



**DELTA COMMUNITY ACTION FOUNDATION, INC.**

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# **PERSONNEL POLICIES & PROCEDURES MANUAL**

**APPROVED BY DELTA BOARD OF DIRECTORS ON DECEMBER 8, 2016**

**<http://www.deltacommunityaction.org>**

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### DELTA COMMUNITY ACTION FOUNDATION, INC. PERSONNEL POLICIES AND PROCEDURES

#### PURPOSE:

The policies enacted herein shall constitute the official policy guide for Delta Community Action Foundation, Inc. hereinafter referred to as DELTA or the "foundation." The purpose of this manual is to provide DELTA employees with a standardized guide to those policies and procedures which govern the actions of the foundation and its employees.

This manual may require amendments periodically. When this becomes necessary, copies of the amendments will be provided to all DELTA employees. These Policies and Procedures are subject and subordinate to:

The laws of the State of Oklahoma and the United States of America, any and all regulations promulgated pursuant thereto, and all requirements or restrictions imposed or mandated by any governmental source providing funding to DELTA (collectively referred to herein as the "Laws and Regulations").

If any conflict exists between the Laws and Regulations and any provision hereinafter set forth, such provision shall be considered null and void. Furthermore, these Policies and Procedures are supplemented by the Laws and Regulations, which are incorporated herein by reference and shall automatically be deemed amended or supplemented from time to time after the adoption hereof.



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## **MISSION STATEMENT:**

The Mission of Delta community Action Foundation, Inc. is to promote self-sufficiency among our citizens to secure the opportunities to work, to live in decency, and with dignity.

## **PROGRAM ADMINISTRATION:**

The responsibility of the foundation and its performance ultimately lies with the DELTA Board of Directors. The Board will delegate authority to the Executive Director to conduct day-to-day operations of the foundation, however, final approval of all personnel matters will be the responsibility of the Board when the appeal procedure is initiated. The Executive Director shall function as the Chief Administrator of programs under the sponsorship of DELTA. It shall be the responsibility of each Project Director to see that all staff implement, adhere to, and enforce the DELTA Personnel Policies and Procedures and its Affirmative Action Plan. Should there be any disputes on interpretation of policy or lack of policy, it will be the responsibility of the Executive Director to clarify the policy. Any clarification or setting of the interim policy will be ratified and approved by the Board.

## **OPEN DOOR POLICY:**

The foundation wishes to do everything reasonable and proper to preserve an employee/supervisor relationship and to preserve a positive work environment.

The foundation encourages two-way communication to discuss work-related problems and issues. Project Director/Supervisors are responsible for listening in complete confidence and to respond, if necessary, in a timely manner.

If a meeting is dictated between employee and Executive Director, Project Director, or Supervisor, only the employee and appropriate foundation personnel will be present during said meeting. Third parties from outside the foundation will not be allowed to attend meeting.

## PERSONNEL RECRUITMENT POLICY:

### A. Non-Discrimination:

1. DELTA is an Equal Opportunity and Affirmative Action employer. Therefore, DELTA shall prohibit discrimination because of age, sex, race, religious beliefs, color, creed, national origin, political affiliation, or handicap in the hiring of employees or the provisions of services for which the foundation is funded.

### B. Advertisements of Vacancies:

1. All advertisements shall contain the statement "An Equal Opportunity Employer," and "Americans with Disabilities Act Compliance."
2. With respect to new and vacant staff positions, DELTA desires to encourage loyalty and continuity among DELTA personnel by advertising such positions. New vacant staff positions will be announced by memorandum throughout the foundation at least five (5) working days prior to any public announcement, giving existing employees who fulfill the minimum requirements for the given position an opportunity to apply for such position. The Program Director and/or Executive Director may, in such person's sole discretion, fill the position from among the applications of existing employees or advertise the position and accept additional applications. Nothing herein stated or implied shall require the Program Director or Executive Director to fill any new or vacant staff position solely from applications submitted by existing employees, even if such employee or employees satisfy the basic qualifications for the position. Promotions or transfer of present staff to vacancies or new positions may be made by the appropriate Project Director, where applicable. Employees will still be eligible to apply for position openings after the public announcement is made.
3. Public announcements shall include but not be limited to local media. The Executive Director and appropriate Project Director may review files of recent applicants in order to increase the pool of candidates being considered.
4. Based on past experience, there are times when an emergency hire may be deemed necessary to ensure services or activities are not disrupted or hampered; therefore, the Executive Director in conjunction with the recommendation of the Project Director may authorize the hiring of an individual without following regular hiring procedures.



C. Application for Employment:

1. The following statement shall appear on DELTA's application for employment forms:

*I certify that all information given in this application is true, complete, and correct to the best of my knowledge and belief and is made in good faith. I understand that false or misrepresented answers will be grounds for not being considered for employment." Providing false information or failing to provide information on employment applications also constitutes grounds for discharge of DELTA employees.*

2. Applicants may be subject to satisfactory completion of a performance examination when deemed necessary for job performance.
3. DELTA requires all applicants for employment to fully disclose any criminal convictions or pending criminal charges. Failure to disclose a criminal record will automatically disqualify the applicant. Delta will permit employment of persons with criminal records when the contractor determines that the criminal record does not disqualify the applicant for the position under consideration.
4. When reference checks are made by telephone or mail contact, they shall be documented and made a part of the applicant's file prior to an offer of employment.
5. Project Directors shall use the following procedures for filing a position:
  - (a.) All applications shall be reviewed for minimum qualifications by Project Director and/or Executive Director.
  - (b.) Qualified applicants selected for interviews shall be contacted by telephone or letter to set a time and date for interview.
  - (c.) All applicants not selected for an interview shall be notified by mail as soon as possible.
  - (d.) At least three (3) of the most qualified applicants will be interviewed by the Project Director and Executive Director. Additionally, the appropriate funding agency may also be represented. The Head Start Policy Council will value selections in accordance with the policies outlined in Head Start Performance Standards
  - (e.) DELTA will give consideration to hiring service area residents of underprivileged status and who exhibit a willingness and ability to learn the required duties and responsibilities.

- (f.) DELTA will conduct recruitment efforts within its service area, but may exceed the limits of the service area if necessary to select qualified applicants.
- (g.) All applications will remain on active file for a period of (6) months, after which the application and attached information will be shredded. The Executive Director, Program Directors, and Human Resource will have access to applications.

## **POLICIES:**

### **A. Compensation Policy:**

1. See DELTA compensation policy on page 19-20
2. DELTA ensures the agency complies with the compensation cap guideline of Executive Schedule Level II as outlined in Program Instruction ACF-PI-HS-08-03 for the following positions: Executive Director, Head Start Director, Fiscal Officer, Human Resource Director or any agency positions.

### **B. Solicitation Policy:**

1. No DELTA employee may solicit for commercial purposes during duty hours.

### **C. Public Appearance/Statement Policy:**

1. No employee of the foundation should presume to speak or appear on behalf of the foundation or on any matter concerning the foundation without the prior written approval of the Executive Director.
2. In matters relating to internal problems, disputes, etc., employees will refrain from making public statements or discussing a situation with others until the foundation has an opportunity to correct the situation internally.

### **D. Gifts and Gratuities Policy:**

1. Employees of DELTA are strictly prohibited from accepting gifts, favors, kickback, gratuities or any other form of the above from persons receiving benefits or services under contract to DELTA or from persons performing services under contract to DELTA or otherwise in a position to benefit from an employee's action. Employees receiving any of the above will be subject to disciplinary action up to and including termination.

### **E. Disabled Non-Discrimination Policy:**

1. DELTA will comply with the non-discriminating provisions of the Rehabilitation Act of 1973 as amended, Section 504, entitled \_Non-Discrimination on the Basis of Handicap. (Title 45, Part 85).
2. All Older Americans Act activities will be operated without discrimination on the basis of disability. These provisions specifically include persons affected by \_AIDS\_ (Acquired Immune Deficiency Syndrome) (Title VI of the Civil Rights Act of 1964).

### **F. Subversive Groups and Activities Policy:**

1. DELTA will not employ anyone who is a member of any organization that advocates the overthrow of the Government of the United States by force or violence.

## EMPLOYMENT:

### A. Authority:

1. The Executive Director is employed by the DELTA Board of Directors upon recommendation of the Personnel Committee and with the approval of the Board of Directors.
2. Project Directors shall be employed by the Executive Director, with the approval of funding source in cases where applicable. (Policy Council shall also approve in reference to Head Start Program).
3. Project Directors will hire personnel under their supervision in consultation with the Executive Director. (Policy Council shall also approve personnel hired under the Head Start program).

### B. Nepotism:

1. No person shall be employed by DELTA while he/she or a relative as defined in section 4 is a member of the DELTA Board of Directors.
2. No persons shall be employed by DELTA while he/she or a relative as defined in section 4 serves on any board, committee, or council which, either by rule or by practice nominates, recommends, or screens candidates for the foundation, program, or components by which he/she is employed.
3. No employee shall hold a job over which a relative of his/her family exercises supervisory authority.
4. For purposes of this policy, relatives is defined as follows:

Parents	Spouse's Parents
Children	Spouse's Children
Grandchildren	Spouse's Grandchildren
Great Grandchildren	Spouse's Great Grandchildren
Grandparents	Spouse's Grandparents
Great Grandparents	Spouse's Great Grandparents
Brother/Sister	Spouse's Brother/Sister
Uncle/Aunt	Spouse's Uncle/Aunt
Nephew/Niece	Spouse's Nephew/Niece
Son-In-Law	Daughter-in-Law
Spouse	Person sharing living quarters

- (a.) Spouse of someone related to Board Member by marriage is eligible for employment;
- (b.) Spouse of someone related to Board Member by blood is ineligible for employment;

- (c.) "Children" includes adopted children and step-children.

C. Indebtedness:

1. The foundation will not disqualify an applicant because of indebtedness except where it indicates a potential inability to perform the duties required of the position for which the applicant has applied.
2. Each employee is encouraged to report correct information with credit applications. Employees are also encouraged to seek legal or other consultation when financial affairs become unmanageable. Debt complaints regarding employees will be handled in the following manner:
  - a.) All credit inquiries will be referred to the Personnel Officer.
  - b.) Inquiries from creditors will be handled as follows:
    - (i.) Calls from a creditor quoting a salary figure will be verified by Personnel Officer, Project Director, or Administrative Assistant as either "correct or incorrect".
3. TELEPHONE DEBT COMPLAINTS WILL NOT BE ACCEPTED. All debt complaints will be submitted in writing. Complaints will be handled by following the following procedure:
  - (a.) Employees will meet with Executive Director for consultation regarding the complaint when the written complaint is received. The complaint may be in the form of a letter or GARNISHMENT. The garnishment issued by an appropriate court creates an additional work load. Service upon DELTA of garnishment or like process issued to collect one or more judgments against an employee on more than two occasions within one year may be grounds for dismissal with cause.
  - (b.) Employees terminated with cause will be notified of their termination by letter, which will include the following:
    - (i.) Specific reason for termination
    - (ii.) Effective date of termination
    - (iii.) Detailed description of the appeals procedure and a reminder of the employee's right to appeal.

D. Medical Examinations:

1. The foundation may require a medical examination as a condition for employment as to funding source requirements.

## CONTRACT SERVICES:

- A. No person shall be on contract with DELTA while he/she or a relative of his/her family is a member of the DELTA Board of Directors or is any relative of the Executive Director as defined in the Nepotism Policy section b(4). Relatives signing a contract with the foundation prior to the selection or election of the Board member, Executive Director, or the appointing authority may complete the contracted obligation. However, such contracts shall not be renewed.
  
- B. No contracts shall be supervised by a relative as defined in the Nepotism Policy section b(4) of his/her family, if the family member is an employee of DELTA.
  
- C. All contracts must be approved and signed by the Executive Director unless the Executive Director delegates authority in writing to a Project Director to act on behalf of DELTA.

## ORIENTATION OF NEW EMPLOYEES:

- A. Orientation of each new employee is the responsibility of the appropriate Project Director and the Personnel Officer and will be conducted before or during the employees first week of work, if possible. All new employees will report to the Personnel Office for orientation.
  
- B. Employee orientation will include the following:
  - 1. Review employee on the following:
    - (a.) Personnel Policies and Procedures Manual
    - (b.) Affirmative Action Plan
    - (c.) Employee Code of Conduct
    - (d.) Drug Free Work Place
    - (e.) Organizational Structures of foundation
    - (f.) Safety Handbook
    - (g.) Fringe Benefit Package Plans



## **EMPLOYEE CLASSIFICATION:**

### **A. Permanent Full-Time Position:**

Permanent Full-Time Position requires a normal week of forty (40) hours for a twelve (12) month period. This position entitles employees to all benefits of the foundation after completion of a ninety (90) day probationary period.

### **B. Permanent Part-Time Position:**

Permanent Part-Time Position requires at least a twenty-four (24) hour week for a twelve (12) month period. This position is not considered to be of a temporary nature. Permanent Part-Time employees will accrue annual leave and sick leave on a basis proportionate to the hours they work. This position entitles employees to all benefits of the foundation after completion of a ninety (90) day probationary period.

### **C. Temporary Full-Time Position:**

Temporary Full-Time Position is established for a limited period of time (and/or coincides with foundation's contract which is or can be less than a twelve (12) month period of time. Temporary employees such as Head Start employees who work less than twelve (12) consecutive months may be temporarily laid-off and be reinstated without the need to re-apply and be re-interviewed. This will be subject to past satisfactory performance. Temporary Full-Time employees must work at least twenty-four (24) hours per week to be eligible for benefits of the foundation. These employees are not eligible for annual leave but are eligible for sick leave benefits on a basis proportionate to the hours they work.

## CONDITIONS OF EMPLOYMENT:

### A. Criminal Record Check

1. Head Start/Early Head Start and Transit program applicants are subject to a Criminal Record Check prior to employment.

### B. Probation:

1. All new staff members will serve a three (3) calendar month probationary period. During such period, DELTA or the individual may terminate the employment relationship without showing detailed cause. Such termination is not subject to appeal unless the individual alleges discrimination.

PLEASE NOTE: Any employee may be terminated at any time during a probationary period should it be determined to be in the best interest of the foundation; the employee is not showing sufficient improvement in job performance, or the employee is not complying with foundation policy or meeting foundation's expectations.

2. Each probationary employee will be evaluated monthly by his/her immediate supervisor using the program's Employee Evaluation Form and where needed, amplification by further written comment. Each report will include recommendation as to whether or not the employee should be retained, potential for continued growth and value to the foundation. These reports shall be submitted to the Executive Director/Project Director. After review, evaluation will be forwarded to the Personnel Office to be filed in employee's personnel folder.
3. Probationary employees will be advised as to their employment status after the completion of their ninety (90) day probationary period.

## **POSITIONS, COMPENSATIONS AND SALARIES:**

The foundation will maintain a wage comparability study which will be upgraded periodically.

### **A. Policy Statement:**

1. Foundation employees will be compensated at rates consistent with those paid by comparable agencies within the community whenever adequate funding exists to do so, and whenever the rate for a specific position has not been previously established by a Federal or State grantor. The comparability study will be reviewed annually and completed prior to preparation of the refunding application.

### **B. Job Description:**

1. Job Descriptions will be published for each job position within the foundation. Job descriptions must include the following:
  - (a.) Title of Position
  - (b.) Supervision Received
  - (c.) Duties and Responsibilities
  - (d.) Qualifications
  - (e.) Exempt or Non-Exempt Status

### **C. Compensation:**

Compensation will be in accordance with prescribed State or Federal salary scales where they exist. Where no State or Federal salary wage scale is in force, the foundation will establish a salary schedule commensurate with prevalent local rates.

1. No employee will receive less than the Federal Minimum Wage Standard.
2. In-grade increases will be dependent on the availability of funds.
3. New employees will receive pay specified for the first step in the grade level for this position.
4. The foundation will maintain a standardized salary/wage schedule. This schedule will be made available to all employees.

D. **Salary and Wage Changes:**

Dependent on the availability of funds, the employees may be granted an in-grade pay increase after the first year of satisfactory performance. Such pay increases will be specified by the appropriate salary schedule. Annual in-grade increases are not automatic but based on the employee's record of performance and evaluation by supervisors.

All periodic (step) increases will be in accordance with prevailing practice in comparable local, public, and/or private non-profit agencies.

## Performance Evaluation:

- A. A performance evaluation is designed to let the employee know if the employer's expectations and job responsibilities are being met at a satisfactory level. It provides supervisors the knowledge and opportunity to recommend changes and acknowledge good job performance. The spirit of the evaluation is to promote personal growth and professional development. Performance evaluations will be conducted for permanent, temporary, and part-time employees.
- B. Written performance evaluations of each new employee will be completed by the immediate Supervisor/Project Director at the end of the probationary period. The Supervisor/Project Director and employee will discuss the evaluation, and the Supervisor/Project Director will counsel the employee on areas needing improvement to insure that the employee clearly understands what is expected of the position. New employees receiving unsatisfactory evaluations at the end of their probationary period may be terminated on the basis of the evaluation.
- C. All employees will be evaluated annually.
- D. Anniversary date is defined as the first day employed by the foundation.
- E. Each evaluation will be reviewed by the Project Director and the Executive Director. The employee being evaluated will have the opportunity to comment upon and sign his/her evaluation.
- F. An employee whose work performance and evaluation is below an acceptable standard shall be counseled by their Project Director/Executive Director who will establish a realistic and acceptable expectation of performance for the employee which will be given to him/her in writing. It shall be understood by both parties that a second formal evaluation shall occur in six (6) months after the unfavorable performance evaluation.
- G. All evaluations shall be made a permanent part of the employee's personnel file.
- H. Any permanent employee dissatisfied with the evaluation may appeal through the established appeals procedures. The appeal does not apply to new employees during their probationary period.
- I. If permanent employees feel the negative evaluation is the result of discrimination, the appeal should follow the procedure established in the Affirmative Action Plan.
- J. While formal evaluations will be written using established procedure and format, informal evaluations shall be an on-going process via oral discussion with the employees.
- K. Employee and Project Director must sign the evaluation before the evaluation becomes official.

## PERSONNEL RECORDS AND PRIVACY:

### A. Personnel Action:

1. No action shall be authorized unless the standard form, Payroll Status Form, has been duly authorized and approved through a signature of the Executive Director and Project Director. This includes fiscal matters, promotions, transfers, and disciplinary action.
2. Any personnel action taken shall be made a part of the employee's personnel record, and each employee shall receive a copy of any personnel action taken.

### B. Personnel Record:

1. A personnel record file for each employee will be maintained centrally by DELTA. Each file will contain the complete history of the person's employment with DELTA starting with the application of employment and including all subsequent actions.
2. The individual personnel file will be regarded as confidential material and will be treated as such. Only authorized personnel shall have access to locked files as detailed in Section D, below.
3. Change of address, telephone number, and/or family status (births, marriage, death, divorce, legal separation, etc.) must be reported immediately to the Personnel Office in writing, via Payroll Status form, as an employee's income tax status and group insurance may be affected by these changes.
4. Access to personnel files is restricted to Executive Director, Personnel Officer, and/or the Program Director. Personnel files are the property of the foundation and may not be removed from the personnel department.
5. Requests for information from the employee files received from outside the foundation, including requests for references on former employees, will be directed to the appropriate Supervisor/Project Director or the Executive Director.

C. **Personnel File Content:**

1. When an employee is hired by the foundation, a personnel file will be established containing the following:
  - (a.) Application for Employment and related hiring documents, such as resumes, reference checks, interview documents, etc.
  - (b.) Affidavit of Employment
  - (c.) Employee's signed Code of Conduct
  - (d.) Withholding Exemption Certificate
  - (e.) Drug Free Workplace Plan
  - (f.) Payroll Status Form
  - (g.) Job Description (exemption/non-exemption status)
  - (h.) Employee Evaluation Form
  - (i.) Any other information dictated by funding source

Employment Verification Form (I-9), Insurance enrollment forms, time and attendance/leave records will be kept in separate confidential filing locations within the Human Resource Department. With the exception of the Senior Nutrition Program time and attendance/leave records will be confidentially maintained at their Program Office in Duncan.

D. **Examination of an Employee's Personnel File:**

Inspection of an employee's personnel file may be allowed at reasonable times during office hours under the following conditions:

1. **Employee** - Employees may request to review any specific item placed in their file upon prior notice to the Personnel Officer or representative present. Employees are restricted from obtaining the entire personnel folder in their possession. Employees may obtain a copy of documents in their file. The foundation may charge employees for all copies made.
2. **Supervisory Staff** - Supervisors may examine active and separated employees files on a "need to know" basis.
3. **Government Inquiries** - The foundation will cooperate with Federal, State, or local government agencies investigating an employee if the investigators furnish proper identification and proof of legal authority to investigate. However, the foundation may permit a government investigator to review a personnel file in the presence of a Personnel Officer or representative on foundation premises, but the investigator will not be allowed to remove or reproduce this information without the written consent of the Executive Director.

4. Information Requests and Employee References - If employee wishes the foundation to verify information requested by outside sources for credit or other purposes, a release form with the employee's signature must accompany the request.
  
5. Employment References on Former Employees - Employment references on former employees will be provided by Executive Director, Personnel Officer, Project Director, or supervisor as follows:
  - (a.) References With Written Approval:  
Salary history and job chronology may be released with written approval of the employee or ex-employee. This information will be released in writing and a copy retained in the employee's personnel file.
  
  - (b.) Telephone Inquiries:  
Information will be verified by Personnel Officer via telephone (after a reasonable caller identification) but will be limited to the following:
    - Date of hire and date of separation
    - Job title(s)
    - Confirmation of salary stated by caller
  
  - (c.) Written Inquiries:  
If the request for information is in writing, salary information will be verified in addition to the above. This verification will be in writing and a copy retained in employee's file.



## ATTENDANCE CONTROL:

Attendance Control is designed to provide a method to control employee attendance and maintain efficient operations. Every employee has the responsibility to maintain a good attendance record.

Supervisors will exercise the primary management-level responsibility to control employee attendance. Excessive employee lateness and/or absences are undesirable performance factors and will be monitored by supervisors according to the procedures defined below:

1. Advance Notices - Supervisors will require employees to give advance notice, when possible, of lateness or absence. If advance notice is not possible, notification by telephone must be given by the employee to his/her supervisor.
2. Timing of Notice - Notification calls should be made before the start of the employee's assigned shift or as soon as possible thereafter.
3. Employees to Maintain Contact - Supervisors will require employees to maintain contact for the period of absence beyond one day, unless employee has provided a doctor's certification covering a specified period.
4. Absence Without Notice - After three (3) consecutive working days of absence without notice, the employee will be terminated. The employee will be eligible for reinstatement only if exceptional circumstances explain why the employee could not have called. This decision will be at the discretion of the Executive Director.
5. Scheduling Absences – Employees who must be absent for personal reasons or medical appointments must notify supervisor, if known, in advance.
6. Performance Appraisal - Employee attendance will be evaluated by each supervisor in connection with employee performance appraisals. The records of employees with attendance problems will be reviewed more frequently and will be addressed on their employee evaluation.
7. Foundation Action - Chronic absenteeism, lateness, or other unusual infractions of attendance can be cause for termination.

## WORK SCHEDULES AND PAYROLL:

### A. Work Schedule:

1. All permanent full-time employees will work an eighty (80) hour pay period. Permanent part-time employees are required to work at least a forty-eight (48) hour pay period. The workday for all DELTA offices, centers, and programs that operate on a full-time basis will cover the eight (8) hour period of 8:00 a.m. - 5:00 p.m. with lunch hour being 12:00 p.m. through 1:00 p.m. Each Project Director or Executive Director shall ensure all employees comply with the established workday hours.
2. With regard to Head Start center personnel, some staff will arrive early and leave early or arrive late and leave late to accommodate extended schedules and allow for home visits, etc.
3. The normal work week will consist of five (5) consecutive days, with the exception of some hourly employees.
4. Employees are expected to report to work on time and to be regular in attendance.
5. A tour of duty shall constitute an employee's standard daily work schedule.
6. All employees have a responsibility to report to their supervisor if they will be late to work or unable to get to work as scheduled. Unless a sufficient and acceptable reason for being late or absent can be provided, there is the possibility of being in a non-pay status.
7. Continued violation of the work schedule will lead to disciplinary action or termination.
8. All unauthorized absences by employees will be thoroughly investigated by the appropriate Project Director and documented.

**B. Payroll**

1. Pay periods are semi-monthly
2. There are twenty-four (24) pay periods in a calendar year.
3. Time and Attendance Reports will be compiled by each staff member on a daily basis, but submitted on a pay period basis.
4. Time and Attendance Reports will be signed by each employee, and the appropriate Project Director, supervisor, or Executive Director will certify the time reported as accurately reflecting hours worked by signing the report.
5. Payroll checks will be issued no later than the fifth (5) working day following the close of the pay period. Checks that are mailed to employees within the five-day period but have not been received by an employee will require an additional two days before stop payment on said check can be made and reissuance of replacement check.
6. Payroll checks will not be released to anyone other than the employee unless the employee personally authorizes the release to someone else in writing.
7. Payroll functions are the responsibility of the Accountant.

**C. Deductions:**

1. Payroll deductions are of two (2) types:
  - (a.) Mandatory (Federal, State and social security taxes and court ordered garnishment).
  - (b.) Voluntary (Upon written authorization of employee) dependent health/dental insurance, pension plan, etc.

**D. Overtime:**

1. Employees subject to the provisions of the Fair Labor Standards Act (FLSA), as amended, (non-exempt employees) will be paid overtime for all hours worked in excess of regular hours worked in a work week at a rate not less than 1-1/2 times the employee's regular rate of pay. Project directors will not permit overtime to be worked by non-exempt employees without proper written authorization.
2. DELTA shall have two (2) categories of employees for the purpose of overtime and compensatory time, and they shall be exempt and non-exempt.

- (a.) An exempt employee is an individual who is exempt from receiving pay or compensatory time for any overtime which may be earned. Exempt employees meet specific tests established by the FLSA and state law and are exempt from overtime pay requirements.
- (b.) Non-exempt employees will be all other employees who fall under the direct or indirect supervision of Project Directors or Executive Director. Non-exempt employees do not meet FLSA exemption tests. Non-exempt employees will receive compensation for each hour worked in excess of regular hours worked.

E. Compensatory Time:

1. Employees subject to provisions of the FLSA may be compensated for overtime by being granted leave in the form of compensatory time off, subject to the following conditions as defined below:
  - (a.) Non-exempt employees will not work more than their **regular scheduled hours** without the written permission from their Supervisor or Program Director.
  - (b.) Non-exempt employees must use all compensatory time by the end of the pay period in which time was earned, if possible.
  - (c.) Compensatory time cannot be accrued if employee is off work due to illness, annual leave, etc., during the week of accrued compensatory time.

## EMPLOYEE BENEFITS:

### A. Annual Leave:

1. Annual Leave rates are earned in the following manner:
  - (a.) One (1) to three (3) years with the foundation - one (1) day per month, (Permanent full-time employees).
  - (b.) Three (3) or more years - 1-1/4 days per month. (Permanent full-time employees).
  - (c.) One (1) to three (3) years with the foundation - five (5) hours per month. (Permanent part-time employees).
  - (d.) Three (3) or more years - six (6) hours per month. (Permanent part-time employees).
  
2. Annual Leave Policies
  - (a.) Annual leave is authorized for use by employees for vacation, personal and/or family business and for other matters requiring absence from duty.
  - (b.) Annual leave must be requested in writing, submitted to Program Director/Executive Director and authorized in advance.
  - (c.) Employees are permitted to accumulate annual leave within certain limitations. Thirty (30) working days is the maximum number of accumulated days of leave that can be carried over from year to year. Thirty (30) working days is the maximum for which lump sum payments can be paid when an employee becomes no longer employed by the foundation.
  - (d.) Holidays occurring during the time of annual leave WILL NOT be charged against such leave.
  - (e.) Should an employee become ill during the period of annual leave, he/she may be charged with sick leave rather than annual leave provided he/she has certification from a physician if sick for three or more days.
  - (f.) Employee may only accrue annual leave while employed within the Delta Community Action Foundation, Inc.

**B. Sick Leave:**

1. Sick Leave rates are earned in the following manner as defined below:
  - (a.) One (1) to three (3) or more years with the foundation - One (1) day per month. (Permanent full-time employees).
  - (b.) Three (3) or more years - 1-1/4 days per month. (Permanent full-time employees).
  - (c.) Permanent part-time employees (to include Head Start) who work at least twenty-four (24) hours per week will earn sick leave on a basis proportionate to the hours worked.
  
2. Sick Leave Policies:
  - (a.) Sick leave will not be earned when an employee is on an extended leave "with pay" status, "without pay" status or suspension.
  - (b.) There shall be a ceiling on the accumulation of sick leave at 720 hours (90 days).
  - (c.) Illness extending beyond accrued sick leave will be charged against earned annual leave, compensatory time, or leave without pay. Should an employee exhaust his/her sick leave, annual leave, and compensatory time, then earned accrued annual time from DELTA employee(s) for up to thirty (30) working days may be donated. This leave can only be donated to employees who are off sick with no other form of paid leave. In any event, if the illness qualifies as a serious health condition under the Family and Medical Leave Act, the employee will be granted leave through sick leave, annual leave, compensatory time, or leave without pay, for a period of up to twelve (12) weeks during any twelve-month period. Should employee exhaust all of the above, employee may be terminated or be granted a leave of absence for a period not to exceed ninety (90) calendar days. This must be approved by the Executive Director, but will not ensure re-employment.
  - (d.) Donated leave can only be used for employees who are off due to illness and are not in a "paid leave" status.
  - (e.) Employees are required to report their absence from duty due to illness (or any reason necessitating use of sick leave) to their immediate supervisor by the time they would normally be reporting for duty or as soon as possible. All sick leave will be reported to the Personnel Officer via a time sheet.

- (f.) Anticipated request for sick leave, i.e., surgery, dental treatment, etc., covering three or more consecutive working days, must be accompanied by a physician's certification. Pre-scheduled sick leave, medical/dental appointments, treatments or prolonged convalescence should be requested at least twenty-four (24) hours in advance.
- (g.) No payment shall be made for unused earned sick leave at termination of employment.
- (h.) Any employees absent for three or more consecutive working days due to illness are required to present a physician's statement to their supervisor before returning to work.

C. **Administrative Leave:**

- 1. Administrative leave is defined as absence at no charge to an employee's earned leave. Conditions by which employees are excused from duty without charge to their leave are:
  - (a.) To attend meetings, conferences, workshops and seminars, hazardous weather or road conditions, or training and career development.
  - (b.) An employee may also be placed on Administrative Leave with or without pay at the total discretion of Executive Director.

D. **Family & Medical Leave Act:**

- 1. The purpose of the Family Medical Leave Act (FMLA) is to enable employees in receiving up to twelve (12) weeks away from work within a twelve consecutive month period to attend specified family and medical needs with job protection and no loss of accumulated service. This policy applies to employees who have worked for the foundation twelve (12) consecutive months prior to request. DELTA works in accordance with state and federal FMLA guidelines.
- 2. Eligible employees may be granted up to twelve (12) weeks of un-paid leave per year for the following:
  - (a.) New born or newly-adopted children - Eligible employee may request a leave of absence to provide care for a child following the child's birth, adoption, or foster placement in the employee's home. This leave must be taken within a year after the child is born, adopted or placed in the employee's home.

- (b.) Illness of a family member - Employee may request a leave of absence to provide care for a child, parent, or spouse who has a serious health condition.
  - (c.) Illness of an employee - Employees may also request a leave of absence if they are unable to work due to their own serious health condition.
3. Earned annual and sick leave benefits must run concurrent to the unpaid family and medical leave of absence. No loss of seniority will occur while the employee is on this leave of absence. Employees must pay their portion of the cost of their group health and life insurance premiums and other fringe benefits the employee has instructed to be payroll deducted.
4. FMLA leave is not a separate type of leave and it is not accrued or accumulated.
5. Whenever possible, employees must schedule family medical leave to accommodate the needs of the foundation if the need for leave is foreseeable and it is medically feasible to do so. Employees are required to provide reasonable advance notice and must submit a request for leave form describing the reason for the leave and indicating the type(s) of leave the employee is requesting. If it is impossible for an employee to give advance notice, the request must also include a description of why it was impossible to do so.
6. Definitions:
- (a.) Child:  
Person under eighteen (18) years of age who is employee's biological, adopted, step-child, foster child. Can also include child in legal custody of employee.
  - (b.) Parent:  
Biological, adoptive parents, stepparents, legal guardians, spouse's parents.
  - (c.) Spouse:  
A legal marital relationship
  - (d.) Serious Health Condition:  
An illness, injury, impairment, physical or mental condition serious enough to involve hospitalization, in-patient care in a residential health care facility, or continuing treatment or supervision by a health care provider. The foundation requires appropriate medical certification before FMLA is granted.



7. Procedure:

- (a.) A Family and Medical Leave of Absence (FMLA) form must be completed requesting family and medical leave of absence and submitted to the Personnel Officer thirty days prior to commencement date, except when medical conditions make such a requirement impossible.
- (b.) When the leave is to care for a sick child, parent or spouse, the requesting employee must submit a letter signed by a physician that states the date the illness or condition began; the probable duration of the condition; the estimated time the employee will need to care for the family member; and a statement that the illness or condition requires the participation of a family member.
- (c.) When the leave is for planned medical treatment, the employee must attempt where possible to schedule the treatment so as not to disrupt foundation operations.
- (d.) When the leave is for the employee, the employee must submit appropriate medical certification.

8. Reinstatement:

- (a) Upon return from a family and medical leave of absence, the employee will be reinstated in the following priority of position reassignment:
  - (i.) Prior position.
  - (ii.) A comparable position for which the employee is qualified.
- (b) Employees on FMLA must notify their supervisor at least two weeks prior to end of leave to inform the foundation of availability to return to work. The foundation will require appropriate medical certification before an employee returns to work.
- (c) An employee's failure to return from leave, or failure to contact his/her supervisor on the scheduled date of return, will be considered a voluntary resignation.

EXCEPTIONS: If employee on leave of absence is a salaried employee and is among the highest paid ten percent of the foundation, and keeping the job open for the employee would result in substantial economic injury to the foundation, reinstatement to the position may be denied. The employee will be given an opportunity to return to work in a different job.

**E. Maternity Leave:**

DELTA works in accordance with state and federal Maternity Leave guidelines.

1. The purpose of maternity leave is to enable employees in receiving an extended time away from work due to pregnancy medical related issues and birth of a child. This policy applies to permanent full-time, part-time, and temporary full-time employees.
2. Maternity leave is leave without pay granted for maternity reasons for a period of time to be determined by attending physician. The employee must use accrued annual leave or sick leave, but no advance leave will be authorized for this purpose.
3. Unless the employee on leave has informed her supervisor she does not intend to return to her original position, any replacement for said employee would be on a temporary basis only.
4. An employee will be given the option of authorizing from her last salary, prior to the beginning of her maternity leave, deductions to pay health insurance costs and all other fringe benefits she has payroll deducted for the period of temporary disability.

**F. Unauthorized Leave:**

1. An employee who is absent from duty without approval shall receive no pay for the duration of absence and shall be subject to dismissal or other appropriate disciplinary action. It is recognized that there may be extenuating circumstances for unauthorized absence and due consideration shall be given each case. Failure of an employee to report to work at the expiration of an authorized leave or to request an extension of such leave shall be considered an absence without leave and subject to appropriate disciplinary action as determined by the Project Director in consultation with Executive Director.

**G. Leave Without Pay:**

1. This type of leave may be granted at the Project Director or Executive Director's sole discretion only at the employee's request and be used irrespective of whether the employee has annual or sick leave to his/her credit. Time off during normal duty hours not chargeable to any of the other leave categories will be charged to leave without pay. All leave without pay will recorded in the appropriate section of the time sheet.

2. Absence without leave is any absence of an employee without proper notification of his/her supervisor. However, when an employee fails to notify his/her supervisor that he/she will be late to work or absent from work and later appears and requests another type of leave at this time, the supervisor should use discretion in making a determination.
3. No type of earned leave can be taken in the same pay period for which it was earned.

H. **Emergency Leave:**

1. Emergency Leave may be granted without advance notice. It may be granted for a death in the immediate family or if an immediate family member has suffered a serious injury. This leave may be up to three (3) days for death in immediate family (in-state) and five (5) days for death in immediate family (out-of state) which will be determined by the Program Director or Executive Director.
2. Immediate family is as defined below:

Parents	Children
Spouse	Spouse's Parents
Brother/Sister	Spouse's Brother/Sister
Grandchildren	Spouse's Grandchildren
Grandparents	Spouse's Grandparents
Son-In-Law	Daughter-In-Law

I. **Military Leave:**

Delta will follow the Uniformed Services Employment and Reemployment Rights Act. All Military Leave will be granted in accordance with Federal and State laws in effect at the time the action takes place.

REEMPLOYMENT

Employee has the right to be reemployed by Delta if employee leaves job to perform service in the uniformed service and:

- A. Employee ensures that Delta receives advance written or verbal notice of call to service for active duty;
- B. Employee has five years or less of cumulative service in the uniformed services while with Delta;
- C. Employee returns to work or apply for reemployment in a timely manner after conclusion of service; and
- D. Employee has not been separated from service with a disqualifying discharge or under other than honorable conditions.

If employee is eligible to be reemployed, employee will be restored to the job and benefits employee would have attained if employee had not been absent due to military service or, in some cases, a comparable job.

**MILITARY SERVICE - HEALTH INSURANCE PROTECTION**

If employee leaves job to perform military service, employee has the right to elect to continue existing Delta health plan coverage for employee and their dependents for up to 24 months while in the military.

Even if employee doesn't elect to continue coverage during military service, employee has the right to be reinstated in Delta's health plan when reemployed, generally without any waiting periods or exclusions (e.g., pre-existing condition exclusions) except for service-connected illnesses or injuries.

J. Jury Duty Leave:

1. Leave with full pay, less that paid for jury services, will be granted for those days on jury duty. The employee must provide verification for jury duty and jury pay. This provision applies to all DELTA employees.

K. Court Leave:

1. If an employee is summoned to appear in court as a witness on behalf of the United States, or a political sub-division thereof, or on behalf of DELTA, leave of absence with full pay will be granted.
2. Verification from the court must be provided.
3. Court leave for personal matters will be charged against annual leave, compensatory time, or leave without pay, and must be requested in advance.

L. Holidays:

1. The following days shall be observed as official paid holidays for eligible DELTA personnel:  
NEW YEAR'S DAY  
MARTIN LUTHER KING JR'S BIRTHDAY  
PRESIDENT'S DAY  
MEMORIAL DAY  
INDEPENDENCE DAY  
LABOR DAY  
COLUMBUS DAY  
VETERAN'S DAY  
THANKSGIVING DAY  
CHRISTMAS DAY
2. In order to receive pay for a legal holiday, an employee must be in a work or paid leave status the workday immediately preceding and immediately following the holiday.
3. Holidays occurring within the period of authorized leave will not be charged to earn leave time.
4. If a holiday occurs on Saturday, the preceding Friday will be observed; if on Sunday, the following Monday will be observed.

**M. Fringe Benefits:**

1. Only permanent full-time and permanent part-time employees are eligible to receive full fringe benefits offered by the foundation. Temporary full-time employees such as Head Start employees are eligible for all benefits with the exception of annual leave.

**N. Unemployment Insurance:**

1. Unemployment is paid by the foundation as required by law.

**O. Health, Dental and Life Insurance:**

1. DELTA shall provide funds as may be available for basic medical, and life insurance coverage for permanent full-time, permanent part-time, and temporary full-time (Head Start) employees, subject to insurance contract requirements, and the employee has fulfilled the foundations probationary ninety (90) calendar days probationary period. Employees are required to contribute to their medical insurance if employee chooses medical coverage. Employees may choose to decline medical coverage if he/she so desires
2. An employee on an extended leave of absence without pay shall not be covered by DELTA provided health insurance nor dependent coverage unless such coverage is required by the Family and Medical Leave Act. Provisions must be made by the employee in writing to the Personnel Officer for payment of insurance coverage prior to beginning FMLA leave.
3. Dependent coverage shall be available at the employee's option and expense as a payroll deduction.
4. Dental insurance coverage shall be available at the employee's option and expense. Dental insurance premiums will be an employee payroll deduction.
4. Life insurance premiums for all eligible employees will be paid by the Foundation. Employees who meet the condition of enrollment in a current group health insurance coverage with the Foundation's current health care provider or spouse group coverage, Medicare, Tri-Care, or coverage through the Indian Nation will be eligible. If the employee chooses to not participate in any group health coverage, life insurance premiums will not be provided.
5. Employees who leave DELTA's employment may through COBRA elect to continue coverage at their own expense.

**P. Worker's Compensation Insurance:**

1. All employees shall be covered by Worker's Compensation Insurance for injuries incurred on the job.
2. All on-the-job injuries must be reported to the supervisor immediately. If an immediate report is not feasible, it is the responsibility of the supervisor to investigate thoroughly all reports of on-the-job injuries. A written report of all such investigations must be made and will be included in the employee's HIPPA file and forwarded within twenty-four (24) hours to DELTA's safety officer, who will forward a report to the appropriate insurance carrier.

**Q. Short-Term Disability:**

1. Short-Term Disability insurance will be available to each permanent full-time, permanent part-time, and temporary full-time employee after serving their probationary period. Coverage shall be at the employee's option and expense.

**R. Social Security/Medicare:**

1. Social security and Medicare will be paid by both the employee and the foundation as required by law.

**S. Pension Plan:**

1. Eligibility:
  - (a.) Any eligible employee will be able to participate in the employee retirement plan if employee has satisfied the service and age requirements specified below.  
The current requirements are:  
No age limitations  
Fulfillment of ninety (90) day probationary period.  
Permanent full-time, part-time, and temporary full-time employees who work a minimum of twenty-four (24) hours per week are eligible.
2. Employee Matching Contributions:
  - (a.) The employee contribution to the retirement plan will be a payroll deduction. The foundation will match the employee percentage of contribution to 5%. The employee at his/her discretion may contribute in excess of his/her matching amount not to exceed IRS regulations.

3. Vesting Schedule

<u>Years of Service</u>	<u>Vesting Percentage</u>
0-1	0
2	20%
3	40%
4	60%
5	80%
6	100%

4. Employees are immediately 100% vested in their employee contributions to the retirement plan.
5. Employees (after serving ninety (90) calendar day probationary period) at age 65 or over, are 100% vested in all contributions to the retirement plan. All employees with six (6) years of participation in the retirement plan are 100% fully vested in all contributions.
6. In the event of death or permanent disability, an employee participating in the retirement plan will be considered 100% vested in all contributions.
7. On the date of employee termination, employee vesting will cease and be locked in at that percentage.



## **EMPLOYEE EXPENSES:**

### **A. Travel Expenses:**

1. Within budget limitations, job related travel expenses, to include Foster Grandparent volunteers, will be paid subject to the authorization of the Executive Director and/or Project Director. Travel and per diem payments may not exceed the limits established by the board, subject to limitations of the fund-source and/or United States Government standard travel regulations.

### **B. Types of Travel/Procedure for Requesting Travel:**

1. Local Travel: Local travel constitutes traveling within the source area not requiring overnight stay. Local travel forms should be completed at the end of each month and forwarded through supervisory channels to the Accountant for payment within two days after the end of each month. All expenditures should be itemized by date. Beginning and ending odometer readings should be furnished for each segment of travel, along with points visited each day. Claims not timely filed will not be processed until the next regular processing period. Incomplete claims will not be processed. In addition, employees may be reimbursed for local parking. Parking claims should be listed separately on the travel statement and should be accompanied by validated parking tickets. Parking claims will not be honored without tickets. Local travel claims submitted by staff will be approved by their Supervisor, Project Director or Executive Director. Local travel shall be reimbursable not to exceed U.S. Government standard and current funding agency travel regulations. When deemed feasible and for budgeting reasons, the Executive Director may impose restrictions upon the aggregate number of miles traveled by staff.
2. Out of Town/State Travel: Employees may request mileage and per diem travel advancements via "Request To Travel" form for travel which is not of daily or routine nature or within the immediate geographical area. Per diem will be payable to all employees having official approval for out of town/state travel not to exceed the U.S. Government standard and/or current funding source agency travel regulations. Employees will be required to furnish hotel or motel receipts for lodging, etc. Upon completion of the trip, employees will fill out the required forms along with supporting documentation and make necessary adjustments.

C. **Air Travel:**

1. All domestic air travel will be coach class.
2. Executive Director or Project Director will select the carrier based on a combination of service available and rate structure. Travel arrangement should be made as far in advance as possible to take advantage of the most economical rate.
3. If there are penalties associated with changing reservations, the foundation will pay for these, provided the foundation required change or the change was beyond the control of the employee or benefits the foundation.

D. **Automobile Expenses:**

1. Employees using their personal automobiles in connection with authorized job responsibilities will be reimbursed on an established mileage rate authorized by the Board. Such reimbursement will not exceed the cost of commercial airfare for the same trip.
2. All employees using their personal automobiles for the purpose of transporting passengers or supplies of official DELTA business are required to carry, at the employee's expense, public liability and property damage insurance at the minimum required by law.

E. **Rental Car:**

1. The use of a rental car can only be authorized by the Executive Director.
2. If rental cars are retained over a weekend, such expenses are personal, except when used to travel on a weekend for foundation business.
3. Rental charges must be supported by a receipt.
4. Any employee authorized to use a rental car must possess a valid Oklahoma drivers license.
5. Any employee authorized to use a rental car must provide insurance at the minimum required by law, at the foundation's expense.

**F. Travel to and from Terminal:**

1. Travel to and from airport terminals will be by the least costly method available consistent with business requirements; e.g., airport bus or limousine, taxi, air commuter, or personal automobile (including parking or storage fees). On trips of more than one day's duration, long-term parking must be used and receipts must be attached to the expense report.

**G. Lodging:**

1. Employees lodging expense will be provided by foundation when traveling on foundation business.
2. Lodging expenses will be paid at rate approved by the funding source.
3. All incidentals (telephone charge, meals ordered, etc.) will be at the expense of the employee.

**H. Laundry and Valet:**

1. All laundry and valet costs will be at the expense of the employee.

**I. Insurance – Travel:**

1. Travel insurance purchased by an employee will be at the expense of employee.

**J. Telephone:**

1. Any charges incurred for telephone usage will be at the expense of employee.

## **EMPLOYEE CONDUCT:**

### **A. Purpose:**

To define the foundation's policy regarding standards of personal conduct to be maintained by the foundation employees. Any violation of this section may be grounds for immediate termination as dictated by Executive Director.

### **B. General Rule of Conduct:**

Every employee of the foundation will conduct himself/herself in a manner as to be a credit to the foundation.

### **C. Breaches of Standards of Conduct:**

1. The following is a partial list of breaches that may be immediate grounds of termination:
  - (a.) Falsifying employment application, time and attendance, daily activity travel, or personnel, or other foundation documents or records.
  - (b.) Unauthorized possession of foundation or employee property, gambling, carrying weapons or explosives, or violating criminal laws on foundation premises.
  - (c.) Fighting, throwing things, horseplay, practical jokes or other disorderly conduct which may endanger the well-being of any employee or foundation operations.
  - (d.) Engaging in acts of dishonesty, fraud, theft, or sabotage.
  - (e.) Threatening, intimidating, coercing, using abusive or vulgar language, or interfering with the performance of other employees.
  - (f.) Insubordination or refusal to comply with instructions or failure to perform reasonable duties which are assigned.
  - (g.) Unauthorized use of foundation material, time, equipment or property.
  - (h.) Damaging or destroying foundation equipment through careless or willful acts.
  - (i.) Conduct which the foundation feels reflects adversely on the employee or the foundation.

- (j.) Unsatisfactory performance, which in the foundation's opinion, does not meet the requirements of the position.
- (k.) Engaging in such other practices as the foundation determines may be inconsistent with the ordinary and reasonable rules of conduct necessary to the welfare of the foundation, its employees or clients.
- (l.) Negligence in observing fire prevention and safety rules.
  - Other circumstances for which the foundation feels that corrective action is warranted. This list is intended to be representative of the types of activities which may result in corrective action. It is not intended to be comprehensive and does not alter the employment "at will" relationship between employees and the foundation.

**D. Attitude:**

One primary function of the foundation is to be of service to the community. Therefore, it is vitally important that all employees project to the community a friendly attitude and a feeling of concern. It is desired that each employee will be an ambassador for the program and will conduct himself/herself in such a manner so as not to bring reproach upon himself/herself or the foundation.

**E. Standard of Dress and Personal Appearance:**

Employees will be expected to dress in a professional manner appropriate to their position and proper in respect to specific occasions. The nature of the foundation is such that employees dress and conduct should serve as a model for the client and community. The determination of appropriate dress shall be within the sole discretion of the Project Director and/or Executive Director.

1. The Project Director or Executive Director is responsible to evaluate the dress and appearance of employees under their supervision. If an employee is not dressed appropriately, the following steps should be taken:
  - (a) On the first occasion, an oral warning should be given to the employee, and the foundation's dress and appearance standards should be reviewed with the employee.
  - (b) On the second occasion, the employee should be sent home to change clothes immediately as well as given a written warning.
  - (c) Further violations may result in termination.

**F. Confidential Information:**

1. Discussion of confidential aspects of the foundation or disclosure of salary or other confidential matters whether to another employee not entitled to the information or to a person outside the foundation without specific written approval of the Executive Director is prohibited.
2. Employees will not disclose any information which is of a confidential nature about clients or employees to unauthorized personnel.
3. Federal and/or State government instructions regarding confidentiality of client information shall be adhered to at all times.
4. Failure to adhere to the above policy at any time will be grounds for disciplinary action up to and including termination.

**G. Relations with Others:**

1. Employees shall treat respectfully differences of opinions between themselves and their colleagues. Employees should express their complaints and dissatisfactions only to their supervisors or to the Executive Director so as not to create dissension among fellow employees. Wherever possible employees will attempt to settle differences, disputes, etc., among themselves in a respectable and professional manner.
2. Employees shall treat all colleagues and clients without discrimination. Evidence of discrimination on the basis of race, color, age, religion, national origin, handicap, political affiliation, or sex is strictly prohibited.
3. Employees shall act as to support rather than to obstruct colleagues in fulfillment of their responsibilities.
4. Employees shall respect the privacy and the human dignity of all persons with whom they have contact.
5. Each employee of the foundation shall, among other things, perform all duties assigned to him/her in a manner that will:
  - (a.) Maintain loyalty to the foundation.
  - (b.) Uphold with integrity the relations of trust and confidence imposed in him/her as an employee of foundation.

- (c.) Give ready responses to and enthusiastically comply with the directions and instructions of his/her immediate supervisor in the service of the foundation.
- (d.) Show courtesy, cooperativeness, diligence, and tact in dealings with fellow workers and the general public.
- (e.) Give full, efficient, and industrious service so as to promote economical and effective accomplishment of foundation's goals and objectives.

**H. Limitations on Employees and Conduct:**

1. Employees should be aware of the following limitations which affect them:
  - (a.) Employees are expected to maintain standards of conduct both on and off duty that will not reflect poorly on the foundation. In this connection, the use of intoxicants on the job site, during normal work hours and excluding personal time, will not be tolerated. Violation of this policy will be considered cause for immediate termination. If the employee is under physician care with use of significant prescription pain medication, he/she should contact their supervisor for work instruction as not to cause themselves, coworkers or clients possible harm.
  - (b.) All employees shall be required to meet their financial obligations at the time and in the manner which they have contracted to pay them.
  - (c.) The foundation is not responsible or accountable for loss or theft of personal property of employees.
  - (d.) Employees shall be responsible for loss of foundation monies or property for which they are responsible where the loss is due to wrongful intentions, negligence, or carelessness.
  - (e.) All official correspondence of the foundation shall be conducted and received in its office and not the personal address of employees.
  - (f.) Compensation of employees who are indebted to the foundation for any reason may be withheld from pay until such indebtedness has been satisfied in full.
  - (g.) No permanent or temporary employees shall operate a vehicle for the foundation without having in his/her possession a valid Oklahoma driver's license and of the appropriate classification,

which may be necessary especially for Head Start and Senior Citizen's programs. Employees must also provide DELTA's insurance carrier with appropriate information before driving for the foundation.

- (h.) An employee who desires to run for a non-partisan political office shall be granted leave of absence from his/her position not to exceed sixty (60) days prior to date of election for the purpose of making his/her campaign. Such a leave of absence shall consist of annual leave or leave without pay. Job retention rights will be determined on the same basis as maternity and extended leave section.
- (i.) Any employee elected to and accepting a paid, political office of the City Council, County, State or Federal Government shall immediately be terminated from any compensated position he/she may hold with the foundation.
- (j.) Employees are not allowed to campaign during business hours.
- (k.) Employees can actively campaign after business hours.
- (l.) Employees cannot use official authority or influence for the purpose of interfering with, or affecting the result of, an election or a nomination for office.



## **Whistleblower/Complaint Resolution Policy**

In keeping with the policy of maintaining the highest standards of conduct and ethics, Delta Community Action Agency, (DELTA) will investigate complaints of suspected fraudulent or dishonest use or misuse of its resources or property by staff, board members, consultants, volunteers, or clients. To maintain the highest standards of service, DELTA also will investigate complaints concerning its programs and services.

The Whistleblower/Complaint Resolution Policy is in addition to any non-retaliation requirements contained in the DELTA Personnel Policies or required by law. This protection from retaliation is not intended to prohibit supervisors from taking action, including disciplinary action, in the usual scope of their duties and based on valid performance-related factors. Individuals making complaints must be cautious to avoid baseless allegations; employees who intentionally make false allegations are subject to disciplinary action in accordance with the DELTA Personnel Policies. This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements.

Staff, board members, consultants, volunteers, clients, and community members are encouraged to report suspected fraudulent or dishonest conduct or problems with services provided, pursuant to the procedures set forth below.

### **Reporting:**

A person's concerns about possible fraudulent or dishonest use or misuse of resources or property, or program operation, should be reported as follows:

- If an employee or volunteer - report to the DELTA Executive Director and/or Human Resources
- If a board member - report to the Chairperson of the DELTA Board of Directors
- If a client or community member - report to the DELTA Executive Director
- If, for any reason, a person finds it difficult to report his or her concerns to such person, s/he may report the concerns directly to the DELTA Executive Director and/or the Chairperson of the DELTA Board of Directors

Alternately, to facilitate reporting of suspected violations where the person reporting wishes to remain anonymous, a written statement may be submitted to one of the individuals listed above.

### **Investigation:**

All relevant matters, including suspected but unproved matters, will be promptly reviewed and analyzed, with documentation of the receipt, retention, investigation, and treatment of the complaint. Appropriate corrective action will be taken, if necessary, and findings may be communicated to the reporting person and his or her supervisor, if appropriate. Investigations may be conducted by independent persons such as auditors and/or attorneys. Investigators will endeavor to maintain appropriate confidentiality, but confidentiality is not guaranteed.

**No Retaliation:**

No director, officer, employee, volunteer, or client who in good faith reports suspected fraudulent or dishonest use or misuse of its resources or property or complaints concerning the services it provides and programs DELTA runs shall suffer harassment, retaliation, or adverse employment or other 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/Complaint Resolution Policy is intended to encourage and enable employees and others to raise serious concerns within the organization prior to seeking resolution outside the organization.

## SAFETY:

You are a valuable asset to your program and Delta Community Action, and we do not want you injured in an on-the-job accident. Delta wants to provide you with a place of employment that is free of recognized hazards that could cause accidents and injuries. You are expected to perform your job in the safest way possible.

To be SAFE is to be secure from the threat of danger, harm, or loss. Ninety-eight (98) percent of all accidents are the result of unsafe conditions and unsafe acts or practices. Many accidents are caused by the use of unsafe equipment and by neglecting to follow the safe methods of doing your job.

Careful inspection and monitoring are necessary if employees are to reduce the hazards that contribute to accidents and injuries. Study and know your Safety Handbook and remember that "No hazard is too small for the attention of anyone who can have it corrected before someone is hurt."

Correct or report all unsafe conditions and unsafe practices that are observed to your supervisor. If you have an accident prevention suggestion, please inform your supervisor.

Foundation safety meetings will be held quarterly. The Supervisor of each department is responsible for the establishment of an effective safety program within their department. Management is responsible for providing a place of employment that is free from recognized hazards that could result in injury.

All employees will comply with the rules and regulations of the employee Safety Handbook.

REMEMBER: YOU ARE RESPONSIBLE FOR SAFETY

## **DISCIPLINARY ACTION:**

### **A. Policy:**

1. As the basic standard of justice, employees are to be informed by their immediate supervisor of the behavior expected of them and the rules, regulations, policies, procedures, and practices by which they must abide.

### **B. Practice:**

1. It shall be the practice of DELTA to put in writing its rules, regulations, policies, procedures, and practices. All new employees will be oriented by their immediate supervisor, Project Director, and Personnel Officer of such written regulations at the time of employment.

### **C. Disciplinary Actions:**

1. Disciplinary action will include four (4) basic steps. If the offense is serious enough, as determined by the Project Director or the Executive Director in their sole discretion, any or all of the first three (3) steps may be by-passed. In all cases and with respect to all steps a Project Director may take, he/she shall keep the Executive Director advised of the action being taken. The four (4) steps are as follows:
  - (a.) Disciplinary Counseling
  - (b.) Written Reprimand
  - (c.) Suspension with or without Pay
  - (d.) Termination

### **D. Disciplinary Counseling:**

When it appears that an employee has failed to perform his/her work or to display conduct in accordance with acceptable standards, the employee's Program Director or Executive Director should counsel with the employee to find out whether the employee understands the rules involved or the standards of work expected. The counseling session should communicate an expectation of change and improvement rather than an expectation of future problems. The Program Director or Executive Director will maintain a record of such counseling, including date and substance. Counseling record will be kept within the employee personnel file.

### **E. Written Reprimand:**

If the problem continues after counseling, the Project Director or Executive Director shall then have a more formal discussion with the employee confirmed by a letter to the employee which details how performance or conduct has failed to meet program standards and how work performance must be changed to meet

acceptable standards. A copy of the letter shall be placed in the employee's personnel file for record and documentation.

**F. Suspension With or Without Pay:**

This is an ordered absence from duty with or without pay for a prescribed period of time. This type of suspension allows the employee time to think over his/her situation and decide if he/she wishes to conform to the standards and expectations set forth by their Project Director or Executive Director. If the employee is allowed to return, close supervision will be imposed and evaluated weekly. At the time an employee is placed on suspension, he/she shall receive in writing the following:

1. The specifics of the conduct for which the employee is being placed on suspension and;
2. The specific criteria, which must be met for the employee to continue employment.

## **TERMINATION:**

Although DELTA operates under the "at will" policy for its employees; good, sound and professional judgment shall be used in terminating an employee with or without cause. When the progressive disciplinary process has been used without favorable results, or if in the sole discretion of the Project Director or Executive Director an employee commits a serious non-remedial offense, the employee may be terminated. In all phases of this process, the Executive Director shall be kept advised of all action taken.

NOTE: In all cases, employees have the right to appeal any action taken against them. See Section entitled "Grievance and Appeals Procedures" for proper procedures.

Employees terminated involuntarily will receive pay for any unused annual leave, but will not receive severance pay, unless approved by the Executive Director and if appropriate funds are available.

Upon termination, all employees are required to return all keys, files, paperwork, books, etc., pertaining to the foundation and belonging to the foundation prior to their last day of employment. All monies due employee (if any) will be held until such items are returned to foundation.

Termination is considered to be the cessation of employment with the foundation and falls within one of the following categories:

### **A. Voluntary Termination:**

1. Employees may at any time terminate their employment voluntarily. An employee is encouraged to give at least thirty (30) days written notice of his/her intention to the appropriate Project Director or Executive Director.

### **B. Involuntary Termination Without Cause:**

1. The involuntary termination of an employee's service with Delta for reasons beyond the control of the foundation or the employee. Such termination should not reflect adversely on the employee's performance and/or conduct.
2. Involuntary termination without cause may be due to the reduction in force, a separation in which the employee is not qualified or adaptable for the type of work assigned and no other assignment is available, or for extended illness. Employees who are unable to perform satisfactorily during the probationary period will be considered as such. Extended illness of employee must require the employee's absence from duty for a period in excess of accrued annual and sick leave combined, plus six (6) months, unless extended by the Executive Director. The employee must not accept employment with any other foundation or business during the period.

3. Involuntary termination must be authorized by the Executive Director and the Board of Directors. (Policy Council must also approve when deemed necessary.)

C. **Involuntary Termination With Cause:**

1. The termination of an employee contrary to his/her will for justifiable reasons. Termination with cause is an adverse action.
2. Termination with cause must be preceded by a pre-termination hearing during which the Employee is entitled to present his/her case and any supporting witnesses. All pre-termination hearings will be conducted by the Executive Committee of the Board of Directors. Employee will be notified in writing of the date and time of pre-termination hearing.
3. The employee is entitled to an advocate at the hearing. Termination with cause should be considered a severe action and should be made only when it becomes necessary to protect the effectiveness of the foundation in the performance of its functions.
4. Termination with cause may be made for but not restricted to the following reasons:
  - (a.) Incompetence in assigned duties.
  - (b.) Neglect of assigned duties.
  - (c.) Refusal to perform assigned duties.
  - (d.) Habitual tardiness.
  - (e.) Habitual absence without leave.
  - (f.) Disrespect to other staff, volunteers and/or participant in foundation activities.
  - (g.) Major insubordination or repeated instances of minor insubordination.
  - (h.) Refusal to cooperate in assigned duties.
  - (i.) Fighting or excessive quarrelling.
  - (j.) Intended disruption of foundation activities.

- (k.) Repeated or intended performance that produces hazards to personnel, property or equipment.
- (l.) Three or more letters of reprimand within a twelve month period.
- (m.) Abuse of job position/authority.
- (n.) Unauthorized alcohol or chemical abuse in the workplace or being under the influence of alcohol or other drugs while on the job.
- (o.) Theft or pilferage.
- (p.) Acceptance of money or other consideration given with the intent of influencing the employee in the performance of official duties.
- (q.) Unlawful conduct.
- (r.) Moral turpitude.
- (s.) Embezzlement
- (t.) Acts of violence or threatened acts of violence against staff members, volunteers or participants in foundation activities.
- (u.) Destruction, abuse, or arson to foundation property, equipment, or supplies.
- (v.) Possession of weapons, ( i.e., guns or other destructive devices) at the workplace.

- 4. **Retirement:** A voluntary separation which usually includes qualification for benefits under the foundation's retirement program if employee is a participant of the retirement program.
- 5. **Deceased:** In the event of death, all compensations and accrued annual leave shall be paid to the beneficiary specified as per employee's life insurance.



## HARASSMENT/SEXUAL HARASSMENT:

Harassment/Sexual Harassment is a violation of Federal Law. Title VII of the Civil Rights Act of 1964 specifically prohibits employment discriminations based on age, sex, color, race, handicap, religious belief, creed, political beliefs, or national origin.

The purpose of this policy is to establish a foundation-wide policy prohibiting harassment/sexual harassment and establish procedures for filing complaints about harassment/sexual harassment. DELTA holds the position that all employees, male or female, will not be subject to unsolicited and unwelcome sexual overtures, or conduct either verbal or physical.

The Equal Employment Opportunity Commission (EEOC), a Federal agency, has codified the definition of harassment/sexual harassment as follows:

- A. Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute harassment/sexual harassment when:
  - 1. Submission to or rejection of such conduct is made either explicitly or implicitly a term of condition of an individual's employment.
  - 2. Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual.
  - 3. Such conduct has the purpose or effect of unreasonable interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
- B. The EEOC enforces harassment/sexual harassment guidelines.
- C. Harassment/Sexual Harassment is a serious offense and any employee found to have engaged in such a conduct is subject to severe disciplinary measures up to and including termination. Discipline will be based on a scale or degree of severity of the harassment.
- D. It is contrary to policy for a supervisor to retaliate against an employee who files a charge of harassment/sexual harassment. All possible steps will be taken to eliminate the possibility of retaliation resulting from the filing of a complaint.
- E. In the event that a complaint of harassment/sexual harassment is found to be totally and completely without basis, appropriate disciplinary measures may be taken against the employee filing a false complaint. While this is in no way intended to discourage any employee who believes that he/she has been the victim of harassment/sexual harassment from filing a complaint, the foundation

recognizes that a charge of harassment/sexual harassment can cause serious damage to an individual's personal reputation and professional career.

- F. The foundation also recognizes that the question of whether a particular action or incident is a purely personal, social relationship without a discriminatory employment effect requires a determination based on all facts in each case.

## SUBSTANCE ABUSE:

- A. The foundation prohibits the use, possession, manufacture, sale, purchase, transfer, or being under the influence of alcoholic beverages, illegal drugs, or other intoxicants at any time on foundation premises or while on foundation business.
- B. This policy applies to employees and applicants for employment.
- C. The foundation has an obligation to its employees, clients, program participants, and the public at large to reasonably ensure safety in the workplace, as well as safety and quality in its products. Consequently, the following are strictly prohibited and will result in immediate disciplinary action, including termination:
  - 1. Reporting to work under the influence of intoxicating liquor or illegal drugs.
  - 2. The use, possession, manufacture, purchase or transfer by an employee on foundation premises or property (including storage in a desk, locker, car, etc.) or during work time, of an intoxicating liquor, controlled or illegal substance, a drug not medically authorized, or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees; or the sale of such item.
- D. Upon reasonable suspicion, the Executive Director may require an employee to be tested for substance abuse when it appears that the employee's work performance or on-the-job behavior is being affected in any way by drugs or alcohol, or when, in the foundation's judgment, an employee may have contributed to an accident involving bodily injury or damage to property.
- E. The foundation reserves the right to inspect and/or search all foundation property, as well as any employee's personal property on foundation premises, for intoxicating liquor, controlled or illegal substances, or any other substances which impair job performance. Refusal to submit at any such inspection or refusal to cooperate in any investigation will subject employee to disciplinary action including suspension or termination.

## DEFINITION:

**Reasonable Suspicion:** *Specific observations concerning such circumstances as work performance, appearance (including, for example, noticeable odor of an alcoholic beverage), behavior or speech of the employee, or being involved in an accident on foundation premises or business which results in physical injury or property damage.*

- F. Employees are encouraged to seek voluntary treatment for substance abuse. If an employee wishes assistance or referral information, he/she may contact the personnel office. Voluntary inquiries will be maintained in confidence.
- G. Project Directors must receive approval by the Executive Director prior to requiring that an employee undergo substance abuse testing.
- H. All substance abuse testing will be conducted using recognized procedural safeguards and confidentiality requirements.
- I. Refusal by an employee to submit to a drug or alcohol test as required by the foundation, or testing positive for illegal drugs or alcohol, will result in disciplinary action, depending upon the facts and circumstances involved in each situation.

## GRIEVANCE AND APPEALS PROCEDURES:

### A. Definitions:

1. Grievance - An action initiated by an employee resulting from the employee's dissatisfaction with working conditions.
2. Appeal - An employee's request to supervisors to reconsider an adverse action, which may include a full and impartial hearing, if requested.
3. Discrimination Grievance/Appeal - An action that is based on alleged discrimination due to age, sex, race, beliefs, color, creed, national origin, political affiliation, handicap, or any other areas so classified under civil rights or executive orders related to discrimination.

### B. Procedures:

An employee filing a grievance must follow these procedures. Failure by employee filing grievance to meet time periods will invalidate the appeal and no further actions or appeal will be allowed or required to be taken by the foundation.

1. A formal written grievance/appeal must be presented to the employee's immediate supervisor within five (5) working days of the occurrence of the action.
2. The immediate supervisor will have five (5) working days in which to resolve the grievance/appeal to the satisfaction of the employee and the supervisor.
3. If it not resolved to the satisfaction of the employee, he/she will then transmit it to the next higher level of the supervision, within five (5) working days.
4. The next level of supervision will have ten (10) working days in which to review and make a decision.
5. If the employee is not satisfied with the review and resolution in step 4 above, the employee will, within five (5) working days, formally request in writing that the Executive Director hear/review the grievance/appeal.
6. The Executive Director will have ten (10) working days in which to review the grievance/appeal and to make a final administrative decision resolving the grievance/appeal.

7. If the Executive Director's decision does not satisfy the employee or no action has been taken within the ten (10) working days in step 6, the employee will have five (5) working days to submit a written appeal to the Personnel Committee.
8. The Personnel Committee will have ten (10) working days in which to review documentation related to the matter and make a decision resolving the employee's grievance/appeal.
9. If the employee is not satisfied with Personnel Committee's decision, the employee can take the grievance/appeal to the final step within DELTA. The employee will submit a written appeal to the Board of Directors within five (5) working days after receiving notice of the Personnel Committee's decision.
10. The Board of Directors will have until their next regularly scheduled meeting to review the information and documentation submitted by employee and the Executive Director related to the grievance/appeal and to make a final decision.

**Note:**

The Board of Directors reserves the right to have a hearing and to identify parties to be present for the hearing.

The Board of Directors also reserves the right to make a decision based on the information submitted by the employee and the Executive Director.

Throughout the ten (10) step procedure any and all documentation related to the grievance/appeal will be forwarded to appropriate individuals from one step to the next. Copies of documentation, materials, and other supporting information will be made available to the employee.

Further, any decision or resolution made in Step 2, 4, 6, 8, and 10 will be in writing and made a part of the employee's personnel file.

**C. Discrimination:**

1. An employee who feels that an adverse personnel action has been taken against him/her, based on discrimination, will have the right to elect to utilize the "Complaint Procedure" identified in the Affirmative Action Plan.

**E. GRIEVANCE POLICY CONCERNING EXECUTIVE DIRECTOR**

1. In the case of grievance of Executive Director all disputes will be directed to the Personnel Committee of the Delta Board of Directors.
2. Employee Complaint/Grievance and Appeals procedure and timeline will be followed as stated in policy.

## AMENDMENTS:

### A. Operational Statement:

1. This policy supersedes and rescinds all previous personnel policy and procedures manuals and becomes the official policy manual of the Delta Community Action Foundation, Inc. This Policies and Procedures Manual and any rules, laws, regulations or statements referred to herein or incorporated herein by reference constitute the entire personnel policies and procedures for DELTA and supersede any inconsistent or conflicting provisions or statements, whether written or oral, and whenever made. This Policies and Procedures Manual may not be changed or modified except in the manner hereinafter set forth. No waiver or any provision of this Policies and Procedures Manual shall be deemed to be a continuing waiver of such provision in the event the same or similar conditions giving rise to such waiver thereafter occur. Whenever possible, each provision of this Policies and Procedures Manual shall be interpreted in such manner as to be effective and valid under applicable law, but if any provision of this Policies and Procedures Manual shall be prohibited by or invalid under applicable law, such provision shall be ineffective to the extent of such prohibition or invalidity, without invalidating the remainder of such provision or the remaining provisions of this Policies and Procedures Manual.



**B. Amendment Process:**

1. Amendments may be recommended at any regular meeting of the Delta Board of Directors.
2. After study by the Board of Directors and opportunity for comment by the Executive Director, an amendment may be passed by two-thirds (2/3) of the members of the Board at any regular meeting.

The above stated policies shall be the Rules and Regulations by which Delta Community Action Foundation, Inc. shall operate. When the above Rules and Regulations are in conflict with State or Federal regulations which govern our contract(s), such State or Federal regulations shall supersede.

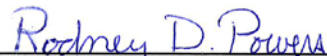
These revised Personnel Policies and Procedures supersede all other previously written regulations which may exist.

Approved by the Delta Community Action Foundation, Inc. Board of Directors on this 17<sup>th</sup> day of December 2013.

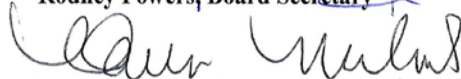
These policies and procedures shall become effective January 27, 2014.



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Darrell Ford, Board Chairperson

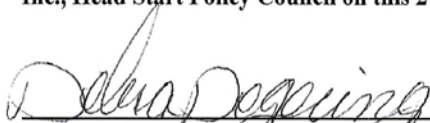


\_\_\_\_\_  
Rodney Powers, Board Secretary



\_\_\_\_\_  
Karen Nichols, Executive Director

These policies and procedures were approved by the Delta Community Action, Inc., Head Start Policy Council on this 27th day of January, 2014.



\_\_\_\_\_  
Debra Degering, Policy Council Chairperson



## DELTA COMMUNITY ACTION FOUNDATION, INC.

308 SW 2<sup>nd</sup> Street  
Lindsay, OK 73052  
Tel: (405) 756-1100 Fax: (405) 756-1104

*Karen Nichols*  
*Executive Director*

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### EMPLOYEE CODE OF CONDUCT:

In the process of serving our clients, regardless if they are walk-ins or telephone calls, the staff of Delta Community Action Foundation, Inc., (DELTA) shall conduct themselves in a most professional manner while extending a warm and courteous welcome to everyone. In order to maintain and project this harmonious environment, we shall extend this practice to all staff. To accomplish this task, the following guidelines shall be followed:

1. Walk-ins shall be assisted immediately.
2. Telephones shall be answered promptly and courteously.
3. Never tell a client "I can't help you", "it's not my job", or "Sorry, but I don't know." If you don't know, attempt to find out and provide some assistance.
4. If you set an appointment with a client, keep it. Do not keep a client waiting.
5. As important as documentation is, the client comes first.
6. Communicate differences of opinions or concerns in a dignified, honest, straightforward manner.
7. Ensure that confidentiality of clients, volunteers, and employee information, along with DELTA internal affairs is maintained at all times.
8. Gossip, rumors, and innuendoes of clients, volunteers, or employees of DELTA will not be tolerated. Such behavior may be grounds for immediate dismissal.
9. If you have problems, concerns, etc., follow the chain of command when bringing your concerns to the attention of the foundation. If the immediate supervisor, program director, or executive director are not given the opportunity to address the concern and the employee takes it upon him/herself to directly contact board members or to discuss pertinent issues as gossip, this action is considered gross misconduct and insubordination. Such action is grounds for termination.

10. Employees of DELTA are strictly prohibited from accepting gifts, favors, kickbacks, gratuities or any other form of the above remuneration from persons performing services under contract to DELTA or otherwise in a position to benefit from an employee's action. Employees receiving any of the above will be subject to disciplinary action up to and including termination.
  
11. No employee of the foundation should presume to speak or appear on behalf of the foundation or on any matter concerning the foundation without the written approval of the Executive Director. In matters relating to internal problems, disputes, etc., employees will refrain from making public statements or discussing a situation internally.

A signed copy of this code of conduct will be placed in all employees' personnel files.

## **APPLICANT'S APPEAL:**

- A. Delta Community Action Foundation, Inc., shall establish and maintain an applicant appeals procedure to answer equal access to services and resources available under programs funded by the Oklahoma Department of Commerce/Division of Community Affairs and Development.
- B. **PROCEDURES:**
1. The notice of right to appeal shall appear on all application forms used to determine eligibility for services where funds are received from the Oklahoma Department of Commerce.
  2. The Executive Director of Delta Community Action Foundation, Inc., shall initiate an appeals procedure upon request by an applicant within ten (10) days after request.
  3. After all local appeals have been exhausted, the applicant may appeal the decision of Delta Community Action Foundation, Inc. to the Oklahoma Department of Commerce. In such cases, Delta Community Action Foundation, Inc. will provide Oklahoma Department of Commerce with all relevant information.
  4. The applicant appeals procedure shall:
    - a. Have the right to file formal application for service upon request;
    - b. Be afforded an opportunity to have private and confidential interviews pertaining to the case;
    - c. Will not be denied assistance on the basis of race, color, gender, creed, religion, age, political preference or physical affliction;
    - d. Receive timely approval or disapproval of the action;
    - e. Receive written notification or appeal procedures "including notice that":
      - (i.) All aggrieved parties shall be afforded a reasonable opportunity for a fair hearing;
      - (ii.) The applicant or the representative of the applicant shall have access to records relevant to the appeal process;
      - (iii.) The applicant shall have the right to a timely determination and prompt notice of hearing decisions.



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*Karen Nichols  
Executive Director*

APPLICANT/CLIENT  
COMPLAINT/GRIEVANCE REPORT

Oral \_\_\_\_\_ Written \_\_\_\_\_

Date: \_\_\_\_\_

Complainant's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Name and Location of Recipient Agency:  
\_\_\_\_\_  
\_\_\_\_\_

Nature of Complaint or Incident:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s)  
Occurred: \_\_\_\_\_

Additional Comments:  
\_\_\_\_\_  
\_\_\_\_\_



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*Executive Director*

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### EQUAL EMPLOYMENT OPPORTUNITY:

The Delta Community Action Foundation, Inc. is an equal opportunity employer. The policy of the Agency is that no person or group of persons shall be discriminated against on the basis of race, color, genetic information, political affiliation, past participation in the discrimination complaint process, creed, religion, handicap, sex (including gender identity, sexual orientation, and pregnancy), age (40 or older) and national origin, and in no manner will be excluded from participation in or be denied the benefits of any program, activity, services, assistance with personal problems, referrals to businesses and other agencies, whether funded and administered by this Agency or elsewhere within the tri-county area.

This policy applies to all employees of the foundation.



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*Executive Director*

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### AMERICANS WITH DISABILITIES ACT:

The foundation policy and practice is to comply with the Americans with Disabilities Act and ensure equal employment opportunity for all qualified persons with disabilities.

Disability includes a physical or mental impairment that substantially limits one or more life activities, a record of such impairment, or being regarded as having such an impairment. Physical or mental impairment includes orthopedic disorders, visual, speech and hearing impairment, cerebral palsy, epilepsy, muscular dystrophy, multiple sclerosis, HIV infection, cancer, heart disease, mental retardation, emotional illness, specific learning disabilities, drug addictions, and alcoholism.

The foundation is committed to ensuring non-discrimination in all terms, conditions and privileges of employment. Reasonable accommodation is available to all employees and applicants, including work site accessibility as long as the accommodation doesn't cause undue hardship on the foundation. Individuals should contact their supervisor, program director, or personnel officer concerning an accommodation.



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*Karen Nichols*  
*Executive Director*

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### ACQUIRED IMMUNE DEFICIENCY SYNDROME (AIDS) ANTI-DISCRIMINATION PROVISIONS FOR U.S. DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) PROGRAMS:

The office of Civil Rights (OCR) of HHS has determined that persons with AIDS or AIDS-related conditions are to be considered handicapped and cannot be discriminated against in employment/personnel matters or in the provision of services where HHS funds are involved.

#### SECTION 504 OF THE REHABILITATION ACT OF 1973

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination against qualified handicapped persons or activities receiving Federal financial assistance. Accordingly, persons who have or are perceived as having AIDS or AIDS-related conditions or who are otherwise protected under this statute may not be discriminated against under any federally assisted program or activity. A recipient of Federal financial assistance may not discriminate against such persons by taking any of the prohibited actions set out below.

A recipient may not:

Exclude a qualified handicapped person from aide, benefits or services provided under its program or activity.

Provide a qualified individual with handicaps with an aid, benefit or service that is not as effective in affording equal opportunity to obtain the same result, to gain the same benefit, or to reach the same level of achievement as that provided to others.

Provide different or separate aids, benefits, or services to individuals with handicaps than is provided to others unless such action is necessary to provide qualified individuals with handicaps with aids, benefits, or services that are as effective as those provided to others.

Make decisions concerning any term, condition, or privilege of employment under any program or activity in a manner that discriminates on the basis of handicap; e.g., in recruitment, hiring, transfers, layoffs, termination, rates of pay, job assignments, leaves of absences, sick leave or any other leave, or fringe benefits available by virtue of employment.



Limit, segregate, or classify applicants or employees in any way that adversely affects their opportunities or status because of handicap.

This list is not intended to be all-inclusive but provides examples of common areas of prohibited discrimination.

Any action taken by a recipient with respect to persons protected by Section 504 which is premised on the risk of transmission of AIDS must be based on the reasonable medical judgment of public health officials that there is a material risk of transmission, even after taking into account appropriate reasonable accommodation.

Recipients of Federal financial assistance are encouraged to take the following steps to ensure that violations do not occur:

Evaluate their policies and practices. Such an evaluation should be undertaken in light of information and recommendations published by the Centers for Disease Control. See e.g., "Recommendation for Prevention of HIV Transmission in Health Care Settings," *Morbidity and Mortality Weekly Report*, August 21, 1987, vol. 36, no. 2s (Supplement); and "Recommendations and Guidelines Concerning Aids," published in the *Morbidity and Mortality Weekly Report*, November 1982 through December 1987.

## **RESPONSIBILITIES OF MEDICARE HOSPITALS IN EMERGENCY CASES:**

In addition, under s9121 of the Consolidated Omnibus Budget Reconciliation Act of 1985 (COBRA), P.L. 99-272, hospitals participating in Medicare must provide services to any persons requiring emergency services. Transfers to other facilities may take place only in accordance with the appropriate provisions of COBRA. This provision is enforced by DHHS's Office of Inspector General and the Health Care Financing Administration.

Recipients should also be aware that many States have amended or interpreted existing State anti-discrimination statutes to protect persons with AIDS or AIDS-related conditions (or those who are perceived as having AIDS or AIDS-related conditions).



## DELTA COMMUNITY ACTION FOUNDATION, INC.

308 SW 2<sup>nd</sup> Street  
Lindsay, OK 73052  
Tel: (405) 756-1100 Fax: (405) 756-1104

*Karen Nichols*  
*Executive Director*

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### DRUG FREE WORKPLACE PLAN:

#### POLICY STATEMENT:

In order to assure a safe and efficient work environment, in accordance with the Drug-Free Workplace Act of 1988, the following policy has been adopted and will supplement existing personnel policies, practices and procedure:

The foundation will take action against employees who unlawfully use, distribute, or possess controlled substances on the job, and who violate foundation rules in reference to possession of alcohol on the job; employees must report to work in a fit condition for duty. Being under the influence of alcohol or unlawful drugs is prohibited.

The foundation realizes alcoholism and drug abuse affect job performance, work environment, and undermine public confidence in the foundation. It also recognizes these as illnesses or "disorders"; therefore, the foundation accepts responsibility for providing channels of help, but it is the employee's responsibility to seek help.

If the employee(s) seeks help prior to discovery, then confidentiality, job security, and promotional opportunities will be protected. But if the employee(s) does not seek help and the problem, in the same way, comes to the attention of the foundation, then disciplinary action will result.

If an employee is under treatment with a drug that could limit his/her ability to do the job, the employee's job assignment will be re-evaluated by the foundation.

Employee(s) who unlawfully use or distribute drugs on the job are subject to termination.

Employee(s) of the foundation, as conditions of employment under a federal grant, will abide by the terms of the above statement and will notify the foundation of any criminal drug statute conviction for a violation occurring on the job no later than five (5) days after such conviction.

The foundation will notify the grants officer of the appropriate funding source within ten (10) days after receiving notice from employee or otherwise receiving actual notice of such conviction.

The foundation will then take one of the following actions, within thirty (30) days of receiving notice of such conviction, with respect to any employee who is so convinced.

- (a) Take appropriate personnel action against such as employee, up to and including termination; or
- (b) Require such employee to participate satisfactorily in an approved drug abuse assistance or rehabilitation program.



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### **RECOMMENDATION/SELECTION SYSTEM FOR HIRING NEW PERSONNEL:**

#### **A. Advertise:**

1. In-House - With respect to new and vacant staff positions, Delta desires to encourage loyalty and continuity among Delta personnel by advertising such position openings first to existing employees and by providing the opportunity for existing employees to apply first for such positions.
- 2.. Public Announcement: - Shall include but not be limited to local media.

#### **B. Review Applications:**

The Executive Director and Project Director will review all new applications as well as recent applications to increase the pool of candidates being considered. There are times when an emergency hire may be deemed necessary to ensure that services or activities are not disrupted or hampered; therefore, the Executive Director may authorize the hiring of an Individual without following regular hiring procedures.

#### **C. Application Selection/Reference Check:**

A minimum of three (3) most qualified applicants will be selected and telephone or written references will be completed for each applicant selected.

#### **D. Interview Procedure:**

1. Qualified applicants selected for interviews shall be contacted by either telephone or letter to set a time and date for interview.
2. All applicants not selected for an interview shall be notified by mail as soon as possible.
3. Three (3) most qualified applicants will be interviewed by the Executive Director and Project Director. Additionally, the appropriate funding agency may also be represented. (The Head Start Policy Council will value selections in accordance with the policies outlined in TN70.2).

Delta will give every consideration to hiring service area residents of underprivileged status and who exhibit a willingness and ability to learn the required duties and responsibilities.

Delta will conduct recruitment efforts within its service area, but may exceed the limits of the service area if necessary to select qualified applicants.

All applications will remain on active file for six (6) months.



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## CERTIFICATION REGARDING LOBBYING:

### NO FEDERAL APPROPRIATED FUNDS WILL BE PAID:

- By or on behalf of any employee
- To any person for influencing (or attempting to influence) an officer or employee of any agency
- A member of congress
- An officer or employee of congress
- An employee or member of congress

### IN CONNECTION WITH

- The awarding of any federal contract
- The making of any federal grant
- The making of any federal loan
- The entering into of any cooperative agreements
- The extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement

This certification is a material representation of fact. Any employee who fails to abide shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## **PART - C ENVIROMENTAL TOBACCO SMOKE:**

Pro-Children Act of 1994  
20 USC 6081  
20 USC 6082

### Sec. 1041. SHORT TITLE

This part may be cited as the "Pro-Children Act of 1994"

### SEC. 1042 DEFINITIONS

As used in this part:

- A. **CHILDREN** - The term "children" means individuals who have not attained the age of 18.
- B. **CHILDREN'S SERVICES** - The term "children's services" means the provision on a routine or regular basis of health, day care, education, or library services--
1. that are funded, after the date of the enactment of this Act, directly by the Federal grant, loan, loan guarantee, or contract programs--
    - (a.) administered by either the Secretary of Health and Human Services or the Secretary of Education (other than services provided and funded solely under titles XVIII and XIX of the Social Security Act); or
    - (b.) administered by the Secretary of Agriculture in the case of a clinic (as defined in 7 CFR 246.2) under section 17(b)(6) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(6)), or
  2. that are provided in indoor facilities that are constructed, operated, or maintained with such Federal funds, as determined by the appropriate Secretary in any enforcement action under this title, except that nothing in clause ii. of subparagraph (A) is intended to include facilities (other than clinics) where coupons are redeemed under the Child Nutrition Act of 1966.
- C. **PERSON** - The term "person" means any state or local subdivision thereof, agency of such State or subdivision, corporation, or partnership that owns or operates or otherwise controls and provides children's services or any individual who owns or operates or otherwise controls and provides such services.
- D. **INDOOR FACILITY** - The term "indoor facility" means a building that is enclosed.



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### DELTA COMMUNITY ACTION FOUNDATION, INC. SMOKE FREE POLICY:

Smoking will be prohibited at all times in all spaces utilized by Delta Community Action. This includes classrooms, staff offices, kitchens, restrooms, parent and staff meeting rooms (used in the evening as well as during the day), hallways, outdoor play areas, and vehicles used for transportation of clients.

- Supervisors will ensure their employees are fully aware of this policy.
- Non-smoking signs will be posted at each center and agency office.
- Tobacco use is prohibited in personal vehicles while transporting clients.
- Smoking is prohibited during both indoor and outdoor activities involving children and clients.

All field trips, walks, and other off-site activities involving clients or children will be smoke-free to the fullest extent possible. There will be no smoking by staff or volunteers during off-site activities. Because of the need to maintain a high staff/client ratio during field trips, staff or volunteers will not leave for the purpose of a smoke break. Participants will not smoke during meetings or training sessions conducted on agency premises.

Designated smoking areas at center facilities will be located outside of building, out of the client sight, and at least fifty (50) feet away from the main entrance to the center. Smoke breaks for Head Start personnel are allowed if the ratio of one (1) adult to fifteen (15) children of four (4) years old and one (1) adult to twelve (12) children of three (3) years old is maintained at all times as prescribed by Head Start regulations. Head Start personnel are allowed to smoke in personal vehicles if outside of the view of children.

- Staff, parents, and volunteers are prohibited from smoking at designated smoking areas when clients are present.
- Center Directors will designate an outside smoking area for Head Start Centers.
- The Executive Director will designate smoking areas for agency offices.

At designated smoking areas, all smoking trash (to include cigarette butts, matches and lighters) will be extinguished and disposed of in appropriate containers. Program supervisors will ensure periodic clean-up of the designated smoking areas. If the designated smoking area is not properly maintained (for example, cigarette butts, etc. are found), Executive Director has the discretion to eliminate the smoking area.

Failure to comply with this policy will result in disciplinary action administered in accordance with Delta Community Action's Personnel Policies and Procedures Manual as per "Disciplinary Action Policy."

## CONFLICT OF INTEREST:

### A. CONTRACTUAL REQUIREMENT

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

1. Persons Covered: The conflict of interest provisions apply to any person who is an employee, agent, consultant, officer or elected or appointed official of the agency receiving Delta funds or in a decision making position.
2. Exceptions: Upon the written request of Delta, the funding source may grant an exception on a case-by-case basis when it determines the exception will serve to further the purposes of the agency program and the effective and efficient administration of the program or project. An exception may be considered only after Delta Community Action Foundation, Inc. has provided the following to our funding source:
  - (a.) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made, (i.e. local newspaper).
  - (b.) An opinion of the agency's attorney that the interest for which the exception is sought would not violate State or Local law.
3. Factors to be Considered for Exceptions: In determining whether to grant a requested exception after the agency has satisfactorily met the requirements of paragraph B of this Requirement, the funding source will consider the cumulative effect of the following factors, where applicable:
  - (a.) whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;



- (b.) whether the person affected is a member of a group or class of low-income persons intended to be the beneficiaries of the assisted activity. If that person is a member of such a class or group, the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (c.) whether the affected person has withdrawn from his or her functions or responsibilities or the decision-making process with respect to the specific assisted activity in question;
- (d.) whether the interest or benefit was present before the affected person was in a position as described in Paragraph A of the Requirement;
- (e.) whether undue hardship will result either to the Contractor or the person affected when weighted against the public interest served by avoiding the prohibited conflict; and
- (f.) any other relevant considerations.



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*Karen Nichols*  
*Executive Director*

DELTA COMMUNITY ACTION FOUNDATION, INC.  
LEAVE DONATION FORM

I, \_\_\_\_\_ voluntarily donate \_\_\_\_\_ of my accrued annual  
(Employee Name) (# of hours)

leave to \_\_\_\_\_, for pay period \_\_\_\_\_.  
(Employee Name)

I understand by doing so said annual leave donated will no longer be available to me.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Executive Director Signature

FOR OFFICE USE ONLY:

Program from which leave is denoted: \_\_\_\_\_

1 copy to be placed in file of employee donating leave

1 copy to be placed in file of employee donated leave

Date placed in Personnel files: \_\_\_\_\_

DCAF Form 12B



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*Executive Director*

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### CHILD ABUSE/NEGLECT NARRATIVE:

Delta Head Start shall report all suspected cases of abuse/neglect in compliance with State Law, using the procedures outlined in this plan. We shall ensure uniformity of reporting which shall narrow the margin for error.

State of Oklahoma Senate Bill #304. Crimes and Punishments section #846 states,

"Any person having reason to believe that a child under the age of eighteen (18) has had physical injuries inflicted upon him or her by other than accidental means. Where the injury appears to have been caused as a result of physical abuse or neglect, shall report the matter to the Department of Human Services (DHS) in the county wherein the suspected injury occurred, provided that it shall be a misdemeanor for any person to knowingly and willfully fail to promptly report any incident as provided above."

## **DELTA HEAD START/EARLY HEAD START CHILD ABUSE AND NEGLECT POLICY AND PROCEDURE**

It is the policy of the Delta Head Start Program to promote child abuse awareness and prevention and to protect the children enrolled.

### **Head Start employees having reason to suspect child abuse or neglect are required to:**

1. Report the suspected child abuse or neglect to the Department of Human Services, and
2. Report the suspected child abuse or neglect to the Family Services Manager.

Delta Head Start will cooperate fully with the child welfare agencies which deal with abuse and neglect. Head Start is not a treatment program nor shall we undertake treatment on our own.

Delta Head Start staff will not investigate any suspected abuse or neglect. Staff will not interview or interrogate any child or family member regarding any suspected abuse or neglect. Attempting to do so could jeopardize an official investigation by alarming, confusing, or leading the child or family member. Our position is strictly to report any suspected abuse or neglect.

Failure to report, preventing or obstructing a report or investigation of child abuse or neglect could result in legal prosecution and/or disciplinary action being brought against a staff member.

### **Oklahoma State Law Mandated Reporting:**

**Every person having a reason to believe that a child is being harmed or in danger of being harmed is required to report the matter promptly to the Department of Human Services in the county where the abuse is suspected or to the statewide hotline number:**

**1-800-522-3511**

**Failure to report, preventing or obstructing a report or investigation of child abuse or neglect could result in legal prosecution.**

### **Child Abuse Defined:**

**Oklahoma statutes define child abuse as harm or threatened harm to a child's health or welfare by a person responsible for the child. This includes non-accidental physical or mental injury, sexual abuse or neglect.**

- ❖ Physical abuse is non-accidental physical injury to a child.
- ❖ Mental injury is an injury to a child's psychological growth and development. It is caused by a chronic pattern of behaviors, such as belittling, humiliating and ridiculing a child.
- ❖ Sexual abuse, in general terms, includes any sexual activity between an adult and a child for the purpose of sexually stimulating the adult, the child or others. Sexual abuse may also be committed by a person under the age of 18 when that person is either significantly older than the victim or is in a position of power or control over the child.
- ❖ Neglect is the failure of the parent or caretaker to provide a child with basic needs such as food, clothing, shelter, medical care, protection and supervision.
- ❖ Threatened harm means a substantial risk of harm to the child. It may include acts or expressions of intent to inflict actual harm presently or in the future.

### **Staff and Parent Training**

Delta Head Start will provide staff training on Identifying and Reporting Child Abuse. It is the responsibility of every staff person to read the materials provided and become familiar with the indicators of abuse and neglect. Parent training on the subject of child abuse and neglect will be offered at parent committee meetings at all centers each year.

### **Caregiver Abuse**

Oklahoma State Bureau of Investigation records are obtained on all employees of Delta Head Start. No person who has been **convicted of child abuse or neglect will be employed by the agency. Conviction while employed will result in termination of employment.**

Remember, staff members are not exempt from the law. Physical or emotional abuse of a child by a staff member will not be tolerated.

### **PROCEDURE**

The staff person witnessing the suspected abuse is the person who must make the report:

1. Report suspected abuse/neglect to Oklahoma Department of Human Services
2. Fill out Child Abuse and Neglect Report form, send a copy to Family Services Manager, and keep original in teacher file.
3. Notify Family Services Manager of the report to Oklahoma Department of Human Services
4. Notify Family Services Manager of any further information/ results obtained by Oklahoma Department of Human Services.

This policy complies with Head Start Performance Standard 45 CFR Section 1302.47(4)(K) & 1302.47(5)(i)

**DELTA HEAD START/EARLY HEAD START**  
**CHILD ABUSE AND NEGLECT REPORT**

**CENTER** \_\_\_\_\_ **DATE** \_\_\_\_\_

**CHILD'S NAME** \_\_\_\_\_ **DOB** \_\_\_\_\_

**ADDRESS** \_\_\_\_\_ **PHONE** \_\_\_\_\_

**PARENT/LEGAL GUARDIAN** \_\_\_\_\_

1. NATURE AND EXTENT OF THE CHILD'S INJURIES OR EVIDENCE OF NEGLECT OR MOLESTATION:
  
2. DESCRIBE ANY EVIDENCE OF PREVIOUSLY CONFIRMED OR SUSPECTED ABUSE OR NEGLECT, IF KNOWN:
  
3. NAME AND ADDRESSES OF THE PERSON/PERSONS RESPONSIBLE FOR THE SUSPECTED ABUSE OR NEGLECT, IF KNOWN:
  
4. NAME, ADDRESS, AND TELEPHONE NUMBER OF THE DELTA HEAD START CENTER MAKING REPORT:
  
5. NAME AND POSITION OF PERSON/PERSONS MAKING THE REPORT:
  
6. ACTION TAKEN BE THE DELTA HEAD START PROGRAM: DATE: \_\_\_\_\_ TIME: \_\_\_\_\_
  
7. ORAL REPORT OF SUSPECTED ABUSE OR NEGLECT WAS PROVIDED TO LOCAL CHILD PROTECTIVE SERVICE:
  - WHERE \_\_\_\_\_ DATE \_\_\_\_\_ TIME \_\_\_\_\_
  
  - NAME OF SOCIAL WORKER: \_\_\_\_\_

*COPY TO BE FILED WITH THE FAMILY SERVICES MANAGER FOR FOLLOW-UP*

**REVISED 06/2017**



**DELTA HEAD START/EARLY HEAD START**

308 SW 2nd  
Lindsay, OK 73052  
405-756-1100  
Fax 405-756-1104



**Fax 405-756-1104**  
Delta Community Action  
Karen Nichols, Executive Director

Sharon Horton  
Head Start Director

**Misrepresentation or Falsification of Program Eligibility Employee Statement**

I, \_\_\_\_\_, am required to verify family income before  
(Employee / Supervisor Name)  
determining a child is eligible to participate in the program. Reference 45 CFR 1305.4 (c), (d) and (e). As a Head Start/Early Head Start employee, I must complete two actions when verifying family income.

**First**, as Head Start/Early Head Start employee I must examine individual Income Tax Form 1040, W-2 forms, pay stubs, written statements from employers, or documentation showing current status of recipients of public assistance. By examination of these documents, I will be able to calculate the family's annual income and determine if the child is eligible to participate. I must verify the size of the family as defined in 45 CFR 1305.2 (e) (1) (2) and have a copy of the most current Federal Poverty Guidelines.

**Secondly**, I will examine the documents and make a determination of eligibility, I must sign a statement attesting to the review of the specific documents and to the determination that the child is eligible to participate based on family income on the Eligibility Verification form to properly document the grounds for income eligibility determinations. Completion of a signed income verification form is required before a child is accepted and must be retained as part of the child's determination record.

Head Start/Early Head program must maintain copies of the eligibility documents with the eligibility verification form in the child's eligibility determination record.

**PROGRAM INSTRUCTION: Income Eligibility for Enrollment in Head Start and Early Head Start Programs** Log No. ACF-PI-HS-10-02 Issuance Date: 05/10/2010

The impact of falsification by an employee may result in the Office of Head Start (OHS) determining that a grantee has contributed to the misrepresentation or falsification of family income, OHS may issue a **notice of deficiency and take other adverse actions towards our agency**.

I was provided annual training as an employee, or as the supervisor of an employee, responsible for determining and verifying income eligibility on this date, \_\_\_\_\_ .

By signing this statement I acknowledge that falsifying any documents is just cause for immediate dismissal pending an investigation by Human Resources and approval of my dismissal by Head Start Policy Council.

**Employee Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_

Copy: original in Employee file, copy to Employee

03/2015

## **PROHIBITED POLITICAL ACTIVITIES:**

Delta Employees, volunteers, and Board Members, while performing Agency activities and functions, shall adhere to restrictions against certain types of political activity, as specified in the Community Services Block Grant (CSBG) Act, State legislation and other related requirements.

1. Delta or its employees will not use official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office.
2. Any Delta employee who desires to run for a political office shall be granted leave of absence from his/her position not to exceed sixty (60) days prior to date of election for the purpose of making his/her campaign. such a leave of absence shall consist of annual leave or leave without pay. Job retention rights will be determined on the same basis as maternity and extended leave.
3. Delta employees are not allowed to campaign during hours while working for the foundation. But can actively campaign after working hours.
4. Any employee elected to and accepting a paid, political office of the city council, county, State, or Federal Government shall immediately be terminated from any compensated position he/she may hold with the foundation.
5. Delta staff will not directly or indirectly coerce, attempt to coerce, command, or advise a state local officer or employee to pay, lend, or contribute anything of value to a party, committee, organization, agency, or person for political purposes.
6. Delta will not use program funds for any political purpose.
7. Delta will not permit the use of equipment or premises that are purchased or leased with program funds for a political purpose.
8. Delta will not discriminate against or in favor of any employee or customer because of his/her political affiliation.
9. Delta will not offer employment, promotion or benefits as a reward for the support of defeat of any political party or candidate for the public or party office, not will Delta create or threaten a disadvantage in employment or deprivation of benefits as a penalty for such support.





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**EMPLOYEE COMPLAINT/GRIEVANCE PROCEDURE**

Date: \_\_\_\_\_

Employee Name:

\_\_\_\_\_

Address: \_\_\_\_\_ Phone: \_\_\_\_\_

Program & Name of Supervisor:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date(s) Occurred:

\_\_\_\_\_

Comment:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## GRIEVANCE PROCEDURE:

1. A formal written grievance/appeal must be presented to the employee's immediate supervisor within five (5) working days of the occurrence of the incident.
2. The immediate supervisor will have five (5) working days in which to resolve the grievance/appeal to the satisfaction of the employee and the supervisor.
3. If it is not resolved to the satisfaction of the employee, he/she will then transmit it to the next higher level of supervision within five (5) working days.
4. The next level of supervision will have ten (10) working days in which to review and make a decision.

Refer to Delta Community Action Foundation, Inc. Personnel Policies and Procedures Manual for continuation if Complaint/Grievance is not resolved by this action.