



WDB EMPLOYEE MANUAL

WELCOME

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WDB EMPLOYEE MANUAL

1.0 INTRODUCTION

1.1 The Workforce Development Board of Southeast Missouri (WDB)

The WDB is a private, non-profit 501(c)(3) corporation that oversees federally funded and state-funded job training programs in thirteen counties of Southeast Missouri. The WDB, established under the auspices of the Workforce Innovation and Opportunity Act of 2014, was created in 1999 to carry on the corporate affairs of its predecessor corporation, the Workforce Investment Board. The policies contained in this manual are applicable to employees of the WDB. The Code of Conduct policy, referenced in this manual, is applicable to the members of the WDB Board of Directors and WDB contractors as well as WDB employees. All policies and forms referenced in this manual are available on the WDB website www.job4you.org. IT IS EXPECTED THAT ALL WDB REPRESENTATIVES ABIDE BY WDB POLICIES OUTLINED IN THIS MANUAL.

Our Vision:

“A High Quality Standard of Life for our Region.”

Our Mission:

**“To Promote a State of Economic Well-Being
by Helping to Create a Skilled, Diverse,
Motivated and Adaptable Workforce.”**

1.2 Equal Employment Opportunity

As a recipient of Federal funds, it is against the law to discriminate on the following bases:

- Against any individual in the United States, because of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief; or
- Against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, because of the individual's citizenship status or participation in any WIOA Title I - financially assisted program or activity.

The Federal financial recipient providing services must not discriminate against customers in any of the following areas:

- Deciding who will be admitted, or have access, to any WIOA Title I - financially assisted program or activity;
- Providing opportunities in, or treating any person with regard to, such a program or activity; or
- Making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that, upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

1.3 Disclaimer

This manual is the official statement of privilege and policy regarding employees of the WDB. The material contained herein is for information only and does not constitute a contract between employees and the WDB. *This manual recognizes that Missouri is an employment at will state.*

While the contents of this manual reflect current policy and practice, changes will occur. Employees will be notified of such changes through supplements to the manual.

2.0 HIRING POLICIES

2.1 Advertising and Job Applications

WDB employees will be notified of vacancies prior to public advertisement by posting vacancy notices via email, as an internal posting. WDB staff may have priority consideration when applying for the position, but the selection will be made based on the best candidate for the position, considering skills, education, work history, and any other relevant employment factors. The President/COO may determine that sufficient qualified candidates have applied and make outside advertising unnecessary. In that event, the most qualified candidates will be interviewed, and a selection may be made. If the President/COO determines that further efforts to identify qualified candidates are needed, the position will be posted on www.job4you.org and www.jobs.mo.gov. If further search is needed social media, Indeed, area colleges, community agencies, MAWD, and NAWDP may be considered and/or used depending on the position. Advertisements will include the statement "Equal Opportunity Employer". Announcements will specify job title, nature of responsibilities, minimum qualifications, time, place, and manner of making application.

Applications are not considered complete if the applicant does not return the required SEWDB Application for Employment, Voluntary Disclosure Form, and Equal Opportunity/Complaint and Grievance Notice.

After review of the applications, interviews will be arranged for those candidates showing highest qualifications and potential.

2.2 Pre-Employment Screening

Offers of employment with the WDB are conditional on proper cooperation with and passing of the following, based upon the specific requirements of each position: a drug-screening test, physical examination, and a criminal background check. Following a conditional offer of employment, applicants may be asked to sign a form consenting to the below screening/tests as part of the application process. Failure to sign the consent form will be considered a withdrawal of the application and will result in the automatic disqualification for employment consideration.

- Applicants required to have a drug test who test positive for illegal drugs, or legal but illicitly used drugs, without a legitimate medical documentation may be denied

employment. Applicants have the right to obtain a second test at the applicant's own expense at a WDB designated facility, within 24 hours after notification from the agency test failure.

*In accordance with the Workforce Development Board of Southeast Missouri's Annual Agreement/Assurance that certifies following Drug Free Workplace Act of 1988. (See session 18.0 Drug Free Workplace)

- Applicants required to have a physical examination must pass a basic pre-employment physical exam. All positions will not require a physical examination and the determination will be based on the essential functions of the job and placement.
- Applicants required to have a criminal background check are required to pass a Missouri Highway Patrol background check. The applicants have the right to obtain a second background check at the applicant's own expense at a WDB designated facility.

2.3 Onboarding

New employee(s) will participate in the onboarding process.

You will be working with administrative staff and your Supervisor to go through the particulars of this manual, take and pass EO mandatory videos and tests, complete new hire paperwork, schedule on-location training and be assigned a WDB mentor. The process of training may look different for everyone, based on the position.

We want this to be a time of making connections and learning. Be patient with yourself and with us. Ask all the questions you need to ask.

2.4 Introductory Phase

New employees are hired into an introductory phase that extends ninety (90) days from the date of employment. An employee review will be given during this phase, with a minimum of one check-in with the President/COO. If circumstances dictate, the introductory phase may be extended up to a maximum of an additional ninety (90) days.

It is always the intention that communication be open. A new employee should feel confident to approach their WDB mentor, Supervisor, or director to ask questions, share struggles, or if they are still in need of training, guidance, or equipment.

3.0 BENEFITS

Temporary/contracted personnel (including WIOA Work Experience/program participants) defined as employed for a specific task for a short period of time, may not be eligible for benefits.

3.1 Paid Time Off (PTO) /Health Bank (HB) /Holidays

Full-Time Employees (30+ hours a week):

Paid Time Off (PTO) begins for everyone on the first day of employment

- I. Accrual of Paid Time Off (PTO) at the rate of 5.50 hours per pay period for full-time employees who have not yet completed five years of employment with the WDB, 7.00 hours per pay period for employees with more than five years of

employment and less than ten years with the WDB, and 9.00 hours per pay period for employees with ten years or more of employment with the WDB.

2. Accumulations of PTO are allowed up to a maximum total of 200 hours for employees, with ten (10) years or less, of employment with the WDB. For employees with more than ten (10) years of employment, accumulations of PTO are allowed up to a maximum total of 250 hours.

Accumulated PTO is payable in taxable wages at the current hourly rate of pay, when an employee leaves employment with WDB in good standing.

Accumulated PTO may be forfeited if separation of employment is due to misconduct (see section 20.0) and/or is a disciplinary action (see section 21.0). Final decision is subject to the President/COO in consultation with the WDB Executive Committee review within thirty (30) days of separation date.

PTO Sellback

1. Employees who have been employed one year or longer have the option of receiving pay in lieu of time off. An employee who has worked ten (10) years or less, have the option of receiving pay in lieu of time off for up to forty (40) hours of accumulated PTO, at the employee's current hourly rate of pay. An employee who has worked more than ten (10) years, has the option of receiving pay in lieu of time off for up to eighty (80) hours of accumulated PTO, at the employee's current hourly rate of pay. All requests for PTO pay in lieu of time off must be approved by the employee's immediate Supervisor or the President/COO. The number of hours being paid will then be deducted from the accumulated PTO balance. Employees can sellback hours only once every program year, (07/01/XX – 06/30/XX).

Health Bank (HB)

1. Once the maximum accumulated PTO balance is reached as indicated in the PTO section, PTO earnings will be deposited into HB rather than PTO. HB accumulations are accrued at the rate of 2 hours per pay period for full-time employees who have not yet completed five years of employment with the WDB; 4 hours per pay period for employees with more than five years of employment and less than ten years with the WDB; and 6 hours per pay period for employees with ten years or more of employment with the WDB.
2. HB accumulations are available for time off that may be necessary due to an employee's or immediate families health needs. HB may only be used for these purposes. HB maximum accumulation is 320 hours.
3. HB hours are not available for part-time employees.
4. HB hours are not payable upon separation from employment.

Holidays

Holidays begin for everyone on the first day of employment

Paid time off is given for the following Holidays observed by the WDB, and possibly other official Holidays declared by the State of Missouri:

- New Year's Day
- Martin Luther King Day
- Presidents Day
- Memorial Day
- Juneteenth Day
- Independence Day
- Labor Day
- Veterans Day
- Day Before Thanksgiving
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day
- New Year's Eve

Official Holidays that occur during an employee's approved PTO or HB time will not be charged to the PTO or HB account.

Part-time Employees (20-30 hours a week):

Paid Time Off (PTO)/Health Bank (HB) & Holidays begins for everyone on the first day of employment

1. For part-time employee's, accrual of PTO/Holidays will be as follows based on average agreed upon hours at hire:
20-29 hrs. – 4 hours a pay period of PTO and 4 hours of Holiday pay when Holiday falls on their designated workday.
Staff hired to work an average of less than 20 hours a week will not accrue PTO/Holidays.
2. *Health Bank hours are not available for part-time employees.*

Using PTO/HB

- I. PTO is available for vacation or personal time off and HB is available for health needs. Whenever possible, requests for both should be made with as much advance notice as possible, in writing, and taken only with written approval received from Supervisor or President/COO. We understand that emergencies

happen, but we need to plan for coverage as well. Not following this procedure, when possible, may result in hours taken without pay. Emergencies aside, please don't assume a text to your Supervisor/President/COO will cover this.

2. We try to help each other, in big and small ways, when possible. Under special circumstances, PTO and HB hours may be donated to a co-worker with President/COO approval.
3. Life happens to all of us, but employees in the 90-day Introductory Phase will need President/COO approval to utilize PTO/HB, usually in emergency circumstances.

3.2 Benefits after Introductory Phase

Upon satisfactory completion of the introductory phase, the following benefits are available to full-time employees (30+ hours a week).

1. Medical insurance coverage will be provided to full-time employees (30+ hours), pending agency group size. Family member coverage will be available for purchase with semi-monthly deductions. Insurance will begin the first day of employment. In the event of separation of employment, medical insurance coverage will end on the last official day of employment.
Every attempt is made to cover the employee's entire medical coverage premium. Unfortunately, funding and insurance rates vary from year-to-year and are out of our control. Consequently, employee participation in paying the premium may become necessary. Staff may opt out of insurance benefits only if they provide proof of other medical coverage. Proof of other insurance will result in a forfeit of medical benefits with no other form of compensation available.
2. Dental and Vision Insurance will be available for purchase through a group rate with semi-monthly deductions. Family member coverage will be available for purchase with a bi-weekly deduction as well. Enrollment for this insurance may begin on the first day of employment if you decide to participate. Upon separation of employment, dental and vision insurance coverage will end the last official day of employment.
3. Beginning with your first day of employment, you have the option to enroll in a 401(k)-retirement plan. We strongly encourage you to be proactive in preparing for your future now. It's never too early. It's never too late. No amount is too small. Should you choose to participate, your contribution will be matched by the WDB up to 4% of the employee's base salary equal to the amount contributed by the employee. Please understand that choosing not to participate is leaving money on the table. Employees are fully vested at 6 years of participation.
4. Full-time employees (30+ hours) are provided a medical insurance stipend up to \$650 when group medical insurance is not provided by WDB. Effective 1/01/24, when group medical insurance is provided by the WDB, employees will be responsible for 20% of the monthly premium. This will be a payroll deduction.

4.0 PAYROLL/TIME POLICIES/REMOTE WORK

4.1 Payroll Information

- Each employee will be informed, in writing, of their rate of pay at the time of hire and when raises or pay adjustments occur.
- Effective 4/1/24, employees are paid bi-weekly. Pay periods begin on a Monday and end on the following second Sunday. Employees are paid by the Friday following the end of the pay period.
- Payroll is direct deposit.

4.2 Hours of Work

Normal hours of work vary depending on your position and location. Please let your Supervisor know if you are not clear on the expectations for you. Everyone should be taking a break for lunch. When appropriate for the location, staff members will coordinate lunch times to keep services available for the public. Work hours may be adjusted upon the recommendation of a Supervisor and the approval of the President/COO.

4.3 Overtime Policy/Exempt/Non-Exempt

Employees who are non-exempt from mandatory overtime pay as determined by the Fair Labor Standards Act (FLSA) are not authorized to work more than forty (40) hours in any seven consecutive 24 hour phases (work weeks begin at 12:01 a.m. each Monday and extends through 11:59 p.m. the following Sunday) or report more than forty (40) hours of work per week on a semi-monthly time sheet unless more than forty (40) hours of work is requested by the employee in writing and approved by the employee's Supervisor in writing in advance of the overtime being worked. The following policies apply:

- Non-exempt employees who are approved for, and work, more than forty (40) hours in any work week must receive pay at the rate of one and one-half the number of hours worked more than forty (40) hours for that week.
- Non-exempt employees who work more that forty (40) hours in a pay phase, can flex hours during the work week. This must have prior approval by your Supervisor or President/COO.
- Time records posted on the EWS payroll system that reflect more than forty (40) hours of work **without** the prerequisite written requests and approvals will result in the employee being subject to disciplinary action, including possible dismissal.
- Time worked is defined in the Fair Labor Standards Act and does not include the following: PTO, HB, and Holidays.
- Hours worked includes time spent on business travel.

Exempt employees are not constrained by a forty (40)-hour work week or an (8)-hour work day. Generally, these employees will receive their full salary for any day in which they work, regardless of the number of hours worked in that week, and may not have their salary reduced because of variations in the quality or quantity of their work.

If an exempt employee is absent from work for one or more full days, this absence must either be paid as approved leave using some form of appropriate paid leave (e.g., PTO/HB), or is unpaid. Any absences by exempt employees of one day or more which do not qualify for paid leave will result in a reduction in pay (if no paid leave is available). Charge of leave or reduction in salary due to partial days worked is not permissible.

Even though the normal work day may vary, PTO deductions for these employees are only required in the event that an employee performs no work on one or more days during that time phase. There are no “compensatory time” (oftentimes referred to as “comp” time) policies for exempt employees, which mean that hours worked in excess of eighty (80) hours in any bi-weekly pay phase cannot be “carried over” to be utilized as additional time off. Time sheets that record such carry-over practices will not be approved and submitted for processing until they are corrected.

4.4 Attendance/Punctuality/WDB Staff Calendar

It’s all about communication. It is the sole responsibility of the employee to utilize the staff calendar appropriately, as well as to contact your Supervisor about issues causing you to be late or not come in at all, whether it’s due to illness or other circumstances. This contact needs to be more than a text sent. You need to get clarification from your Supervisor that they received your message and are approving. We all get busy, and things come up, but we need to be able to account for our time.

The WDB staff calendar should be kept up to date and show the following: PTO, HB, work location(s) for each day. To keep privacy of all staff secure, please do not place on calendar details of medical appointments or other personal information. Discuss with your Supervisor if you’re unsure of how/when to enter your information on the WDB staff calendar.

If an employee is absent for five or more consecutive days, a note from a physician may be required. Excessive absenteeism and tardiness may result in disciplinary action up to and including dismissal.

4.5 Inclement Weather and Office Closures

Your safety, as well as the safety of our participants, is our priority. Safety first. You always have the option, due to hazardous road conditions, to coordinate with your Supervisor, the best course of action for that day. Each staff member is expected to use discretion in deciding to drive or not because of weather/road conditions. However, if the WDB offices are open for business and staff members elect not to come in, PTO may be charged for the day.

Weather can be unpredictable. However, we do live in a time of better forecasts. When inclement weather is forecasted, and you have appropriate work to be done remotely, and your Supervisor approves, it may be wise to take everything you need home with you the day before. Just in case.

In the event of unforeseen circumstances, the WDB President/COO will make the decision whether to close the office, limit travel or alter a planned activity based on the situation at hand and the safety of the staff.

If the offices are closed for the day due to inclement weather or unforeseen causes, staff will not

be required to make up the time or use PTO.

Outlying offices will be at the discretion of the Supervisor and President/COO.

4.6 EMPLOYEE REMOTE WORK POLICY

The employee remote work policy outlines the WDB guidelines, terms and conditions for employees who work from a location other than a designated WDB office daily. The WDB wants to ensure that both employees and the citizens served will benefit from these arrangements. Remote work may be allowed for full-time and part-time employees.

An employee may be eligible to work remotely if their duties can be met through electronic means, they've proven to be trustworthy, disciplined, have quality time management standards and be self-motivated. While working remotely, employees must adhere to all the conditions in the WDB Team Manual around conduct, confidentiality, attendance, social media, data protection, sick leave, etc. WDB issued equipment must be kept safe and misuse avoided. Any transgressions of any kind will result in disciplinary actions.

Remote working is not a contract of employment, does not provide any contractual rights to continued employment, and does not alter or supersede the terms of the existing employment relationship. There will be no change to an employee's salary when approved to work remotely. The employee and the employee's Supervisor and President/COO must have a clear, shared understanding of the employee's remote work arrangement. Each remote work arrangement is unique depending on the needs of the employee's position. Employees remotely working will utilize the WDB public calendar to indicate their daily work location(s). Every employee who remotely works must sign an Employee Remote Work Agreement Form. This document is found in the forms section of the WDB Team Manual.

Remote Working that Works---

- Choose a quiet and distraction-free working space
- Have an internet connection that's adequate for job duties
- Dedicate full attention to job duties during working hours
- Manage time and tasks wisely
- Keep equipment passwords protected
- Keep customer information protected and secure
- Store equipment and customer information in a safe, secure, and clean space
- Refrain from downloading suspicious, unauthorized, or illegal software on WDB issued electronic equipment

5.0 PERSONAL APPEARANCE: DRESS/HYGIENE

The Workforce Development Board has adopted guidelines based on Office of Workforce Development (OWD) policy, for employee personal appearance to promote a business image for the Southeast Region. The WDB recognizes that the presentation of its employees in the workplace contributes to a professional environment and the public image that has contributed to the success of the the WDB. Therefore, the WDB expects employees to be well-groomed and professional in dress, hygiene, and general appearance when coming to work or engaged in

work-related tasks with customers, clients, colleagues, and the general public. The WDB creates a safe, productive, and comfortable work environment for all employees. While it is impossible and undesirable to define a rigid, uniform personal appearance code, this policy provides the staff with general standards for employee appearance.

5.1 Dress

Smart Casual Attire - Smart casual attire is neat, clean, includes dark denim, button up or collared shirts, appropriate tops, and comfortable shoes. It does not include faded, ripped or stained clothing or flip flops

5.2 Hygiene

This policy has been developed to ensure that all employees understand the importance of appropriate grooming and hygiene in the workplace or when otherwise representing the WDB. The standards of grooming and hygiene outlined below set forth the **minimum requirements** to which all employees, contract workers, and temporary staff is required to adhere to.

Hygiene - Every employee is **EXPECTED** to practice daily hygiene and good grooming habits as set forth in further detail below.

5.3 Employee Responsibilities

Recognizing the impossibility of outlining all possible choices of attire and appearance, the WDB expect that employees will act professionally and use good judgment when deciding what constitutes appropriate attire and appearance. You were hired for a reason, and as such it is expected that you will use good judgement as a representative of this organization. Please represent us responsibly, professionally, and appropriately.

Policy Violation:

Repeated violations of this policy will be cause for disciplinary action up to and including dismissal.

Questions about attire and grooming should be directed to Supervisors. The President/COO has final approval authority over these matters.

6.0 SICKNESS

Employees should use good judgment when they are sick. If you have a fever and/or are possibly contagious STAY AT HOME. If you work remotely use your Health Bank time to take care of yourself. Common sense and good judgment should always be used when not feeling well. Do not jeopardize the health of your co-workers/participants by coming to work and spreading germs. Likewise, do not jeopardize your own health by not utilizing your Health Bank account so that you may rest. That's what it's there for. We need you. Refer to section 4.4 for reporting absences.

6.1 Pandemic

A pandemic is a global disease outbreak and can be caused by a variety of agents, including influenza and corona viruses. During a pandemic, transmission can be anticipated in the workplace among co-workers, members of the public, and workers in other types of workplaces.

This information is designed to provide a fluid guide for dealing with the problems associated with a pandemic. This is not written to provide a specific step by step process.

The WDB is dedicated to the protection of its employees, facilities, and customers. We are also committed to ensuring that essential services to our customers continue safely during a pandemic.

The WDB acknowledges that during a pandemic; local, state, or federal authorities might prohibit or severely curtail individuals' access to and use of public services, close or prevent access to buildings, isolate or quarantine buildings', etc. We cannot predict and have no control over such authorities' actions and acknowledge our legal duty to comply with outside authorities' directives.

The WDB is prepared to fully operate remotely in the event of a pandemic. We will ensure, to the best of our ability that all staff has the tools and equipment needed to continue their daily work requirements.

In the event of a pandemic, the WDB will follow guidance provided by the Centers for Disease Control and Prevention (CDC) recommendations along with guidance provided by the State of Missouri to determine when and what actions are needed related to workforce development in preparations of a pandemic.

If you or a family member has been exposed during a pandemic, please notify your Supervisor immediately and next steps will be determined to ensure the safety of the employee and co-workers.

7.0 PERSONNEL RECORDS

Secure personnel records will be maintained by the President/COO or designated individual for each employee. It is important to the organization that personnel records be always correct and up to date. It is each staff member's responsibility to notify the President/COO and the Fiscal Department of any changes in mailing address, telephone number, and other relevant information. Personnel records for the President/COO shall be available for inspection by the Chairperson of the WDB and Executive Committee Chairperson.

Medical records, as necessary, will be maintained by the President/COO or designated individual in a separate and secure location.

8.0 ACCOMMODATIONS

It is the policy of the WDB to comply with the American with Disabilities Act. The WDB is committed to the fair and equal employment of people with disabilities. WDB does not discriminate against qualified job applicants or employees with disabilities regarding job application procedures, hiring, employee compensation, advancement, training, discharge or other terms, conditions and privileges of employment.

Job applicants and employees with disabilities shall be provided reasonable employment-

related accommodations, when necessary, unless the accommodation would impose an undue hardship.

The WDB Accommodation policy provides guidelines for employees and job applicants who wish to apply for reasonable accommodations with WDB. Please see the current Southeast WDB Accommodation Policy, Request Form, and Appeal Form for more information.

9.0 HARASSMENT/DISCRIMINATION

It is the policy of the WDB to provide employees with a hospitable, equitable, cooperative, and non-coercive atmosphere conducive to efficient and productive work. The Workforce Development Board of Southeast Missouri is committed to providing a workplace free of unlawful harassment and discrimination for all employees. Employees must report all complaints and instances of harassment or discrimination to the WDB Equal Opportunity Officer immediately, or President/COO and/or WDB chairperson if complaint is related to EO Officer.

All complaints, to include unlawful harassment, discrimination and offensive behavior in general will be investigated in a timely fashion and will remain confidential to the extent possible.

Employees as well as non-employees are prohibited from harassing or discriminating against staff, customers, and partner employees whether the incidents of harassment or discrimination occur on employer premises and whether or not the incidents occur during work hours. Behavior covered by this policy may extend beyond the normal work hours and occur at conferences, meetings, or other extra-curricular events. An incident may be considered harassment or discrimination even if the accused party did not intend to be offensive. Any employee found to be in violation of such policies will be subject to disciplinary action/termination.

This is a summary of the Harassment, Discrimination, and Nondiscrimination Policy enforced by the Southeast Workforce Development Board. Please see the full current policy for more information including definitions, processes, and responsibilities.

10.0 PERFORMANCE REVIEWS

Upon successful completion of the introductory phase, a review will be completed by the immediate Supervisor, and then at least on an annual basis, typically between May and September. President/COO will be evaluated by a committee led by the WDB Chair annually between the months of June-August, using the method of evaluation as approved by the Board.

11.0 LEAVE

11.1 Family Medical Leave Act

Anyone that has been employed for at least twelve (12) months and has worked at least 1,250 hours during the past twelve (12) months, is eligible for twelve (12) weeks of unpaid leave, (for purposes of FMLA, the twelve (12) month phase the leave must be taken and begins at the time the first day of leave is taken) job-protected leave for the following family and medically necessary reasons:

1. Care for child after birth, placement for adoption or foster care; (leave for birth or placement for adoption or foster care must conclude within twelve (12) months of the event).

2. Care for spouse, son, daughter, or parent who has a serious health condition (illness, injury, impairment, physical or mental condition).
3. Care for a covered service member or veteran who has a serious injury or illness incurred in the line of duty on a covered active duty that may render the service member unfit to perform his or her duties for which the service member is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on temporary disability retired list; or
4. Serious health condition (illness, injury, impairment, physical or mental condition) that makes you unable to perform your job duties.

When any of these events are foreseeable and such notice is practical, a thirty (30)-day written advance notice is required. The WDB will also require employees to provide the following:

- Medical certification of the need for leave due to a serious health condition (employee's or family members).
- Second or third medical opinions may be required (at WDB's expense).
- Periodic medical recertification reports may be required during FMLA leave regarding the employee's status and intent to return to work.

A "serious health condition" means an illness, injury, impairment, or physical or mental condition that involves either:

Any phase of incapacity or treatment connected with inpatient care (i.e. an overnight stay) in a hospital, hospice or residential medical-care facility, and any additional treatment in connection with that inpatient care, or continuing treatment by a health care provider (i.e., doctors of medicine or osteopathy authorized to practice medicine or surgery, podiatrists, dentists, clinical psychologists, optometrists, and chiropractors, nurse practitioners, nurse-midwives and clinical social workers authorized to practice as defined by state law) which includes any phase of incapacity (i.e., inability to work, attend school or perform other regular daily activities) due to:

A health condition (including treatment or recovery) lasting more than three (3) consecutive days and any later treatment or incapacity (absence from work) relating to the same conditions that also includes treatment two or more times by a health care provider or treatment one time by a health care provider with a continuing regimen of treatment including the following:

- Pregnancy or prenatal care. A visit to the health care provider is not necessary for each absence.
- A chronic serious health condition, which continues over time, may require periodic visits to a health care provider, and may involve occasional absences from work (for example, asthma or diabetes). A visit to the health care provider is not necessary for each absence.
- A permanent or long-term condition for which treatment may not be effective (for example, a severe stroke or cancer). Only supervision by a health care provider is required, rather than active treatment, or,
- Any absences to receive treatments for restorative surgery or for a condition which would likely result in a phase of incapacity if not treated (for example, chemotherapy or radiation treatment for cancer).

While an employee is on FMLA leave, healthcare coverage will be maintained by the WDB per the

original agreement. Health insurance premiums for dependent coverage may be arranged with President/COO. If an employee fails to return to work from FMLA leave, the WDB may recover the health coverage premiums paid. Exempt employees, like all eligible employees are entitled to unpaid leave and can take it on a reduced leave schedule when medically necessary. The exempt status is not jeopardized when leave is taken in this manner.

The use of accumulated PTO and /or HB may be used in conjunction with unpaid leave during the twelve (12)-week phase. An employee is entitled to a maximum of twelve (12) weeks FMLA leave in a one-year phase of time. The calculation of each employee FMLA leave will be based on the date at which that employee initiates FMLA leave and will continue for the subsequent twelve (12) month phase.

In the event both husband and wife are employed by the WDB, they will be jointly entitled to a combined twelve (12) work weeks of leave if the leave is taken to care for an injured/sick loved one.

11.2 Bereavement Leave

Understanding that cultures, friendships, and families may look differently, full-time (30+ hrs) employees may be gifted up to 5 days of paid leave for bereavement. Part-time (20-29 hrs) employees and may be gifted for up to 3 days of paid leave for bereavement.

This includes the death of any of the following relatives:

- employee's and spouse's immediate family or stepfamily:
spouse, partner, significant other, parent, sibling, grandparent, child, grandchild

While this is in no way an exhaustive list, exceptions may be approved by the President/COO.

11.3 Military Leave

Military leave will be granted at the rate of 10 working days annually (January through December). Employees will be paid the difference in salary while attending military training, up to 90-days. After the 91-day employee must assume medical insurance responsibility and will not be paid the difference between salaries while continuing to attend military duty. Employees must provide a copy of orders and pay vouchers.

If an employee is called to active duty, the position will be held for the employee pending their return from active duty for up to five years. (Reference Uniformed Services Employment and Reemployment Rights Act (USERRA)).

11.4 Jury Duty

Employees will receive full pay less wages received from the court while serving as a juror. Employees must produce evidence of such payment received.

12.0 PHONE/COMPUTER USAGE

12.1 Work Phones/Computers

WDB phones and computers are for official business. When job duties or business needs demand, the WDB may issue a business cellphone and /or laptop computer to an employee for

work-related communications. Personal use of company-owned cellphones/laptop should be kept to a minimum.

Employees in possession of company-owned cellphones/laptops are expected to protect the equipment from loss, damage, or theft. Upon resignation or termination of employment, or at any time on request, the employee may be asked to produce the phone for return or inspection.

Effective 1/01/24, full time employees who use their personal cell phone for work-related operations will be reimbursed \$50.00 per month. These work-related operations include at a minimum, Outlook Email, WDB administrative office telephone answering application, DocuSign, and Zoom.

12.2 Cell Phone Usage

Safe operation of any vehicle in the performance of organization business is the responsibility of the driver and must be always given appropriate attention. Employees are **prohibited** from texting or making use of electronic mail functions while the vehicle is in motion. Additionally, all employees are prohibited from using data services on their wireless devices, such as accessing the mobile web, games, or other distracting activities, while driving.

WDB employee issued work cell phones are for official business only to conduct work-related communications. Cell phones should not contain family/friend photos, family/friend text messages, etc. They also should not contain any type of inappropriate information. Employees in possession of a WDB owned cell phone are expected to protect the cell phone from loss, damage, or theft. In the event of loss, damage, or theft, the WDB will replace/repair the employee issued cell phone one (1) time. Should an employee loose, damage, or have their employee issued cell phone stolen a second time, the employee will be responsible for replacement/repair of the cell phone. Replacement/repair will be paid by employee through payroll deduction.

13.0 SOCIAL MEDIA

Employees are responsible for their personal actions on social media sites and should be aware that there can be situations in which negative references, inappropriate behavior/language about the agency, its employees, or board can be grounds for discipline and/or termination.

No staff will make official statements or act as an official spokesperson of the WDB on any social media, blog, internet, or other public access information conduit (e.g., television, radio, print, or online media, etc.) unless designated by President/COO.

14.0 TRAVEL

When an overnight stay is required and with preapproval from the President/COO, staff may either receive a rental car or use their personal transportation for business related travel. Staff, utilizing anything other than a WDB authorized rental vehicle, is assuming responsibility for the condition and reliability of their transportation and the ability of their chosen transportation to get them home.

Staff will be reimbursed at the current Federal mileage rate. When using a rental car, reservations for vehicle is approved through your Supervisor and reserved by designated staff.

Staff must retain all gas receipts/care related expenses, to be reimbursed on expense report. Actual expenses subject to reimbursement on travel status are limited to meals, tips, parking, lodging and miscellaneous expenses as approved by the fiscal department. Tips will be allowed up to a maximum of 15% of meal expenses. Staff is encouraged to restrict meal expenses to no more than \$50.00 per day. A travel voucher is available on the website. Receipts are required for:

- Any meal costing more than \$10.00
- Parking fees
- Lodging expenses
- Gas (for rental cars)

The President/COO is permitted to exercise authority to approve reasonable deviations from this policy as warranted by the circumstances. As requested by staff and approved by the President/COO, a reasonable advance of funds for extraordinary travel expenses anticipated by staff is available. A Travel Advance Request and Authorization form is available on the website. All travel advances must be reconciled with actual expense vouchers upon completion of the trip. Any excess of travel advance over actual expenses must be returned promptly to the WDB.

Travel reimbursement is calculated from your domicile or home, whichever is closest to your destination.

15.0 SEAT BELT USE & VEHICLE SAFETY

The WDB recognizes that seat belts are extremely effective in preventing injuries and loss of life. On-the-job motor vehicle crashes are the leading cause of death for American workers today. These crashes are also responsible for tens of thousands of life-ruining, crippling permanent injuries every year.

It is the policy of our organization, and a condition of employment, that all employees who operate or ride in rental vehicles; or operate or ride in personal vehicles during company business travel, wear properly fastened and adjusted seat belts, shoulder harnesses, and other such similar equipment when provided in the vehicle they are operating or riding in. Employees are required to report any malfunction of seat/shoulder belts, and to have this equipment repaired or replaced as soon as possible after its discovery.

Any employee found operating or riding in an organization vehicle or personal vehicle on company business without seat belts/shoulder harnesses fastened will be subject to disciplinary action, up to and including termination. "Operating" and "riding in" are to be defined as occupying a moving vehicle.

You are the WDB's most valuable asset! The way that you drive says everything about you and the WDB. Make a positive statement by following these work-related safe driving practices:

Stay Safe

- Always use a seat belt – driver and passenger(s)
- Be well-rested before driving
- Avoid taking medications that make you drowsy
- Set a realistic goal for the number of miles that you can drive safely each day
- If you are impaired by alcohol or any drug, do not drive

Stay Focused

- Driving requires your full attention
- Avoid distractions
- Continually search the roadway to be alert to situations requiring quick action
- Stop about every two hours for a break on long trips

Avoid Aggressive Driving

- Keep your cool in traffic!
- Be patient and courteous to other drivers
- Do not take other drivers' actions personally
- Reduce your stress by planning your route ahead of time

16.0 FACILITY – SAFETY, SECURITY, EMERGENCY, DAMAGES POLICY

WDB seeks to provide a work environment free from violence or threats of violence against anyone, or threats against WDB property. Please review the Facility – Safety, Security, Emergency, and Damages Policy.

For purposes of this policy, workplace violence is defined as a single behavior or series of behaviors, which constitute actual or potential assault, battery, harassment, intimidation, threats or similar actions, attempted destruction, or threats to persons or WDB personal property. This applies to employees, board members, partner staff, customers, or the general public in any of our facilities, or attending our functions, which occur in any WDB workplace, while using WDB resources, at a WDB work location, or while an individual is engaged in WDB business.

16.1 Weapons

The WDB strictly prohibits the use, storage and/or possession of any weapons on agency or state property owned or leased. This includes facilities, cars, and agency parking lots.

17.0 WORKER'S COMPENSATION

17.1 Reporting Accidents

The purpose of the Occupational Safety and Health Act (OSHA) was to assure every worker safe and healthful working conditions. If an employee is injured while working, he/she will report the injury to his/her Supervisor immediately. The employee's Supervisor shall insure that an injury report is completed at that time. All accidents shall be reported regardless of whether medical attention is deemed necessary. *All necessary assistance will be provided to the employee in helping that employee fill out the proper documentation.*

18.0 DRUG FREE WORKPLACE

The WDB is voluntarily conforming to the Drug Free Workplace Act (Public Law 100-690, Title V, Subtitle D) which was enacted on November 18, 1988, to maintain a Drug Free Workplace. This policy is being issued to bring the WDB into compliance with the requirement and to inform staff of certain ramifications as a result of use of illicit drugs in the workplace.

The following conduct is grounds for discipline, up to and including termination:

1. Use, possession, sale, manufacture or soliciting of illegal drugs;

2. Unauthorized use of alcohol on duty or agency premises;
3. Reporting to work under the influence of alcohol or illegal drugs;
4. Representing WDB in any capacity, including conferences, and displaying inappropriate behavior under the influence of drugs or alcohol.

Employees are required to notify the President/COO of any criminal drug statute conviction for a violation occurring at the workplace no later than five days after such conviction.

18.1 Treatment

The WDB believes chemical dependency is an illness requiring professional treatment. Therefore, the following actions will be taken:

1. Encouraging affected individuals to seek professional help voluntarily.
2. Discouraging Supervisors, fellow employees, and family members from covering up for the affected individuals.
3. Assisting Supervisors in dealing with drug abuse problems that affect work performance.
4. Addressing the impaired performance, not the cause of it.
5. Providing referral services to qualified treatment centers. Referrals for treatment will be dealt with confidentially.
6. In the event an employee refuses treatment, disciplinary actions *will* be taken.

18.2 Testing

When there is a reasonable suspicion based on objective criteria that an employee is under the influence of alcohol or drugs (legal or illegal), the Supervisor may require that the employee immediately go to a medical facility for the purpose of testing and to receive a fitness for work examination by a licensed physician, at the WDB cost.

Reasonable suspicion based on objective criteria means suspicion based on specific personal observations that the Supervisor, (more than one observer, when possible) can describe concerning the appearance, behavior, speech or breathe odor of the employee. Suspicion is not reasonable, and thus not a basis for testing, if it is based solely on third party observations and reports.

18.3 Drug Awareness

WDB employees may be required to attend, periodic in-service training with emphasis on drug awareness. In addition, Supervisors may be required to attend periodic in-service training with emphasis on detection and warning signs of chemical abuse by employees.

18.4 Notice to Users of Legal Drugs or Medications

When a Supervisor has a reasonable suspicion, based upon objective criteria, that an employee's productive work or safety may be adversely affected because of the effects of a prescription drug(s) or over-the counter medication(s) the employee may be taking or have taken, the Supervisor is authorized to inquire of the employee of the nature of the drug or medication and its potential side effects. Supervisors may, after reasonable inquiry, determine the potential side effects are such that the employee's ability to work safely or productively is significantly at risk, and require the employee to immediately stop working and leave the workplace (on approved leave, if available) until the effects of the drug or medication are satisfactorily diminished.

18.5 Smoke-Free Environment

WDB offices are smoke-free. Employees and guests are not allowed to smoke in the WDB offices but may take advantage of the designated smoking areas outside of the building.

18.6 Acknowledgement of Drug Free Workplace Policy

I have received a copy of Workforce Development Board of Southeast Missouri's Drug Free Workplace policy. As an employee of the WDB or applicant being considered for employment with the WDB, I understand the terms of the policy and agree to comply with all policies as presented. In addition, I understand that if I do not comply with the policy as described, I will be subject to disciplinary action. I further agree to notify the WDB within five (5) days of any convictions I should receive for any criminal drug statute violations in the workplace.

19.0 EMPLOYEE CONDUCT

19.1 Code of Conduct brief & purpose

Our Employee Code of Conduct policy outlines our expectations regarding employees' behavior towards their colleagues, Supervisors and overall organization and public in general.

We expect all employees to follow our code of conduct. We also expect them to foster a well-organized, respectful, and collaborative environment.

19.2 Scope

This policy applies to all our employees regardless of employment agreement or rank.

Compliance with the Law

All employees must protect our organization's legality and integrity. They should comply with the law. We expect employees to be ethical and responsible when dealing with colleagues, participants, partnerships, and our organization's finances, products, and public image.

Respect in the Workplace

All employees should respect anyone involved in our organization. We will not allow any kind of discriminatory behavior, harassment, or victimization. This includes statements inadvertently made with unintended consequences. If you have to question it, you probably should keep it to yourself. Employees should conform to our equal opportunity policy in all aspects of their work.

Please see the current Southeast WDB Harassment, Discrimination, and Nondiscrimination Policy for more information.

Protection of Property

Employees should treat WDB property, whether material or intangible, with respect and care.

Professionalism

All employees must show integrity and professionalism in the workplace and anywhere in representation of WDB, including conferences. All employees must follow our dress code, personal appearance guidelines, drug/alcohol policy and code of conduct.

Confidentiality/Corruption

Expose corruption wherever discovered.

Never use any information received in confidence in the performance of duties as a means for making private profit.

Agree to use information obtained only for purposes directly connected with the administration of a federal or federally assisted program that provides assistance in cash or in kind, or services, directly to individuals on the basis of need. The WDB abides by, and adheres to the current OWD Issuance, on Statewide Confidentiality and Information Security Plan, a copy of this current issuance can be found at jobs.mo.gov/owdissuances.

Southeast WDB Staff Members are held to a high standard of confidentiality due to the confidential nature of the information they will encounter while performing their job duties.

Fraud, Waste, Abuse, Criminal Conduct, and Whistleblower Protections

The WDB requires all employees to exercise due diligence in the prevention, deletion and correction of fraud, waste, and abuse. WDB promotes an ethical culture of compliance with all state and federal regulatory requirements, and mandates the reporting of any suspected fraud, waste and abuse to the President/COO, OWD, and the Employment & Training Administration (hotline number, 1-800-347-3756). 2 CFR Part 200.113

Definitions:

- **Abuse:**
Abuse includes actions that may directly or indirectly result in unnecessary cost to any program, or improper payment.
- **Criminal Conduct:**
It proscribes conduct perceived as threatening, harmful, or otherwise endangering the property, health, safety, and moral welfare of staff/customers.
- **Fraud:**
Means an intentional deception or misrepresentation that the individual knows to be false or does not believe to be true, and that the individual makes knowing the deception could result in some unauthorized benefit to him/her or some person.
- **Social Security Numbers/Personal Information:**
Social Security numbers and all personal information will be treated in accordance with

the current Statewide Confidentiality and Information Security Plan. and required to remain confidential, and not transmitted in any electronic fashion or used in any inappropriate fashion. The Southeast Workforce Development Board also has a Breach of Confidentiality Standard Operating Procedure to address these types of issues.

- **Waste:**

The inappropriate utilization and/or inefficient use of resources.

- **Whistleblower Protections:**

A whistleblower (also written as whistle-blower or whistle blower) is a person, often an employee, who reveals information about activity within a private or public organization that is deemed illegal, immoral, illicit, unsafe or fraudulent. Nonprofit organizations exist primarily to further the interests of individuals, businesses, and communities who believe and trust in the organization's mission.

Federal law prohibits all corporations, including nonprofits, from retaliating against employees who "blow the whistle" on their employer's financial management and accounting practices. The Southeast WDB whistleblower policy encourages staff, customers, partners, board members, and the general public to come forward with credible information on illegal practices or violations of adopted policies of the organization and specifies that the organization will protect the individual from retaliation. Concerns can be reported to the President/COO, The SE WDB Board Chair, and/or the Complaint and Grievance/Equal Opportunity Officer. The WDB has a standard of no retaliation and/or adverse action for raising concerns, whether they are about fraudulent accounting practices, unsafe conditions, or alleged discrimination or harassment.

Contact information for Whistleblower information:

Public Corruption and Fraud Division

moaudit@auditor.mo.gov

1-800-347-8597

Online reporting form at: <https://auditor.mo.gov/public-corruption-and-fraud-division>

The Whistleblower's Protection Act (WPA) serves as the sole and exclusive remedy for employees who report violations in Missouri. If the employer engages in retaliatory conduct, then the whistleblower must proceed according to the WPA.

Conflict of Interest

As a WDB employee, his/her primary obligation is to serve the citizens of the region rather than personal or private interests. Therefore, he/she may not accept additional employment or perform services for a private interest when doing so would be incompatible or in conflict with the performance of your official duties. In addition, confidential information that he/she receives in his/her capacity as a WDB employee may not be used for personal gain or for the benefit of any private interest.

Prior to accepting additional employment outside WDB service, a WDB employee will submit a written request for determination to the President/COO. Employees must declare any potential conflicts, compensated or not, in a similar manner.

Job Duties & Authority

All employees should fulfill their job duties with professionalism in dress and manner, integrity and respect toward colleagues, Supervisors, board members, partner staff, participants, and the public in general. Remember, customer service, to everyone, is your #1 job duty.

Documentation

Board staff are required to sign a Code of Conduct, Conflict of Interest, and Confidentiality Agreement during the on-boarding process. As well, the staff is required to notify the WDB President/COO of any changes that could produce a conflict of interest.

Board Members are required to sign the same document, Code of Conduct, Conflict of Interest, and Confidentiality Agreement upon approval to the board. This information will be reviewed annually with the board and staff. Additionally, during an RFP Process, this document will be reviewed and need to be signed by all voting members.

Please see the Code of Conduct, Conflict of Interest, and Confidentiality Policy for more information.

Policies

All employees are required read and follow our company policies. If they have any questions, they should ask their Supervisor or President/COO. Program and Equal Opportunity Policies can be found at www.job4you.org/policies

19.3 Final Thought of Utmost Importance to Employee Conduct

WDB aspires to be a different kind of organization. It's impossible to spell out every possible ethical scenario we might face. Instead, we rely on one another's good judgment to uphold a high standard of integrity for ourselves and our organization. We expect all employees to be guided by both the letter and the spirit of this Code.

Uphold these principles, ever conscious that public employment is a public trust.

20.0 MISCONDUCT

It is hoped that disciplinary action is rare; however, rules governing such actions are necessary in the event they are needed. Every employee is expected to pay strict attention to job duties, to use WDB and supplies and equipment only for official business, and to obey all WDB directives, administrative regulations, and departmental rules. The following items of misconduct shall result in, but not necessarily be limited to, disciplinary action that may include possible separation from employment:

- Lying and/or misrepresentation of facts concerning official duties,
- Stealing or other forms of dishonesty,
- Fighting while on duty,
- Insubordination,
- Misrepresentation or omission of facts called for in the application form,
- Chemical abuse on duty, or other conduct harmful to good order and discipline,
- Discourtesy by employee to external or internal customers while in the line of duty,

- Refusal or failure to perform assigned work,
- Neglect or carelessness resulting in damage to property or equipment,
- Failure to come to work without reporting the absence.

21.0 DISCIPLINARY ACTION

Disciplinary action may result in any of the following steps but may not always follow this sequence:

Letter of Concern: Addressing areas of concern that require follow-up action with given deadlines.

Reprimand: An employee may be officially reprimanded in writing and such reprimand shall be entered in the employee's personnel file. If a Supervisor has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public.

Probation: Disciplinary probation must be approved by the President/COO. Disciplinary probation may not exceed twenty (20) working days. A Performance Improvement Plan (PIP) will be created in collaboration between Supervisor and Employee. Frequent evaluations of performance will be done by the Supervisor during this phase.

Suspension: An employee may be officially suspended for just cause by the President/COO without pay for no more than fourteen (14) working days.

Demotion: An employee for whom demotion is being considered will be given seven (7) days written notice of intent of and reason for such action.

Dismissal: An employee who is being dismissed for just cause will be given written notice that she/he has been dismissed from employment. The letter will state the grounds for dismissal. Dismissal is the most drastic of disciplinary actions and is reserved for the more serious matters.

President/COO will report termination(s) to the WDB Chairperson and Chief Local Elected Official (CLEO). Upon receiving notice of dismissal or disciplinary action, an employee has a right to file a grievance with the Equal Opportunity Officer/President/COO. Disciplinary action for the President/COO will be handled by the Executive Committee of the WDB.

22.0 COMPLAINTS & GRIEVANCES

22.1 Background Information

The WDB maintains a formal complaint and grievance process which meets requirements set forth in the Workforce Innovation & Opportunity Act (WIOA) and Implementing Regulations for Programs under the Act (Section 188). These requirements specify, for example, that different kinds of complaints will be processed differently, that everyone shall have access to the complaint procedure, and that certain timelines must be observed.

22.2 Management of Complaints and Grievances

The WDB will designate one staff member as the Complaint and Grievance/Local Equal Opportunity Officer. This person will maintain a log of complaints and the activities conducted about them, investigate complaint reports, and correspond with parties involved in bringing or resolving complaints. For more information on the different types of complaints, who may file a complaint, required information to file a complaint, the process to file a complaint, timeline to file a complaint, resolution of a complaint, and alternative filing options, please see the current Southeast WDB Complaint and Grievance Policy.

22.3 Avoidance of Retaliation

No person or organization may discriminate or retaliate against, or deny benefit to, a person because the person has done or is about to do any of the following: 1) file a complaint; 2) institute or cause to be instituted any proceeding related to the Workforce Innovation & Opportunity Act; 3) testify in any proceeding or investigation, or 4) provide information or assist in any investigation.

22.4 Confidentiality of Complaints & Grievances

The WDB shall, to the extent possible, conceal the identity of any person who has furnished information relating to or assisting in the investigation of a possible violation of the Act. This confidentiality will be observed consistent with a fair determination of issues. Please refer to the Southeast Workforce Development Board Complaint and Grievance Policy (section 22).

23.0 SEPARATION FROM EMPLOYMENT

23.1 Resignation

In the event of a staff resignation, written notice of the resignation should be given to the immediate Supervisor or the President/COO thirty (30) days in advance, if possible. A minimum of two (2) weeks notice of resignation is required to be paid your unused PTO.

23.2 Leaving Employment

When an employee leaves WDB employment, an employee check-out form must be completed by the employee's Supervisor. All company property (i.e. cell phones, accessories, cameras, keys, laptops, etc) must be returned prior to departure from the WDB. Any unrecovered items will be deducted from your final check at a fair market value.

23.3 Exit Interviews

Before an employee leaves employment with the WDB, the employee will be given the opportunity for a confidential exit interview to be held with the EO Officer, President/COO or Supervisor, if requested by employee. A confidential exit questionnaire will also be given to the departing employee, electronically or hard copy, to be sent to the Board Chairperson.

EMPLOYEE ACKNOWLEDGEMENT FORM

I hereby acknowledge receipt of the Workforce Development Board Employee Manual. I agree to read and understand the policies contained in the manual and abide by the standards, policies and procedures defined or referenced in it.

The information contained in this manual is subject to revision. I understand that changes in Workforce Development Board policies may supersede, modify or eliminate the information contained in this manual. As the agency provides updated policy information, I hereby accept responsibility for reading and abiding by the changes.

Furthermore, I acknowledge that this manual is neither a contract of employment nor a legal document. I have received the manual, and I understand that it is my responsibility to read and comply with the policies contained in this manual and any revisions made to it.

Printed Employee Name: _____

Employee's Signature: _____

Date: _____

Original copy will be kept in employee's records

EMPLOYEE REMOTE WORK AGREEMENT

Employee Remote Work Information

Employee Name:	
Job Title:	
Employee Supervisor:	
Location where remote work will be performed:	

Job Duties

The general expectation for a remote work arrangement is that the employee will effectively accomplish their regular job duties, regardless of work location unless otherwise indicated

below. If there are remote work-specific job duties and/or expectations, write them in the box below, or enter N/A.

Additional Details

Acknowledgement	Employee Initials
I have read and understand the WDB Employee Remote Work Policy	
I understand I am financially responsible for WDB equipment and/or property issued to me which includes any damage and/or property not returned to the WDB. I understand that the remote work arrangement may be revised/revoked at any time for any reason by President/COO or Supervisor.	

Employee Signature: _____

Date: _____

Supervisor Signature: _____

Date: _____

ONBOARDING CHECKLIST

This checklist includes items to be discussed by the Supervisor with all new employees. Upon completion of the orientation sessions, this form is to be signed and placed in the employee's personnel file **and a copy given to the employee.**

Topics covered locally by the employee's Supervisor:

Date	Initials	
_____	_____	Attendance Policy, including wage and hour classification
_____	_____	Job Performance/Evaluations
_____	_____	Codes of Conduct
_____	_____	Facilities Orientation

- _____ _____ Office Hours
- _____ _____ Job Description
- _____ _____ General Procedures and Organization Chart
- _____ _____ Probation Phase
- _____ _____ Employee Benefits
- _____ _____ WDB Employee Manual Review
- _____ _____ Drug Free Workplace
- _____ _____ Cell Phone Usage and Protection Acknowledgement
- _____ _____ Employee Remote Work Agreement

ACKNOWLEDGEMENT

In consideration of my employment, I agree to conform to the rules and regulations of the WDB. I hereby acknowledge receipt of the Policies and Procedures Manual. It is important for me to read, understand and comply with this manual as a condition of my employment. I have been given the opportunity to ask questions concerning these policies before I sign this acknowledgement.

Employee's Name

Employee's Signature

Date

EMPLOYEE CHECK-OUT FORM

Employee: _____

Start Date: _____

Termination Date: _____

	Issued	Returned
Credit/Charge Cards	_____	_____
Keys	_____	_____

Laptop Computer	_____	_____
Cell Phone	_____	_____
Name Badge	_____	_____
Assistive Equipment	_____	_____
Business Cards	_____	_____
Other _____	_____	_____
Exit Interview Form Given	_____	_____
Exit Interview Requested with President/COO	_____	_____
Payment of Accounts	Amount Due	Paid
	_____	_____

Employee Signature _____ Date _____

Forwarding Address: _____

