providing authorization for a deduction from their paycheck for hours they did not earn and agreement to repay if the amount advanced exceeds their payroll.

The immediate supervisor will approve the taking of vacation leave in advance. A holiday, which falls within an employee's vacation, will not be charged as a vacation day. Vacation leave will be paid under the following conditions:

- a. Vacation leave approved
- b. Dismissal from employment
- c. Voluntary self-termination
- d. Completion of grant/program contracts (see exceptions).
- e. Family Medical Leave Act (FMLA) Head Start Employees who work less than 52 weeks per year, however, are still required to have vacation leave to use during the Winter Break period.

B. Sick Leave: - Revised 2008

1. Exempt Employees:

Sick Leave shall be accrued based on the pay per month (approximately one day per month) in accordance with the schedule maintained by payroll. For bookkeeping purposes sick leave is booked as 8 hours for each day taken.

2. Full-time Employees: - Revised 2008

Sick Leave shall be accrued based on the hours paid per month (approximately one day per month)

3. Part-time Employees: - Revised 2008

Sick Leave shall be accrued on a prorated basis, based on the hours paid per month (approximately one day per month).

4. On Call Employees:

On Call employees do not accrue sick leave.

5. Temporary Employees:

Temporary employees do not accrue sick leave unless they are converted to an exempt, full or part-time employee status in the same position.

If hired for an exempt, Full-time or Part-time position the employee will be credited with sick leave and seniority from original date of hire as a temporary employee.

6. Fee for Service Employees:

Fee for service employees do not accrue sick leave.

7. Introductory Employees:

Introductory period employees that accrue sick leave are eligible to use sick leave during their introductory period.

Sick leave may be used only for the employee's illness or medical appointments, or for any qualifying reason for family medical leave.

The employee's supervisor or designee shall be notified when sick leave is being taken prior to the time the employee is scheduled for work.

The supervisor has the discretion to request a medical provider statement at any time.

There is no limit on sick leave accrual.

If an Exempt, Full-time or Part-time employee is called back from a lay off within a six (6) month period, accrued sick leave may be carried over.

Sick leave is not paid upon separation of employment.

C. Leave of Absence – Revised 2008

Employees may be granted a leave of absence without pay for up to thirty, (30) days by the written approval of the Executive Director. If the Executive Director requests the leave, the Personnel Committee of the Board of Directors must approve the leave. Re-employment is guaranteed only to the extent that a vacancy exists. Leaves of absence will be granted on the merit of each case independently. Approved leaves of absence may be extended due to illness or other serious family circumstances and must have Department Director and Executive Director approval.

D. Emergency Leave: - Revised 2008

In the event of serious and incapacitating illness/injury or in the event of the death of a spouse, parent, child, or sibling, eligible employees may be granted three (3) days of emergency leave with full pay to make appropriate arrangements for medical or funeral services. The Department Director will forward the request with the recommendation for approval/disapproval to the Executive Director. The Executive Director will determine those serious and incapacitating conditions that qualify for use of this emergency leave. If the Executive Director requests the leave, the Personnel Committee of the Board of Directors must approve the leave.

Exempt employees, Full-time employees, and Part-time employees are eligible for emergency leave.

E. Family Medical Leave Act (FMLA): Revised 2008

Employees that have worked 1250 hours in the previous year are eligible to take up to 12 weeks of unpaid, job protected leave each year for specified family and medical reasons. The year begins upon initial request of qualifying condition for FMLA and continues for a twelve (12) month period. The request/notification needs to go to the supervisor, Department Director, and Executive Director. Notifications of FMLA qualifying condition(s) are deemed as requests. To be eligible for benefits an employee must have worked for the agency for at least one year for a total of at least 1250 hours. WICAP will grant an eligible employee up to a total of 12 work weeks of unpaid leave during any 12-month period for one or more of the following reasons:

1. For the birth or placement with the employee of a child for adoption or foster care;
2. To care for an immediate family member (spouse, child or parent) with a serious health condition; or
3. When the employee is unable to work because of a serious health condition.

Leave for birth or placement with employee for adoption or foster care must conclude within 12 months of the birth or placement. Under some circumstances, employees may take family leave

intermittently -- which means taking leaves in blocks of time, or by reducing their normal weekly or daily work schedule. If leave is for a birth or placement of a child with employee for adoption or foster care, use of intermittent leave is subject to the employer's approval. Leave may be taken intermittently whenever medically necessary to care for a seriously ill family member, or because the employee is seriously ill and unable to work. When paid leave is exhausted, WICAP will convert the pay of all employees for a partial day of work and compensate them on an hourly basis and pay only for the hours the employees work as provided under the Fair Labor Standards Act (FLSA) and its exceptions. WICAP requires employees to exhaust their sick and vacation leave prior to taking leave without pay. Provided, however, Head Start Employees who work less than 52 weeks per year are still required to retain sufficient vacation leave to use during the Winter Break period, but are still required to exhaust their sick leave.

Serious health condition means an illness, injury, impairment or physical or mental condition that involves:

1. Any period of incapacity or treatment connected with inpatient care in a hospital, hospice or residential medical-care facility;
2. A period of incapacity of more than three consecutive calendar days that also involves treatment two or more times by a health care provider or treatment by a health care provider on at least one occasion that results in a regimen of continuing treatment under the supervision of the health care provider;
3. Any period of incapacity due to pregnancy or for prenatal care; or
4. A chronic condition that requires periodic visits for treatment by a health care provider that continues over an extended period of time and that may cause periodic incapacity rather than a continuing period of incapacity.

Health care provider means doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices or podiatrist, dentists, clinical psychologists, optometrists and chiropractors (limited to manual manipulation of the spine or correct a sublimation as demonstrated by x-ray to exist) authorized to practice, and performing within the scope of their practice, under state law; or, nurse practitioners and nurse-midwives authorized to practice, and performing within the scope of their practice, as defined under state law; or Christian Science practitioners listed with the First Church of Christ, Scientist of Boston, Massachusetts.

WICAP shall maintain group health insurance coverage for an employee on official family medical leave whenever such insurance was provided before the leave was taken and on the same terms as if the employee had continued to work. If applicable, arrangements will need to be made for employees to pay their share of health insurance premiums while on leave. In some instances, as defined by FMLA, WICAP may recover premiums if paid to maintain health coverage for an employee who fails to return to work from leave.

Upon returning from leave, an employee will be restored to his or her original job, or to an equivalent job with equivalent pay, benefits and other employment terms and conditions. An employee's use of family leave will not result in the loss of any employment benefits that the employee earned or was entitled to before using family leave.

Under specified and limited circumstances where restoration to employment will cause substantial and grievous economic injury to the WICAP operations, the agency may refuse to reinstate certain highly-paid "key" employees after using leave during which health coverage was maintained. In

order to do so, WICAP must:

1. Notify the employee of his/her status as a “key” employee in response to the employee’s notice of intent to take leave;
2. Notify the employee as soon as WICAP decides it will deny job restoration and explain the reasons for this decision;
3. Offer the employee a reasonable opportunity to return to work from leave within time specified in said notice after giving this notice; and
4. Make a final determination as to whether reinstatement will be denied at the end of the leave period if the employee then requests restoration. A key employee is a salary “eligible” employee who is among the highest paid 10% of the employees.

Employees seeking to use family medical leave may be required to provide to Human Resources:

1. 30-day advance notice of the need to take such leave when the need is foreseeable;
2. Medical certification supporting the need for leave due to serious health condition affecting the employee or an immediate family member;
3. Second or third medical opinions and periodic re-certifications (at the employer’s expense); and
4. Periodic reports during family leave regarding the employee’s status and intent to return to work. When leave is needed to care for an immediate family member or the employee’s own illness, and is for planned medical treatment, the employee must try to schedule treatment so as not to unduly disrupt the employer’s operation.

WICAP will not interfere with, restrain, or deny the exercise of any right provided by the Family Medical Leave Act. WICAP will not discharge or discriminate against any individual for opposing any practice, or because of involvement in any proceeding, related to the Family Medical Leave Act. For additional information refer to the Family Medical Leave Act.

F. Jury Duty: Revised 2008

The agency will pay any employee summoned for jury duty their regular pay amount. The employee shall reimburse amounts paid for the jury duty to finance. Amounts paid for expenses do not need to be submitted to finance.

G. Military Duty: Revised 2005

As required by law, any employee who is a member of the Armed Forces, Reserve, or National Guard may take unpaid, job-protected military leave necessary to fulfill their obligation. For details regarding military leave, see Title 38, United States Code, U.S. Department of Labor, (As enacted by Pub. Law 103-353, October 13, 1994) CHAPTER 43--EMPLOYMENT AND RE-EMPLOYMENT RIGHTS OF MEMBERS OF THE UNIFORMED SERVICES

H. Holidays: Revised 2008

1. There are eleven (11) days that are considered paid holidays by WICAP. These are:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
President's Day	Veteran's Day
Memorial Day	Thanksgiving & the Day After
Independence Day	Christmas

Holidays will be observed on the day designated by WICAP as the official holiday in order to prevent disruptions of services. WICAP may observe any other holidays designated by the Governor of the State of Idaho or President of the United States. Employees wishing to observe other holidays may use vacation leave if requested in advance and approved.

I. Payment for Holidays: - Revised 2008

An employee who has an absence without authorized leave the working day before and/or the working day after a holiday will not be paid for the holiday.

1. Exempt Employees:
Exempt Employees will be paid for holidays. For bookkeeping purposes holiday pay is booked as 8 hours taken.
2. Full-time Employees:
Full-time employees will be paid for holidays. For bookkeeping purposes holiday pay is booked as 8 hours taken.
3. Part-time Employees:
Part-time employees will be paid for the regular number of hours scheduled to work for holidays only if it falls on a regular scheduled working day.
4. On Call Employees:
On Call employees are not eligible for holiday pay. If called in on a holiday, they are paid on regular time basis.
5. Temporary Employees: - Revised 2008
Temporary employees are eligible for holiday pay. If called in on a holiday, they are paid on regular time basis.
6. Fee for Service Employees:
Fee for Service employees are not eligible for holiday pay. If called in on a holiday, they are paid on regular time basis.
7. Introductory Employees:
Introductory Employees, if in an above eligible category, are eligible for holiday pay.

Employees who work less than 52 weeks per year shall be paid for only those holidays that fall within their employment period.

J. Employee Morale: - Revised 2008

WICAP operates a number of Federal, State, and local grant programs and contracts. Participants of these various programs and the community as a whole can best benefit from the efforts of our agency if all of our employees, no matter in what program they may be working, feel an integral part of one, cohesive agency whose purpose is to serve our particular participants and our community. To ensure this identity and to promote an attractive workplace and a motivated group of helpful employees, this agency has established the following policies to enhance, to the greatest extent practical, employee morale, health and overall welfare.

Additional Incentives: - Revised 2008

Costs of a program such as the following are specifically allowed under OMB Circular A-122, Attachment B, and Paragraph 11. It has to be understood that the budget of the contract or grant specifically involved, must allow for such activities. The following actions and activities, if approved by the Department Directors and approved by the Executive Director may be organized to increase the dedication of employees to this organization and to their work with various groups of participants.

1. Health or first-aid clinics and/or infirmaries.
2. Resources and activities to possibly include, but not be limited to:
 - a. Sports teams such as baseball, softball, volleyball, or bowling, annual agency wide picnics or other gatherings.
 - b. Employee assistance programs.
 - c. Employee information publications
 - d. Other expenses incurred in accordance with WICAP's established practices or customs for the improvement of working conditions (coffee, a lunch/break room).
 - e. Team Building Activities.
 - f. Flowers sent in cases of employee sickness or death in an employee's family.
 - g. Small tokens of appreciation to staff members in accordance with funding source guidelines.

All costs will be borne by the respective grant or program involved. If there is income generated from any of these activities because of user's fee or partial payments by an employee, it will be used to offset expenses.

K. Insurance and Benefits – Revised 2008

1. **Social Security:**
The Social Security Act covers all employees.
2. **Unemployment Insurance: - New 2008**
All employees are covered by the rules and regulations of unemployment Insurance.

3. **Group Medical and Life Insurance: - Revised 2008**

a. **Exempt Employees: - Revised 2008**

Exempt employees have the opportunity to voluntarily participate in the group medical and life insurance program. New employees will be contacted by Human Resources to be given the opportunity to enroll by the beginning of their second month of employment (or wait until open enrollment). WICAP will share in the cost of the premium. Employees must have completed 90 calendar days of employment to be eligible for participation in and coverage by group medical and life insurance. Coverage will begin on the first day of the month following the completion date of the 90 calendar day period.

b. **Full time employees: - Revised 2008**

Full and Part-time employees budgeted 21 hours or more per week have the opportunity to voluntarily participate in the group medical and life insurance program. New employees will be contacted by Human Resources to be given the opportunity to enroll by the beginning of their second month of employment (or wait until open enrollment). WICAP will share in the cost of the premium. Employees must have completed 90 calendar days of employment to be eligible for participation in and coverage by group medical and life insurance. Coverage will begin on the first day of the month following the completion date of the 90 calendar day period.

c. **Part-time Employees: - Revised 2008**

Group medical and life insurance coverage is not provided to employees who work 20 hours a week or less. Part-time employees working 21 or more hours per week refer to **b.** above.

d. **On Call Employees: - Revised 2008**

On call employees do not qualify for any group medical and life insurance coverage.

e. **Temporary Employees: - Revised 2008**

Temporary employees do not qualify for any group medical and life insurance coverage.

f. **Fee for Service Employees: - Revised 2008**

Fee for Service employees do not qualify for any group medical and life insurance coverage.

g. **Lay Off Employees: - Revised 2007**

Lay off employees, if eligible for insurance, in order to continue their insurance must make arrangements through payroll to continue their coverage(s) through lay off periods. WICAP will not share in the cost of premiums during the lay off period.

4. **Employee Assistance Program (EAP) and Optional insurance – New 2008**

Employee Assistance Program, (EAP) and Optional insurance coverage is available to all employees. WICAP will not share in the cost of premiums for optional insurance.

5. **Worker's Compensation: - Revised 2007**

Worker's Compensation Insurance covers all employees. If the employee has an accident while performing within the scope of his/her job duties, a supervisors report must be filed immediately with the supervisor at the site and the employee's immediate supervisor notified within 24 hour. Supervisors must file the report with and notify the Human Resources office immediately. If the injury requires medical attention, the Human Resources Office will refer the injured employee to a company designated facility and file the First Report of Injury or Illness form with the State

Insurance Fund. Additionally on the job injury, exposure, or accidents require the employee be sent for post accident drug and alcohol testing.

6. **Retirement: - Revised 2008**

WICAP makes information available to employee's Individual Retirement Account's through Third Party Administrator's. WICAP may, provide funds to employees to assist with retirement planning, if funds are available. Eligible employees are Exempt, Full-time, Part-time, and Fee For Service employees, contingent upon available funds. On Call, Temporary, and Introductory employees are not eligible for this benefit.

Arrangements can be made for payroll deductions, if desired.

To be eligible, the employee:

- a. Must work for the agency for at least one year.
- b. Must be an employee working 21 hours a week or more.

SECTION VI

POSITION DESCRIPTIONS AND SALARY RANGES- Revised 2008

A. Position Descriptions

WICAP will have Position Descriptions for all positions Posted on the WICAP website. Position descriptions are generated through the Human Resources Department.

B. Salary Ranges

Salary ranges are established for each position or groups of positions. New positions will have salary ranges established by the Executive Director and approved by the Board of Directors.

It is recognized that the agency cannot guarantee salary increases because of the uncertainties of the budget. Every effort will be made to provide adequate salaries to staff members within the salary range established by the program.

New employees will be informed when they can be given consideration for an increase in salary.

No employee shall be paid less than federal minimum wage law requires.

C. Salary Structure Criteria – Revised 2008

1. End of Introductory (EOI) - Revised 2008

- a. New employees will start out at the Entry Level of pay according to the Salary Schedule. The Executive Director may, at his or her discretion, make decisions regarding starting salaries based upon prior education and/or experience with a recommendation from the

hiring supervisor. The WICAP Board will make decisions regarding starting salary based on education and/or experience of the Executive Director.

- b. When an employee's introductory period ends he/she will receive an end of introductory period increase, except as provided in number 2 EOI Salary Challenge, Employees will proceed to step 1 of the salary schedule on their anniversary date of hire performance evaluation, upon recommendation of their supervisor.

2. EOI Salary Challenge: - Revised 2008

- a. If an employee feels that he/she has enough past experience to advance further than the end of introductory wage on the salary schedule, they will have 60 days to submit the request upon completion of their introductory period.
- b. He/she will be expected to provide to Human Resources and the supervisor, letter(s) from previous employer(s) on the company letterhead, or verifiable documentation acceptable to WICAP; stating how many years of experience he/she has in a specific position. The Executive Director, will review the Department Directors recommendations for final authorization. If requested by the Executive Director, the Personnel Committee of the Board of Directors must approve the Salary Challenge.
- c. The process of determining salary challenges is as follows:

For every equivalent of three (3) years full time experience, an employee would be considered to move up one step on the salary schedule.

- d. Based on experience the highest any employee may proceed is to step three on the salary schedule. Any exceptions must be approved by the Executive Director.
- e. The Executive Director based upon recommendation of the supervisor will decide if an employee is eligible to receive the above mentioned step increases.
- f. The process for determining funding implementation of challenges is:

If approved, any challenge step increase is contingent upon the respective program funding.

3. End of Introductory for Internal Employees- New Positions – Revised 2008

If an internal employee is in a position and applies and is hired for a different, new position, (whether new to the employee or new to the agency), the following will apply:

- a. He/she will move to entry level of the new position if the entry-level wage is more than they are currently earning. (a higher level of the salary scale)
- b. After their introductory period is completed, they will move to the step that is an end of introductory salary for the new position.
- c. If the entry level for the new position is less than they are currently earning, the employee will remain at their current wage until the end of the introductory period.
- d. When the introductory period is completed, they will move up to the next step on the salary schedule for the new position that results in an increase in pay.
- e. If the new position is advancement within the same content area the employee has been employed in, the employee will make a vertical move on the salary schedule for the new position at the end of the introductory period.

This salary structure increase as identified in number three above will not apply if the employee is moving to a lower paying position.

If the employee chooses to accept a position that is a lower level on the salary schedule, they may accept the lower wages for the new position by making a vertical move down the salary scale at their current step level, unless: A change of position is the result of an organization change, current employees will remain employer attached until all aspects of the organization change have been implemented. This includes positions that may be vacated in order to accept a new position as a result of the organizational change.

4. Step Increases:

The Step increases are implemented as follows:

- a. Step increases and any amounts above the established Cost of Living Allowance, (COLA) will be awarded based on performance evaluation and recommendation of the supervisor.
- b. Employees not eligible for an increase, due to not meeting satisfactory performance objectives, may receive the increase at a later date, if performance objectives have been met according to supervisor recommendation and time frames. This increase, if awarded, would not be retroactive.

5. Certification/Degree Compensation: - Revised 2008

- a. Upon completion of Child Development Associate (CDA), Family Development, and/or Social Services Competency Based Training (SSCBT), or equivalent relevant certificate, employees will receive an increase as shown on the salary schedule.
- b. They will remain at the same step as long as the credential is kept current.
- c. In order to be eligible for increases the employee must furnish all necessary documentation relied upon to support the increase.
- d. Upon completion of Associates, Bachelors, or Masters Degree, with six courses of study in the employee's position, employees will receive an increase as shown on the salary schedule.
- e. They will remain at the same step.
- f. In order to be eligible for increases the employee must furnish all necessary documentation relied upon to support the increase.
- g. *Employee will only receive the highest appropriate salary level of certification or degree compensation.*

D. Cost of Living Allowance (COLA) – Revised 2008

1. A Wage Comparability study will be conducted each year to be in compliance with Federal guidelines..
2. A salary schedule for like positions with fringe benefits included must be obtained from the public and private sectors in the area.
3. Cost of Living Allowances (COLA) is contingent upon programs receiving funding for increases.
4. When notification of funding is determined staff will receive their increases when the determination is approved and funding is awarded, in accordance with grant requirements.

5. Employees on the current payroll and employer-attached employees will be eligible for COLA increases.

This policy is contingent upon the availability of funds budgeted for personnel costs.

(See **Appendix A- Salary Schedule** – Attached)

E. Salary Payments

Employees will be paid twice monthly on or before the tenth and the twenty- fifth day of each month, covering the periods of the 1st through the 15th and the 16th through the end of the month.

- a. Payment schedules may be posted at each site and are provided to each employee.
- b. No personal loans or salary advances will be approved to employees. *In an emergency, a prepayment of earned wages may be requested. The procedure is outlined in the Financial Policies, Employee Salary Advance.*

F. Incentive Compensation: - Revised 2008

Government contracts and grants can increase or decrease from year to year. As an incentive to encourage exceptional and efficient operation of contracts and grants, this agency may give monetary compensation to employees in addition to their regular pay. Determination of eligibility will be based on personnel evaluation, professional development, and efficient performance of each employee. Amounts awarded will be determined contract by contract by the Executive Director, based on money available. Incentives are not guaranteed from year to year and are contingent on funding.

G. Exempt Status Employees

Exempt Status Employees are those employees that meet the definition as defined in the Fair Labor Standards Act (FLSA). Exempt employees are paid to do a job regardless of the number of hours involved. The workweek is Sunday through Saturday. No overtime is paid to exempt status employees. Exempt employees will be paid in accordance with FLSA regulations and exceptions.

H. Non-Exempt Status Employees: - Revised 2008

Non-Exempt Status Employees are those employees who do not fall under the above stated criteria. Non-exempt employees will work the number of hours that the position is funded for in a week based on operational need. The workweek is Sunday through Saturday. Non-exempt status employees may or may not work the same hours each day, subject to supervisor approval, however, must not exceed the total funded hours for the week. **Time sheets shall reflect the actual hours worked each day.** However, such hours shall not exceed the budgeted hours as shown on their Hiring/Termination and Salary Change Form without prior written approval (see Part H. Overtime below).

I. Exceeding Budget Hours: - *New 2008*

Any employee other than Exempt Status Employees may occasionally be required to work in excess of their budgeted weekly hours. The workweek is Sunday through Saturday. When it is necessary to exceed budgeted hours to meet the needs of this agency, the Executive Director or Department Director shall provide written approval for such time. The employee shall be compensated at their regular hourly wage unless hours exceed 40. (see J. overtime) **Unauthorized hours exceeding the budget are subject to disciplinary action and may include suspension without pay for the time equal to the wage earned.**

J. Overtime: - *Revised 2008*

Any employee other than Exempt Status Employees may occasionally be required to work in excess of forty, (40) hours a week. The workweek is Sunday through Saturday. When it is necessary to work overtime to meet the needs of this agency, the Executive Director, or the Department Director shall provide written approval for such overtime with notification to the Executive Director. When overtime is approved, the employee shall be compensated at a rate of one and one-half (1½) his/her hourly wage. **Unauthorized overtime is subject to disciplinary action and may include suspension without pay for the time equal to the wage earned at the overtime and/or over budgeted hours rate.**

SECTION VII

EMPLOYEE CODE OF ETHICS – *Revised 2008*

All staff members are expected to conduct themselves on and off duty in a manner that reflects positively on Western Idaho Community Action Partnership, Inc. We are committed to maintaining a respectful and dignified workplace for all employees. WICAP outlines a set of standards, policies, guidelines, and values that govern ethical business behavior in our agency, with our co-workers, participants, and our communities. As a public agency in the public trust, staff conduct is always and justifiably under public scrutiny, and because such conduct is reflective of the Western Idaho Community Action Partnership, Inc., conduct contrary to expectations can result in disciplinary action, including but not limited to dismissal. A violation of any section of this policy may result in immediate discipline, including but not limited to dismissal.

A. Code of Conduct – *Revised 2008*

Examples of the application of the Code of Conduct include but are not limited to:

1. WICAP considers the awarding of grant funded contracts to service providers operated by relatives of WICAP employees to be a conflict of interest, accept as allowable under program guidelines.
2. A WICAP employee shall act as a trusted agent implementing their responsibilities in a competent manner, exercising integrity, knowledge and skills to promote the interests of WICAP and it's stakeholders.
3. Regard as his/her primary obligation the welfare of persons served by WICAP consistent with the common welfare and as defined by the funding guidelines and the By-Laws of the Western Idaho Community Action Partnership, Inc. (WICAP).

4. Employees shall strive to maintain and enhance the dignity, status, competence, and standards of their prospective profession.
5. Management employees shall insist that judgment regarding employment, compensation, and promotion be based upon professional knowledge, ability, experience, and performance.
6. All employees must enforce the promotion and preservation of the safety and welfare of their co-workers, participants, and the communities we serve.
7. Accept the obligation to make available to the appropriate officials and employees of WICAP, as objectively as possible, all pertinent data needed to enable individuals and groups to make informed and responsible decisions concerning WICAP.
8. Respect the rights of persons served to privacy in their contacts with WICAP and maintain confidential and responsible use of the information given.
9. All employees shall affirm diversity among colleagues, participants, and the communities WICAP serves.
10. Employees shall perform within their ability to act for the good and common welfare of others, exercising respect, sensitivity, insight, and responsibility.
11. Employees shall act on their ability to be worthy of trust and shall work to the best of that ability to fulfill the terms of both personal and professional commitments; to safeguard fiduciary relationships, and to speak the truth as it is known to them.
12. Inform himself/herself concerning the programs, policies, procedures, and regulations of WICAP by attending orientation, in-service and other training sessions as provided.
13. Observe and fulfill his/her specific job description.
14. Understand the rights and duties of the position for personal and professional commitments. Understanding the requirement of working objectively to the best of my ability to safeguard natural and consensual rights of each individual and fulfill those duties required of me.
15. Conduct himself/herself on and off the job in such a manner that a positive public image of the Western Idaho Community Action Partnership, Inc., is conveyed to the community at all times.
16. Comply with laws and regulations for society, which exist for the order of society and the restraint from harm and evil.
17. Understanding that every decision has an ethical implication, employees will carefully consider decisions or actions and maintain a working environment in which participants, colleagues, and community members can be safe from threat of physical, emotional, or intellectual harm.

18. Dress, grooming, and personal cleanliness standards affect the business image WICAP presents to co-workers, participants, and the community. During working hours, or when representing WICAP, employees are expected to present a clean, neat, and tasteful appearance. Employees should dress and groom according to the requirements of their position.
19. Ensuring that staff, consultants, and volunteers abide by the code of conduct. This code specifies, but is not limited to:
 - a) Respecting and promoting the unique identity of each participant, staff, and volunteer. By refraining from stereotyping on the basis of gender, race, ethnicity, culture, religion, or disability;
 - b) Following the program's confidentiality policies concerning information about participants, staff, and volunteers;
 - c) Ensuring no child will be left alone or unsupervised while under their care; and
 - d) Positive methods of child guidance will be used. Corporal punishment, emotional or physical abuse, or humiliation will not be tolerated toward any programs participants. Additionally, methods of discipline that involve isolation, the use of food as a punishment or reward, or the denial of basic needs will not be employed.
20. Employees engaged in the award and administration of contracts or other financial awards will sign a statement that they will not solicit or accept personal gratuities, favors, or anything of significant monetary value from contractors or potential contractors.

B. Hatch Act – Revised 2008

Head Start prohibits grantee involvement in virtually all-political activity both partisan and non-partisan. Community Services Block Grant (CSBG) contains a blanket prohibition on the use of funds to support “political activities”. Community Action Agencies are deemed to be “State or local agencies” for purposes of the Hatch Act. For more detail see Hatch Act in Employee Policies. Section VI. A.

C. Drug-Free Workplace Act – Revised 2008

The Federal Drug-Free Workplace Act of 1988 requires notification to all employees who work on Federal grants that it is the policy of the Western Idaho Community Action Partnership, Inc. to provide a drug-free workplace. This will be enforced with respect to all employees, as indicated. For more detail see Drug Free Workplace Policy in Employee Policies. Section IV, B.

D. Driving Offenses – Revised 2008

Any employee with a conviction of a DUI and/or driving infraction or offense is required to notify Human Resources immediately. Driving offense violations are defined as Department of Transportation driving infractions/offenses. Reporting at the time of the infraction or driving offense is required for the protection of agency. Certain charges may require suspension with paid time off until an outcome is determined.

E. Respectful Workplace Policy- Revised 2008

Employees shall treat colleagues with respect when differences of opinion occur. Employees are encouraged to express their complaints and dissatisfactions with a colleague to that employee only.

However, if the employee is not comfortable doing that, he/she may go to Human Resources or his/her direct supervisor to minimize dissension among employees. For more detail see Respectful Workplace Policy in Employee Policies. Section IV, F.

F. Conflict of Interest and Nepotism – Revised 2008

Current members of the WICAP Board and Head Start Policy Council cannot remain on the Board or Policy Council upon acceptance of employment with WICAP and shall immediately submit their resignation from the WICAP Board or Head Start Policy Council. Any employee terminated because of unsatisfactory performance by WICAP will not be eligible to sit on the WICAP Board or the Head Start Policy Council. No relative as described below of a Board of Director or Policy Council member may be hired as a WICAP staff member, except as allowed by program guidelines.

1. No person shall hold a job over which a member of his/her immediate family exercises supervisory authority. For the purpose of these policies, a member of an immediate family shall include any of the following:

Husband	Sister	Father-in-law
Father	Son	Sister-in law
Mother	Daughter	Mother-in-law
Brother	Wife	Brother-in-law
Daughter-in-law	Son-in-law	Grandparents
Grandchildren	Significant Other	

The above includes step and blended families.

2. When an employee requests assistance in any WICAP Program, he/she will not be part of the final determination of eligibility for him/herself. This determination will be made by the Department Director and the Executive Director and confirmed by signed approval on the specific application for assistance.

G. Criminal History Background Checks: - New 2008

Any employee with a criminal arrest, charge, and conviction is required to notify Human Resources immediately. Criminal History violation is defined as Department of Health and Welfare offenses. The reason for the notification is to uncover any pending or prior criminal arrests or charges related to child sexual abuse and their disposition; any convictions related to other forms of child and/or adult abuse and/or neglect; or any convictions of felonies. Reporting at the time of the infraction or driving offense is required for the protection of agency. Certain charges may require suspension with or without pay until an outcome is determined. For more detail see Background Check Policy in Employee Policies. Section IV. P. f. Background Checks.

H. Dress Code: - New 2008

Appropriate attire for the workplace setting to reflect a professional and positive image for the agency and one's self and that promotes a **safe and healthy** work environment is expected. For safety reasons Department Directors may require additional dress code standards. Supervisors may request an employee to leave the work site until they arrive properly dressed and groomed. Employees will not be compensated for the time away from work. The following dress code and appearance guidelines will be followed:

- Shoes must provide safe, secure footing, and offer protection against hazards
 - Boots
 - Athletic or tennis shoes
 - Flats
 - Dress Sandals
- Attire should be appropriate for the work site environment
- Offensive body odor and poor personal hygiene is not professionally acceptable.
- Casual clothing –appropriate for the workplace. Casual wear for work includes but is not limited to:
 - Clean and neat
 - Unstained or unwrinkled
 - Not frayed
 - Not revealing
 - Slacks, jeans (not excessively worn), dress shorts and skirts (finger tip length)
 - Polo shirts, turtlenecks, sweaters, sweatshirts (not excessively worn)
- Inappropriate casual clothing for the workplace includes but is not limited to:
 - Excessively worn clothing
 - Excessively worn, stained, or crumpled sweats or jogging outfits
 - Short shorts or mini skirts
 - Spandex or other form fitting clothing
 - Spaghetti-strap dresses or shirts
 - T-shirts or sweatshirts with offensive messages or images
 - Halter tops
 - Visible undergarments
 - Slippers or beachwear flip-flops

Reasonable accommodations, upon request to Human Resources, may be made for a person with a disability as outlined in ADA.

I. Cause for Immediate Dismissal: - Revised 2008

Corporal punishment or unsupervised isolation of a child, under WICAP supervision will be grounds for immediate dismissal. Physical abuse or neglect of the elderly will be grounds for immediate dismissal.

SECTION VIII

DISCIPLINARY ACTION – Revised 2008

The purpose of discipline is not for punishment, but rather to encourage growth in professional skills and improvement in staff performance.

A. Progressive Discipline – New 2008

WICAP may choose to implement a progressive discipline policy, however, depending on the severity or frequency of the policy violation is under no obligation to follow the progressive discipline. It should be noted, however, that some workplace behaviors, including but not limited to workplace violence, corporal punishment of children, abuse of the elderly, using WICAP equipment inappropriately and theft are of such a magnitude that progressive discipline practices may be suspended at the Executive Director's discretion and a recommendation for termination from employment will be immediate. The practice of progressive discipline does not affect the at-will status of employment with WICAP.

WICAP's progressive discipline system **may** follow four steps as outlined below:

1. A verbal warning.
2. A documented written warning.
3. Suspension and/or probation.
4. Recommendation for termination.

B. Cause of Disciplinary Action – Revised 2008

In order to maintain a productive working atmosphere, WICAP has established a set of guidelines for good conduct while at work which are intended to promote efficiency, safety, and cooperation among employees. These guidelines are based upon the importance of productive and quality work and consideration of and sensitivity to the rights of others, and are designed to facilitate a positive attitude in the workplace.

Actions, which are in violation of WICAP's guidelines for good conduct may include, but are not limited to:

1. Inefficiency, inability, or failure to perform duties in a prompt and responsible manner.
2. Negligence in the performance of duties.
3. Disregard for the health and safety of others.
4. Failure to report and obtain a drug and alcohol test when requested.
5. Failure to observe established rules and regulations of the Western Idaho Community Action Partnership, Inc.
6. Habitual failure to report to work on time.
7. Discourtesy to the public and other employees or families being served.

8. Insubordination. (Violating a direct order from your supervisor or disobedient to authority without just cause according to agency policies and procedures.)
9. Absence without authorized leave - failure to notify direct supervisor or designee of any absence.
10. Any violation of WICAP's Drug Free Work Place Policy.
11. Any violation WICAP's Safety Policy.
12. Improper use of leave.
13. Conduct prejudicial to WICAP.
14. Failure to report charges related to any abuse/neglect or felonies.
15. Violation of the code of ethics.
16. Conviction or admission of guilt for a felony.
17. Fraud or misrepresentation in securing employment, regardless of when discovered.
18. Failure to comply with regulations placed on federally funded programs restricting political activities of employees.
19. Engaging in outside employment where the outside employment:
 - a. Interferes with efficient performance of duties.
 - b. Involves a conflict of interest.
 - c. Occurs during regular or assigned working hours unless such activities occur when the employee is on authorized vacation leave.
20. Defrauding or attempting to defraud the agency.
21. Accepting loans, gifts or gratuities from customers.
22. Failure to follow proper chain of command and/or grievance procedures.
23. Use of any WICAP vehicle for personal use without prior supervisor approval.
24. Endangering the life of a child or any other individual during the performance of their duties.
25. Falsifying agency document regardless of when discovered, (including time records).
26. Theft and/or attempted theft of WICAP property.

27. Possession of firearms, or other dangerous weapons as determined by the Executive Director, on WICAP property.
28. Violation of Equal Employment and Unlawful Harassment Policy.
29. Violation of Workplace Violence Policy.
30. Disclosure of confidential information without appropriate authorization.
31. Improper use of information and technology systems, including but not limited to downloading or viewing of offensive or inappropriate material.

Employees, who engage in behavior of the nature described above, or that WICAP considers unacceptable or inappropriate, or who violate the provisions of WICAP's policies and procedures or any other policy, rule, regulation, or procedure presently in force or later established by WICAP, may be subject to discipline up to and including termination, depending upon the seriousness and/ or frequency of the offense. Nothing contained in this section limits or modifies the at-will nature of employment at WICAP or creates contract rights on behalf of any employee. Employment is at-will and may be terminated at any time by WICAP with or without cause or notice.

C. Types of Disciplinary Action – Revised 2008

It must be realized that the provisions of these policies are intended to provide guidelines regarding employee performance and conduct. WICAP reserves the exclusive right to evaluate employee performance and conduct and to take whatever disciplinary action it deems appropriate. Whether disciplinary action is taken in a given instance, and what type of disciplinary action is appropriate, will be based upon the facts and circumstances of each case.

The Executive Director shall have the authority to discipline any employee. Provided, however, that any discipline recommended by a supervisor must also be recommended by the Department Director and approved by the Executive Director. Any discipline recommended by an immediate supervisor shall be provided to Human Resources, the Department Director and the Executive Director. The Personnel Committee of the Board of Directors shall implement disciplinary action involving the Executive Director.

The Executive Director with the assistance of Human Resources and the Department Director may apply any of the following types of discipline to any WICAP employee at his/her discretion:

1. Verbal Warning: - New 2008

Verbal discussions regarding work performance, when part of progressive discipline will be documented by the supervisor and forwarded to Human Resources to be retained in the employee's personnel file. After one year's time, if no other adverse performance areas are documented, the documentation will be removed from the file and not considered for annual evaluation purposes.

2. Written Warning and/or Official Reprimand: - Revised 2008

A written statement signed by the employee's supervisor, listing the reasons for the written warning or reprimand, will be provided. The employee will also sign the written statement, if the

employee refuses to sign; the supervisor will make a notation. This statement will become a part of the employee's Personnel file.

3. **Probation: - Revised 2008**

Any staff member can be put on probation at any time by his/her supervisor, with recommendation of the Department Director and the approval of the Executive Director for a period of 30 working days with extensions of that time as deemed necessary. During a probationary period the supervisor, with the recommendation of the Department Director and with Executive Director's approval may terminate an employee. However, termination of a Head Start employee, requires supervisor, Department Director and approval of the Executive Director and Policy Council. The terms of probation must be in writing. Dismissal as a result of incomplete probation must follow termination below, the supervisor following the above procedure may extend probation.

4. **Suspension without pay:- Revised 2008**

An employee may be suspended without pay for a maximum length of thirty, (30) working days for any one suspension, with the recommendation of the Department Director and approval of the Executive Director,

5. **Suspension with Pay: - Revised 2008**

An employee may be suspended with pay pending the results of an investigation with the recommendation of the Department Director and approval of the Executive Director. The suspension will be in effect until the investigation is completed and an outcome determined.

6. **Termination: - Revised 2008**

Any employee may be recommended for termination from service by the immediate supervisor of said employee with the recommendation of the Department Director and approval of the Executive Director. In the case of the Executive Director, two-thirds (2/3) of the entire WICAP Board of Directors must vote. The Head Start Policy Council must approve termination of any Head Start staff

Nothing contained in this section limits or modifies the at-will nature of employment at WICAP. Employment is at-will and may be terminated at any time by WICAP, either with or without notice or cause.

SECTION IX

TERMINATION OF EMPLOYMENT- Revised 2007

A. **Resignation**

Staff members wishing to resign in good standing shall give at least two weeks written notice. The Executive Director shall give notice to the WICAP Board of Directors. All other staff shall deliver notice to the Human Resources Department. WICAP is under no obligation to honor the

two-week notice and may choose to have the resignation become effective immediately upon receipt

B. Lay-Off

1. Under certain conditions it may be necessary to reorganize the staff and/or reduce the number of staff members employed. In such cases, the affected staff members will be notified as early as possible, but not less than two weeks prior to the lay-off date. Such requirements for notification do not apply to temporary employees or employees still serving an introductory period. HEAD START ONLY: Such action must have prior approval of Policy Council and Board.
2. Some Head Start employees will be laid-off at the end of each school year due to lack of work. Each laid off employee at the end of the school year will receive and will be requested to complete a letter of intent to confirm that they will be returning or not returning at the beginning of the following school year. If the letter of intent is not received by the deadline, the position will be considered vacated.
3. Employees may experience lay offs due to seasonal employment and/or a reduction in available work. Each laid off employee may be considered for re-hire at the beginning of seasonal employment, or may be subject to recall in the event of available work.

C. Termination Benefits – Revised 2008

At the time of his/her termination, or upon acceptance of another position within another program of the agency, voluntary or involuntary, any employee may receive a cash payment in lieu of any unused vacation leave up to a maximum of thirty days. (240 Hours)

SECTION X

PERSONNEL RECORDS AND FILES – Revised 2008

A. Personnel Files

A personnel file shall be prepared and maintained for each employee by the Human Resources Department in accordance with established record keeping requirements. All information documented on an employee will be forwarded to the personnel file maintained by Human Resources. No copies shall be kept independently of Human Resources. This folder shall include the following documents:

1. Application packet for employment.
2. Hiring/Termination and Salary Change of Status Form.
3. Correspondence and personal data relevant to the employee's employment (job descriptions, reference letters attached to application, etc.).
4. Performance evaluations for employees at or within 60 days of hire for operations staff, 120 days of hire for professional staff, end of introductory period, and annually based on hire date.

5. Notices of changes in employment status.
6. Copies of Certificates or verification of any training received.
7. Employee's written responses to documents in his/her personnel file will be retained as part of the employee's file, in accordance with all record keeping requirements.

EMPLOYEE ACCESS: - Revised 2008

Employee Personnel files become the property of WICAP. Employees should retain their own copies prior to submission of documents for their files. Employee access may be granted by making an appointment with Human Resources. The file may be reviewed with the Human Resources Department present.

SUPERVISOR ACCESS: - New 2008

Supervisors have access to the personnel file of employees they supervise for work related purposes.

B. Supervisor Responsibilities: - Revised 2008

It is the responsibility of the employee's supervisor to inform appropriate staff of pertinent personnel actions information so Hiring/Termination and Salary Change of Status forms are accurately completed and submitted in a timely manner.

1. Submit completed 60 day, four month, end of introductory period, yearly and other necessary performance evaluations.
2. The evaluation of the Executive Director shall be made annually by the WICAP Board of Director's Personnel Committee and submitted for the personnel file.

SECTION XI

TRAINING AND CAREER DEVELOPMENT – Revised 2008

A. Education and Training: - Revised 2008

1. Some training and continued educational courses may be required as a condition of employment. All expenses related to participation in required training may be paid for in whole or in part by WICAP, including approved travel and/or per diem expenses. The employee may also be responsible for the costs for such training in whole or part, including travel and/or per diem.
2. Further education and training desired by the employee is encouraged. Such education and training may be at the cost of the employee.
3. Some career development training may be provided by WICAP with approval of their immediate supervisor and the Department Director, such training may be paid in whole or in part by WICAP.

As an individual becomes qualified, he/she may make application as vacancies occur within the agency. WICAP will arrange or facilitate for professional development to staff to improve the quality of its programs. Staff is encouraged to enhance their skills and knowledge by participating in training programs.

SECTION XII

GRIEVANCE POLICIES PROCEDURES – Revised 2008

The successful resolution of employee grievances is in the best interest of supervisors, employees, and the public. Minimizing work disruption enhances the productivity of WICAP functions. Issues may arise regarding an employee's job, working conditions, or relationship with co-workers or managers. WICAP's objective is to resolve these issues quickly and fairly without coercion, restraint, or reprisal against any employee for bringing such issues to management's attention. WICAP will protect the rights of all principal parties involved in the grievance process, aggrieved party and respondents. The right to confidentiality, the right to a fair investigation, the right to disclosure of a grievance filed, the right to due process, and the right to be informed of the final resolution and or disciplinary action. The following "grievance" procedures are designed for such a purpose:

WICAP believes in the positive aspects of mediation to resolve conflicts and makes mediation available throughout all levels of the grievance procedures. Supervisors, Department Directors, Executive Director, and the Grievance Committee will make known the availability of mediation to all parties involved in the grievance.

FILING OF A GRIEVANCE: (Levels 1-4)

1. If the grievance is with an operations employee, file with your direct supervisor.
2. If the grievance is with your supervisor, file with their direct supervisor.
3. If the grievance is with a Department Director, file with the Executive Director.
4. If the grievance is with the Executive Director, file with the WICAP Grievance Committee.

SUBMISSION OF A GRIEVANCE:

If an employee wishes to file a grievance regarding any aspect of their employment, the employee shall submit a written statement of grievance within five (5) working days of the occurrence of the incident or event. The written grievance should contain sufficient detail to clearly identify the basis for the employee's concern, the specific conflict, if any, on which the grievance is based, and the date the actions or incidents at issue occurred. The employee should further state the reasons why they feel that the action or conduct was unjustified or unfair, the facts on which it is based, the remedy the employee desires, and if able, and to the best of their ability, set forth any rule, regulation, policy, statute, or agreement the employee believes may have been violated and how such violation has affected them. The grievance shall be signed and dated by the employee.

The grievance shall be filed as outlined in FILING OF A GRIEVANCE 1-4.

If the employee's concerns or issues are not resolved to their satisfaction with the result reached through the filing process 1-4., they should proceed to each succeeding level within five (5) working days following the receipt of the written decision.

The employee shall submit the written grievance previously submitted along with the written solution(s) or explanation(s) received to the grievance as outlined in FILING OF A GRIEVANCE 1-4.

RESPONSE TIME FRAMES:

Employee concerns or issues will be investigated as appropriate and a written response received within the stated timeframes. FILING OF A GRIEVANCE 1-4.

If the employee's concerns or issues are not resolved to their satisfaction with the solution or resolution reached through the filing process 1-4, they should proceed to each succeeding level. With each succeeding level the previous written solution or resolution recommended must be submitted with the grievance. In the event a written response is not received the employee should indicate this if proceeding to the next level. *See Appendix B.*

1. The direct supervisor shall provide the employee and all principal parties with a written solution or explanation within five (5) working days of receipt of the written statement of grievance.
2. The supervisor's direct supervisor shall provide a written solution or explanation within five (5) , working days of receipt of the written statement of grievance.
3. The Department Director shall provide a written solution or explanation within five (5) working days of receipt of the written statement of grievance.
4. The Executive Director will respond with a written decision within five (5) working days of receipt of the written grievance or as soon as reasonably possible thereafter, but not later than fifteen (15) working days.
5. The WICAP Grievance Committee. The Grievance Committee will respond within five (5) working days after receipt of the written grievance or as soon as reasonably possible thereafter, but not later than thirty (30) days.

GRIEVANCE COMMITTEE:

The Personnel Committee of WICAP's Board of Directors shall act as the Grievance Committee.

In addition to the written grievance and solution or explanation/decisions submitted to the Grievance Committee; the employee may request an opportunity to appear before the Grievance Committee. In the alternative, the Grievance Committee may ask for the employee or any other member of management to appear before them. At any such hearing before the Grievance Committee the employee may appear with and be represented by counsel of his or her own choosing.

The Grievance Committee shall fully consider the grievance submitted to it and recommend a decision to WICAP's Board of Directors. The Board of Directors may adopt the decision of the Committee, in which case the decision is final or may remand to the Grievance Committee to reconsider its decision or direct the Grievance Committee to enter a decision different than that reached. All decisions of the Board shall be by a supermajority vote of two-thirds (2/3) in favor of such action at a duly constituted meeting.

The function of the Grievance committee shall be to give prompt, orderly, and impartial consideration to grievances filed with them in writing.

The Grievance process may exceed the time limits stated above for good cause; time limits exceeded must be stated in the written grievance and/or decision.

The employee must follow all levels of the grievance procedure. In the event that the employee fails to do so, WICAP will consider the grievance withdrawn and/or waived and/or resolved by any prior solution/decision rendered, unless the failure to follow said level(s) is excused in writing by the Grievance Committee. WICAP shall be under no obligation to consider the grievance.

Nothing contained in this section limits or modifies the at-will nature of employment at WICAP or creates contract rights on behalf of any employee. Employment is at-will and may be terminated at any time by WICAP with or without cause or notice.

SECTION XIII

AMENDMENTS – Revised 2008

These are the Personnel Policies of Western Idaho Community Action Partnership, Inc. as approved.

Any employee wishing to suggest an amendment to these procedures shall present the request in writing to the Human Resources Department who in turn will forward it to the Executive Director.

Evaluation/revision of these policies will be done in accordance with established policies, grants, and contract requirements. Any proposed revisions will be presented to the WICAP Board of Directors and the Head Start Policy Council for review and approval.

Any employee who has questions regarding these policies shall contact their supervisor or the Human Resources Department for further clarification.

POSITION	ENTRY	EOI	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
EXECUTIVE DIRECTOR w/SSCBT	3920.36 22.62	4038.18 23.30	4159.62 24.00	4284.68 24.72	4413.36 25.46	4545.96 26.23	4681.62 27.01	4821.04 27.81	4967.96 28.66	5116.60 29.52	5268.84 30.40	5426.54 31.31	5591.48 32.26
EXECUTIVE DIRECTOR w/o SSCBT	3887.74 22.43	4003.76 23.10	4123.38 23.79	4246.60 24.50	4373.50 25.23	4504.00 25.98	4638.12 26.76	4777.66 27.56	4920.84 28.39	5067.68 29.24	5221.74 30.13	5377.60 31.02	5538.90 31.96
CHIEF FINANCIAL OFFICER - H.S. DIRECTOR	3274.90 18.89	3370.84 19.45	3473.90 20.04	3580.52 20.66	3687.14 21.27	3797.30 21.91	3911.02 22.56	4028.30 23.24	4150.90 23.95	4275.28 24.67	4405.02 25.41	4536.50 26.17	4673.32 26.96
INFORMATION SYSTEMS DIRECTOR	2930.78 16.91	3021.40 17.43	3110.20 17.94	3202.64 18.48	3298.70 19.03	3398.38 19.61	3499.86 20.19	3605.02 20.80	3711.94 21.42	3824.34 22.06	3938.42 22.72	4057.56 23.41	4181.38 24.12
HS/EHS COORDINATORS - H.R. DIRECTOR	2756.02 15.90	2839.52 16.38	2924.82 16.87	3015.44 17.40	3104.30 17.91	3198.48 18.45	3294.44 19.01	3393.94 19.58	3497.00 20.17	3600.06 20.77	3708.44 21.39	3818.64 22.03	3932.34 22.69
SENIOR SERVICES DIRECTOR	2711.46 15.64	2793.00 16.11	2876.40 16.59	2963.40 17.10	3052.22 17.61	3144.66 18.14	3238.90 18.69	3334.98 19.24	3434.62 19.82	3539.76 20.42	3644.90 21.03	3755.44 21.67	3867.82 22.31
EXECUTIVE ASSISTANT w/SSCBT	2678.84 15.45	2760.40 15.93	2831.08 16.33	2927.16 16.89	3017.76 17.41	3106.58 17.92	3199.04 18.46	3295.06 19.01	3394.78 19.59	3496.26 20.17	3601.38 20.78	3708.32 21.39	3820.68 22.04
EXECUTIVE ASSISTANT w/o SSCBT - FINANCE OFFICE MANAGER	2474.02 14.27	2548.32 14.70	2624.44 15.14	2704.20 15.60	2785.78 16.07	2869.14 16.55	2956.14 17.05	3044.94 17.57	3135.58 18.09	3228.00 18.62	3325.88 19.19	3425.56 19.76	3528.88 20.36
YOUTH SERVICES DIRECTOR	2045.40 11.80	2104.30 12.14	2167.72 12.51	2231.16 12.87	2298.20 13.26	2367.10 13.66	2439.58 14.07	2512.08 14.49	2588.22 14.93	2666.16 15.38	2744.10 15.83	2827.44 16.31	2912.64 16.80
FAMILY PROGRAMS MANAGER w/SSCBT	2022.16 11.67	2072.22 11.96	2134.10 12.31	2198.56 12.68	2263.78 13.06	2332.66 13.46	2405.65 13.88	2474.02 14.27	2548.32 14.70	2624.44 15.14	2704.20 15.60	2786.40 16.08	2867.34 16.54
FAMILY PROGRAMS MANAGER w/o SSCBT	10.41	10.73	11.06	11.38	11.71	12.07	12.43	12.79	13.17	13.57	13.99	14.40	14.83
LEAD TEACHER - FAMILY ADVOCATE w/SSCBT ; CHILD/FAMILY ADVOCATE- HOME BASE HOME VISITOR w/CDA -	10.21	10.52	10.84	11.17	11.50	11.87	12.21	12.59	12.97	13.37	13.75	14.18	14.62
FAMILY ADVOCATE w/o SSCBT ; CHILD FAMILY ADVOCATE - HOME BASE HOME VISITOR w/o CDA -	9.90	10.18	10.50	10.82	11.14	11.48	11.83	12.17	12.55	12.93	13.32	13.71	14.13
w/CDA : TEACHER HOME VISITOR	9.67	9.97	10.27	10.57	10.89	11.22	11.55	11.92	12.26	12.64	13.02	13.42	13.81
w/o CDA : TEACHER HOME VISITOR	9.59	9.89	10.16	10.47	10.80	11.12	11.45	11.81	12.16	12.54	12.92	13.31	13.70
FAMILY PROGRAMS ASST MANAGER w/SSCBT	9.48	9.78	10.07	10.37	10.68	11.01	11.34	11.67	12.03	12.39	12.75	13.14	13.53
SUPPORT SERVICES ASSISTANTS - FAMILY PROGRAMS ASST MANAGER w/o SSCBT - FACILITIES TECHNICIAN - HOUSING MAINTENANCE	9.39	9.68	9.98	10.28	10.58	10.90	11.23	11.56	11.93	12.27	12.65	13.03	13.43
BUS DRIVER - BUS DRIVER/CUSTODIAN - COOK - SOCIALIZATION ASSISTANT - TRANSPORTER/DELIVERY	8.12	8.36	8.61	8.87	9.14	9.41	9.70	9.99	10.29	10.59	10.91	11.24	11.58
YOUTH TRANSPORTER - YOUTH MENTOR/TR HOMEMAKER TEACHER	7.85	8.06	8.27	8.49	8.72	8.95	9.19	9.42	9.68	9.95	10.22	10.48	10.78
MONITOR/CUSTODIAN - TEACHER MONITOR - w/CDA	7.67	7.90	8.12	8.35	8.63	8.89	9.17	9.43	9.71	10.01	10.31	10.52	10.84
TEACHER MONITOR/CUSTODIAN - TEACHER MONITOR - SPECIAL NEEDS AIDE													

Entry Level - 2008/2009

POSITION	ENTRY	EOI	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
EXECUTIVE DIRECTOR	4110.68 23.72	4232.12 24.42	4358.98 25.15	4489.50 25.90	4623.62 26.67	4761.38 27.47	4904.54 28.30	5051.36 29.14	5201.78 30.01	5359.46 30.92	5518.96 31.84	5683.90 32.79	5856.08 33.79
CHIEF FINANCIAL OFFICER - H.S. DIRECTOR	3463.66 19.98	3566.94 20.58	3675.68 21.21	3784.44 21.83	3898.64 22.49	4014.64 23.16	4136.06 23.86	4261.12 24.58	4388.00 25.32	4520.30 26.08	4656.24 26.86	4795.80 27.67	4939.00 28.49
INFORMATION SYSTEMS DIRECTOR	3119.26 18.00	3213.52 18.54	3311.38 19.10	3411.08 19.68	3512.56 20.26	3619.52 20.88	3726.46 21.50	3838.82 22.15	3953.00 22.81	4072.64 23.50	4195.88 24.21	4322.74 24.94	4451.40 25.68
HS/EHS COORDINATORS - H.R. DIRECTOR -	2947.10	3035.92	3124.70	3218.96	3316.82	3416.54	3518.02	3624.94	3731.88	3844.26	3960.28	4078.06	4201.30
SENIOR SERVICES DIRECTOR	17.00	17.51	18.03	18.57	19.14	19.71	20.30	20.91	21.53	22.18	22.85	23.53	24.24
EXECUTIVE ASSISTANT	2901.76 16.74	2986.96 17.23	3075.76 17.74	3170.02 18.29	3264.26 18.83	3360.32 19.39	3461.82 19.97	3565.14 20.57	3673.88 21.20	3782.62 21.82	3896.82 22.48	4012.80 23.15	4134.26 23.85
FINANCE OFFICE MANAGER	2865.54 16.53	2954.34 17.04	3043.14 17.56	3133.78 18.08	3226.22 18.61	3324.08 19.18	3423.76 19.75	3527.06 20.35	3632.20 20.95	3742.78 21.59	3851.52 22.22	3967.50 22.89	4085.32 23.57
YOUTH SERVICES DIRECTOR	2664.34 15.37	2742.30 15.82	2825.64 16.30	2910.84 16.79	2996.02 17.28	3088.46 17.82	3180.90 18.35	3276.96 18.91	3374.82 19.47	3476.34 20.06	3579.64 20.65	3688.40 21.28	3798.92 21.92
FAMILY PROGRAMS MANAGER	2232.96 12.88	2300.04 13.27	2368.92 13.67	2441.40 14.08	2515.70 14.51	2590.02 14.94	2667.98 15.39	2745.90 15.84	2829.28 16.32	2914.46 16.81	2999.64 17.31	3092.06 17.84	3184.50 18.37
FIELD ADVISORS- ADVISORS-BOOKKEEPER	2198.56 12.68	2263.78 13.06	2332.66 13.46	2403.34 13.87	2474.02 14.27	2548.32 14.70	2624.44 15.14	2704.20 15.60	2785.78 16.07	2869.14 16.55	2956.14 17.05	3044.94 17.57	3135.58 18.09
LEAD TEACHER - FAMILY ADVOCATE - CHILD/FAMILY ADVOCATE - HOME BASE HOME VISITOR -	11.49	11.85	12.20	12.57	12.95	13.34	13.73	14.15	14.57	15.01	15.46	15.93	16.40
TEACHER HOME VISITOR	10.98	11.31	11.64	12.00	12.35	12.72	13.10	13.49	13.90	14.31	14.74	15.18	15.63
FAMILY PROGRAMS ASSISTANT MANAGER	10.68	11.00	11.33	11.66	12.02	12.37	12.74	13.12	13.44	14.34	14.77	14.77	15.21
SUPPORT SERVICES ASSISTANTS - FACILITIES TECHNICIAN - HOUSING MAINTENANCE	10.57	10.89	11.22	11.50	11.91	12.26	12.63	13.01	13.40	13.79	14.21	14.64	15.08
BUS DRIVER - BUS DRIVER/CUSTODIAN	10.48	10.81	11.13	11.47	11.82	12.18	12.55	12.93	13.32	13.71	14.13	14.54	14.99
COOK - SOCIALIZATION ASSISTANT - TRANSPORTER/DELIVERY	9.17	9.45	9.73	10.02	10.32	10.63	10.95	11.28	11.62	11.96	12.32	12.69	13.07
YOUTH TRANSPORTER - YOUTH MENTOR/TRANSPORTER	8.82	9.05	9.29	9.54	9.80	10.06	10.33	10.62	10.91	11.24	11.50	11.82	12.13
HOMEMAKER - TEACHER MONITOR/CUSTODIAN - TEACHER MONITOR	8.77	9.03	9.30	9.57	9.87	10.16	10.46	10.79	11.11	11.45	11.80	12.16	12.53
SPECIAL NEEDS AIDE													

With Associates Degree - 2008/2009

POSITION	ENTRY	EOI	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
EXECUTIVE DIRECTOR	4297.38 24.79	4426.06 25.53	4558.40 26.30	4694.32 27.08	4835.68 27.90	4982.48 28.75	5131.10 29.60	5285.18 30.49	5442.84 31.40	5607.78 32.35	5776.34 33.33	5950.34 34.33	6127.96 35.35
CHIEF FINANCIAL OFFICER - H.S. DIRECTOR	3652.14 21.07	3762.70 21.71	3875.06 22.36	3992.90 23.04	4112.50 23.73	4233.92 24.43	4360.82 25.16	4491.30 25.91	4625.42 26.69	4764.98 27.49	4908.16 28.32	5054.98 29.16	5205.42 30.03
DIRECTOR	3309.56 19.09	3409.26 19.67	3510.76 20.25	3615.88 20.86	3722.82 21.48	3835.20 22.13	3949.38 22.78	4069.02 23.48	4192.24 24.19	4317.30 24.91	4447.82 25.66	4581.92 26.43	4719.68 27.23
DIRECTOR SENIOR SERVICES DIRECTOR -	3135.58 18.09	3228.00 18.62	3325.88 19.19	3425.56 19.76	3528.88 20.36	3634.02 20.97	3744.56 21.60	3853.32 22.23	3969.30 22.90	4087.12 23.58	4210.38 24.29	4337.24 25.02	4467.74 25.78
EXECUTIVE ASSISTANT	3090.28 17.83	3182.72 18.36	3278.76 18.92	3378.46 19.49	3478.14 20.07	3581.44 20.66	3690.18 21.29	3800.76 21.93	3914.94 22.59	4032.74 23.27	4152.34 23.96	4277.42 24.68	4406.12 25.42
FINANCE OFFICE MANAGER	3055.84 17.63	3148.28 18.16	3242.52 18.71	3340.40 19.27	3440.06 19.85	3545.20 20.45	3650.34 21.06	3760.88 21.70	3873.24 22.35	3991.06 23.03	4110.68 23.72	4232.12 24.42	4358.98 25.15
YOUTH SERVICES DIRECTOR	2851.04 16.45	2936.20 16.94	3026.84 17.46	3115.64 17.97	3209.90 18.52	3307.78 19.08	3407.44 19.66	3508.96 20.24	3614.08 20.85	3721.02 21.47	3833.38 22.12	3947.56 22.77	4067.20 23.46
FAMILY PROGRAMS MANAGER	2416.06 13.94	2492.18 14.38	2568.28 14.82	2646.22 15.27	2725.98 15.73	2807.54 16.20	2892.72 16.69	2977.90 17.18	3066.70 17.69	3160.96 18.24	3255.20 18.78	3351.28 19.33	3452.76 19.92
FIELD ADVISORS - ADVISORS - BOOKKEEPER	2387.02 13.77	2459.54 14.19	2533.84 14.62	2608.14 15.05	2686.08 15.50	2767.64 15.97	2849.22 16.44	2934.40 16.93	3025.02 17.45	3113.82 17.97	3208.08 18.51	3305.96 19.07	3405.64 19.65
LEAD TEACHER - FAMILY ADVOCATE - CHILD/FAMILY ADVOCATE - HOME BASE HOME VISITOR -	12.59	12.97	13.36	13.75	14.17	14.59	15.03	15.48	15.95	16.42	16.92	17.43	17.96
TEACHER HOME VISITOR	12.07	12.42	12.79	13.17	13.57	13.99	14.40	14.83	15.28	15.73	16.21	16.69	17.19
FAMILY PROGRAMS ASSISTANT MANAGER	11.77	12.13	12.48	12.87	13.26	13.65	14.07	14.48	14.92	15.37	15.82	16.30	16.79
SUPPORT SERVICES ASSISTANT- FACILITIES TECHNICIAN - HOUSING MAINTENANCE	11.65	12.01	12.36	12.73	13.11	13.50	13.92	14.32	14.75	15.19	15.64	16.12	16.60
DRIVER/CUSTODIAN - COOK - SOCIALIZATION ASSISTANT - TRANSPORTER/DELIVERY	11.57	11.93	12.28	12.65	13.03	13.42	13.81	14.23	14.66	15.00	15.46	15.93	16.40
YOUTH TRANSPORTER - YOUTH MENTOR/TRANSPORTER	10.22	10.53	10.85	11.18	11.52	11.87	12.23	12.60	12.98	13.37	13.77	14.18	14.61
HOMEMAKER - TEACHER MONITOR/CUSTODIAN - TEACHER MONITOR	9.90	10.16	10.40	10.72	11.01	11.31	11.63	11.95	12.28	12.63	12.98	13.34	13.72
SPECIAL NEEDS AIDE	9.85	10.14	10.44	10.77	11.08	11.41	11.75	12.10	12.45	12.83	13.23	13.62	14.03

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POSITION	ENTRY	EOI	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	STEP 7	STEP 8	STEP 9	STEP 10	STEP 11
EXECUTIVE DIRECTOR	4488.07 25.89	4623.54 26.67	4762.52 27.48	4905.04 28.30	5051.06 29.14	5205.34 30.01	5358.94 30.92	5519.02 31.84	5664.42 32.79	5860.38 33.81	6031.00 34.79	6212.22 35.84	6398.72 36.92
CHIEF FINANCIAL OFFICER - H.S. DIRECTOR	3840.54 22.16	3954.98 22.82	4074.62 23.51	4197.78 24.22	4322.68 24.94	4452.88 25.69	4586.58 26.46	4723.82 27.25	4864.56 28.06	5010.58 28.91	5161.88 29.78	5329.02 30.74	5476.82 31.60
INFORMATION SYSTEMS DIRECTOR	3499.32 20.19	3606.64 20.81	3721.00 21.47	3828.32 22.09	3942.68 22.75	4062.30 23.44	4185.46 24.15	4310.38 24.87	4440.56 25.62	4574.28 26.39	4711.50 27.18	4852.24 27.99	4998.28 28.84
HS/EHS COORDINATORS - DIRECTOR SENIOR SERVICES DIRECTOR	3325.14 19.18	3423.68 19.75	3527.46 20.35	3633.02 20.96	3742.10 21.59	3854.70 22.24	3977.86 22.95	4097.48 23.64	4220.64 24.35	4345.58 25.07	4475.74 25.82	4611.22 26.60	4750.20 27.41
EXECUTIVE ASSISTANT	3277.64 18.91	3377.92 19.49	3479.96 20.08	3582.02 20.67	3691.08 21.29	3800.16 21.92	3914.52 22.58	4034.16 23.27	4153.80 23.96	4278.70 24.68	4407.14 25.43	4539.08 26.19	4674.56 26.97
FINANCE OFFICE MANAGER	3244.22 18.72	3342.74 19.29	3441.26 19.85	3546.82 20.46	3652.38 21.07	3763.22 21.71	3875.82 22.36	3991.92 23.03	4111.56 23.72	4234.72 24.43	4361.38 25.16	4482.78 25.86	4625.28 26.68
YOUTH SERVICES DIRECTOR	3059.48 17.65	3133.38 18.08	3224.86 18.60	3323.38 19.17	3421.90 19.74	3525.70 20.34	3629.52 20.94	3738.58 21.57	3849.42 22.21	3965.54 22.88	4083.42 23.56	4206.58 24.27	4333.24 25.00
FAMILY PROGRAMS MANAGER	2610.86 15.06	2674.20 15.43	2770.96 15.99	2850.12 16.44	2936.32 16.94	3026.06 17.46	3115.78 17.98	3209.02 18.51	3309.32 19.09	3407.84 19.66	3509.88 20.25	3613.68 20.85	3722.76 21.48
FIELD ADVISORS - ADVISORS - BOOKKEEPER	2575.50 14.86	2655.28 15.32	2733.20 15.77	2814.76 16.24	2899.98 16.73	2985.14 17.22	3073.98 17.73	3168.18 18.28	3262.44 18.82	3358.50 19.38	3460.02 19.97	3563.32 20.55	3672.08 21.18
LEAD TEACHER - FAMILY ADVOCATE - CHILD/FAMILY ADVOCATE - HOME VISITOR	13.67	14.10	14.52	14.96	15.41	15.84	16.33	16.82	17.32	17.84	18.38	18.93	19.51
TEACHER HOME VISITOR	13.15	13.54	13.96	14.35	14.79	15.25	15.69	16.18	16.67	17.16	17.67	18.21	18.76
FAMILY PROGRAMS ASSISTANT MANAGER	12.87	13.25	13.59	14.06	14.47	14.92	15.36	15.80	16.29	16.78	17.28	17.80	18.34
SUPPORT SERVICES ASSISTANT - FACILITIES TECHNICIAN - HOUSING MAINTENANCE	12.74	13.13	13.52	13.94	14.33	14.76	15.23	15.67	18.16	17.72	17.13	17.64	18.18
BUS DRIVER - BUS DRIVER/CUSTODIAN - COOK - SOCIALIZATION ASSISTANT - TRANSPORTER/DELIVERY	12.66	13.04	13.44	13.84	14.25	14.68	15.11	15.57	16.04	16.51	17.03	17.54	17.69
YOUTH TRANSPORTER - YOUTH MENTOR/TRANSPORTER	11.27	11.61	11.96	12.32	12.69	13.07	13.46	13.86	14.28	14.71	15.15	15.60	16.07
HOMEMAKER - TEACHER MONITOR/CUSTODIAN - TEACHER MONITOR	10.96	11.27	11.58	12.06	12.39	12.72	13.08	13.44	13.82	14.18	14.57	14.99	15.40
SPECIAL NEEDS AIDE	10.94	11.27	11.59	11.95	12.30	12.66	13.04	13.43	13.82	14.25	14.68	15.12	15.57

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Appendix B

Grievance Procedure Flow Chart

4 Levels of Mediation

