

Corporation for Ohio Appalachian Development
C.O.A.D.

Personnel Policies & Procedures

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CORPORATION FOR OHIO APPALACHIAN DEVELOPMENT
1 Pinchot Lane, Athens, OH 45701

PERSONNEL POLICIES & PROCEDURES

1. INTRODUCTION:

The Corporation for Ohio Appalachian Development (COAD) is a private non-profit corporation serving twenty-eight of Ohio's federally designated 29-county Appalachian area (excluding Clermont County) and non-Appalachian Knox and Ashland Counties. Incorporated in 1971, COAD operates with an independent governing board of directors whose membership is comprised of representatives from seventeen (17) member Community Action Agencies.

The purposes of the Corporation are:

- a) The establishment and operation of a human and economic development entity, which will operate programming primarily oriented toward the overall development and upward mobility of the Appalachian area of Ohio and the residents of said area.
- b) The instigation and/or conducting of research and planning directed towards improving life, reducing personal hardship and combating community deterioration as a basis for such human and economic development programming.
- c) The development of community and area-wide knowledge and understanding of the human and economic development needs of the area and the means to alleviate those needs through preparation, publication and dissemination of information relating to such conditions through all available media.
- d) The promotion, where necessary, of any solutions for human and economic development problems (both existing and anticipated) beyond resolution by existing resources.
- e) The coordination, integration, and stimulation of community efforts designed to accomplish the goals and objectives of such human and economic development programming.
- f) The securing and expenditure of monies to implement such human and economic development programming.
- g) The maintenance of an identity and credibility that exists to serve all the member Community Action Agencies by offering mutual self-help between agencies, by organizing for unified action, and by securing resources as a group where appropriate and effective.

2. PURPOSE:

The purpose of this statement of Personnel Policies and Procedures (hereinafter referred to as Policies) for the Corporation for Ohio Appalachian Development (hereinafter referred to as COAD) is to provide basic guidelines to be followed with respect to the general operation of COAD, and the personnel employed by COAD. More specifically, the purpose of this statement is to provide for the consistent and equitable treatment of employees and to assure that all such employees fully understand the terms and conditions of their employment.

These Policies apply only to persons employed by COAD, except that the section on Non-Discrimination, applies to all types of COAD employees, all volunteers, and all COAD Board members.

These Policies are intended only to provide certain operating guidelines and procedures for covered employees. They are not to be construed as a guarantee or contract of employment or personal services contract. The COAD Board of Directors has the responsibility to establish these Policies. The Executive Director is responsible to the Board of Directors for the implementation of these Policies upon their establishment by the Board of Directors.

3. **DEFINITIONS:**

For the purpose of these Policies, the following definitions shall apply:

DOMESTIC PARTNERS: Domestic Partners are two persons who are legally married and residing together or two persons who meet all of the following criteria: 1. Share the same permanent residence, 2. Have a close personal relationship, 3. Are jointly responsible for basic living expenses, 4. Are not married to, nor in a domestic partner relationship with anyone else, 5. Are each eighteen (18) years of age or older, 6. Are not related by blood closer than would bar marriage in the state of Ohio, 7. Were mentally competent to consent to contract when their domestic partnership began, 8. Are each other's sole domestic partner and are responsible for each other's common welfare. Proper documentation is required annually to acknowledge a domestic partner.

EXEMPT POSITIONS: Those positions which are bona fide executive, administrative, professional, outside sales employee or computer employee positions as defined by the Federal Fair Labor Standards Act, as amended.

NON-EXEMPT POSITIONS: All positions not meeting the above definition of exempt positions.

FULL-TIME EMPLOYEE: A person working an average of forty (40) hours per week, 2,080 hours per year.

PART-TIME EMPLOYEE: A person who works less than an average of 40 hours per week, an annual total of less than 2,080 hours.

TEMPORARY EMPLOYEE: A person who works either full-time or part-time, but the appointment terminates on a pre-established date.

REGULAR EMPLOYEE: A person who has satisfactorily completed their probationary period.

IN-HOUSE EMPLOYEE: Any person who is currently an employee or any former regular employee who has been laid off within the previous 180 days.

INTERMITTENT EMPLOYEE: Employment without a regular schedule. This definition applies to non-regular employees required on an as-needed basis. An intermittent work schedule is appropriate only when the nature of the work is sporadic and unpredictable so that a schedule cannot be regularly determined in advance.

INTERN: A temporary, unpaid contributor to one or more program Divisions. Details of schedule and primary work location to be determined by the person responsible for Internship placement.

PAID INTERN: A temporary, paid contributor to one or more program Divisions. Details of schedule and primary work location to be determined by the person responsible for Internship placement.

4. **EMPLOYMENT OF PERSONNEL:**

Employment background checks are completed after a candidate is offered a position. All job offers should be conditioned upon satisfactory completion of the employment background checks.

Candidates that provide false or misleading information in their application and/or authorization may be eliminated from any further consideration. Candidates are expected to provide accurate and complete information and not to omit material information needed to make a decision.

All candidates shall be individually reviewed, and decisions made with respect to employment based upon the totality of the candidate's qualifications and the results of the employment background checks.

If a background check discloses risk factors for a staff position, human resources will coordinate with the hiring manager to determine whether or not the employee or candidate should be disqualified from employment in that position due to legal requirements or other considerations. Unless employment is expressly prohibited by law, COAD will evaluate, on a case-by-case basis, whether an individual should be precluded from employment or other relationship with COAD. Factors used to make this determination may include, but not limited to: the seriousness of the misconduct; state or federal laws implicated; how long ago the misconduct occurred; any patterns of misconduct; the position sought and duties; evidence of rehabilitation; the candidate's employment history; and references.

Prior to taking any adverse action, appropriate notice will be sent to candidate pursuant to federal and state laws and a copy of the report may be shared with the candidate upon request. The candidate will be given information on the entity providing the report and a reasonable opportunity to submit information to human resources, disputing the accuracy or completeness of the report. If a disputation is submitted within the specified time frame, it will be reviewed before a decision is made and communicated.

A job offer may be rescinded, or employment terminated due to falsification if: a candidate withholds background information; does not disclose a criminal history; or falsifies academic credentials or professional licenses on their application. Human Resources will first notify the hiring manager for staff positions and then notify the candidate of the decision.

The results of the background check will be disclosed only to Human Resources personnel who need to know or as otherwise required by law.

Employees have an ongoing responsibility to COAD and must report any arrests and convictions to their supervisor and/or Human Resources. COAD reserves the right to take any actions it deems appropriate regarding employment, up to and including termination.

Any employee charging earnings to the COAD Senior Programs Division will undergo a sex offender history check through the National Service Criminal History Check (NSCHC). No individual will be eligible for work or service if he or she:

- refuses to undergo the NSCHC process,
- provides false statements in relation to the NSCHC process,
- has been convicted of murder,
- is required to register as a sex offender

The COAD Board of Directors has the responsibility for the employment of the Executive Director. The Executive Committee of the Board of Directors has responsibility for the supervision and evaluation of the Executive Director. The Executive Director is responsible for employing staff to fill positions authorized by the Board of Directors. The Executive Director retains the responsibility for the employment, supervision, and evaluation of all other COAD employees and may delegate some or all of these responsibilities to other administrative staff.

All employees, including the Executive Director, serve in an "at will" capacity, which means that employees may be terminated from, or may voluntarily terminate, their employment at any time for any reason, or for no reason. The "at will" employment relationship may not be changed by any written document or by conduct unless such change is approved in writing by the Executive Director.

COAD will advertise all new job positions to all in-house employees and within COAD's seventeen member agencies for internal postings, in addition to public announcement for external postings. Advertisement of all job vacancies will be at the discretion of the Executive Director. Job notices shall include at a minimum: the job title, job description, terms of employment and application information.

Each job applicant must submit in writing a complete personal resume. COAD may request other original work such as articles, essays, or reports. The appropriate supervisory staff persons will arrange personal interviews of an appropriate number of qualified applicants. All applicants receiving an interview must complete an application for employment.

COAD will make an effort to employ those persons who are economically disadvantaged. COAD is pledged to provide opportunities for upgrading the skills of its employees, subject to budgetary limitations. When feasible, COAD will attempt to provide job-related training programs either internally or through other community resources.

COAD shall provide newly hired employees a copy of these Policies. The acceptance of a position with COAD indicates that the employee has read these Policies, agrees that they are part of the employment offer, and that they will abide by them.

Unpaid interns who are engaged in work at COAD are expected to be onboarded in COAD policies and procedures as relevant to the expectations of their internship placement. Human Resources support will be available as needed to ensure interns are aware of and compliant with company policy. Unless specifically

required, interns will not be expected to complete background checks. Paid interns are subject to a similar but modified background check and onboarding process as employees.

SUCCESSION PLANNING

Recognizing that changes in management are inevitable, COAD has established a succession plan to provide continuity in leadership and avoid extended and costly vacancies in key positions. COAD's succession plan is designed to identify and prepare candidates for high-level management positions that become vacant.

It is the policy of COAD to assess the leadership needs of the organization to ensure the selection of qualified leaders that are diverse and a good fit for the organization's mission and goals.

The Executive Director is responsible for COAD's succession plan. The Executive Director chairs the Succession Planning Committee, which also includes the Senior Administrative Team, which includes Human Resources.

Each January, a Succession Planning Committee meeting will be held. At each meeting, planning for the departments and organization will be discussed and action taken to ensure that talent within COAD is appropriately identified and developed.

5. TRAINING AND PROFESSIONAL DEVELOPMENT:

COAD is pledged to provide opportunities for upgrading the skills of its employees, subject to budgetary limitations. When possible, COAD will attempt to provide job-related training programs either internally or through other community resources. COAD believes that ongoing education and development are important to the success of individual employees and the organization and is committed to providing adequate access to and resources for all employees to participate in appropriate education and development activities.

All training and professional development opportunities are governed by the following criteria:

- a) They must enhance job related skills and learning, support long-term career or educational objectives, and/or deepen the knowledge of and involvement in communities of the region.
- b) They must be reasonable and approved in advance by the employee's Division/Program Director.

COAD may ask or require an employee to participate in an education or development opportunity at any time. However, employee-initiated education and development opportunities may be requested after successful completion of their probationary period.

Eligible education and professional development opportunities include training and education related directly to the employee's work or career with COAD; this includes job-specific and broader learning opportunities, including seminars, conferences, workshops, and related opportunities. These might be employee-initiated (after completion of the probationary period), COAD-initiated training or a mandated training for your job position. These courses may be taken during work hours if approved by employee's Division/Program Director.

The employee will be required to sign a tuition repayment agreement as a condition of COAD paying tuition/fees for that employee. If the employee terminates the employment relationship prior to one year after the date of the training/development event, the employee agrees that a prorated amount will be deducted from their final pay to reimburse the organization/division for the tuition and/or fees paid. The prorated amount will be one-fourth of the tuition/fees paid for every 13 weeks (or portion of a 13-week period) that the employment relationship terminates before the above-stated date. If the employee's final pay is not in an amount sufficient to cover the prorated amount owed the employee is liable for the remainder, even after the employee terminates employment. COAD will not charge interest on the amount owed.

6. NON-DISCRIMINATION:

- a) Equal Opportunity Policy - Employment/Service Delivery

It is the policy of COAD to provide equal opportunity for all of its present and potential employees and clients and to assure that there will be no discrimination against any person on the grounds of race, creed, color, age, sex, sexual orientation, political affiliation, national origin, familial status or disability in employment and/or service delivery. This policy extends to all areas including, but not limited to, the

following: recruitment, advertising, application, hiring, placement, compensation, promotion, demotion, disciplinary measures, and terminations, working conditions, training and awards and benefits in employment; and to all areas of service delivery where the same requirements for participation are applied to all and where there will be no distinction made in eligibility for, or in the matter of, providing any services offered by COAD except for distinctions made by funding sources as outlined in program contracts . All facilities of COAD are available, without distinction, to all clients. All persons and organizations having an occasion either to refer potential clients or employees or to recommend COAD as a service provider are advised to do so without regard to the person's race, creed, color, age, sex, sexual orientation, gender expression or identity, political affiliation, national origin, familial status, or disability.

This policy statement extends to every area of these Policies without exception and is applicable to every statement made in these Policies whether or not it is so stated elsewhere. This policy statement will be posted in conspicuous locations in every COAD office.

It is the responsibility of all persons associated with COAD to help eliminate all forms of unlawful discrimination in the workplace, including all forms of discrimination based on sex. Employees who fail to adhere to this Equal Opportunity Policy are subject to immediate disciplinary action, up to and including termination.

b) Unlawful Harassment

Each employee has the right to work in a professional atmosphere that promotes equal opportunities and prohibits discriminatory practices, including sexual harassment or harassment on the basis of religion, race, color, national origin, age, disability, gender identity, sexual orientation, or veteran status. COAD categorically condemns and prohibits unlawful harassment in any organization situations. Unlawful harassment is sufficient grounds for reprimand and/or disciplinary action including dismissal from employment.

Sexual harassment, whether in the form of acquiescence to sexual demands as a condition of employment, creating or maintaining an intimidating, hostile or offensive working environment or granting benefits to an employee who acquiesces to a sexual request, is strictly prohibited, and shall not be tolerated.

Specific activities that may constitute sexual harassment include, but are not limited to verbal abuse, such as insults, suggestive comments and demands, leering and subtle forms of pressure for sexual activity; verbal commentary about an individual's body, sexual prowess or sexual deficiencies; physical aggressiveness such as touching, pinching and patting; lewd pictures or sexual jokes; coerced sexual acts; and rape or attempted rape.

Prohibited actions occurring off premises or after hours may constitute sexual harassment if the activities are intended either as a condition of employment or contribute to a hostile or offensive working environment or grant benefits to an employee.

Other examples of discriminatory harassment include conduct that is based on an individual's race, color, religion, age, disability, national origin, gender identity, sexual preference, or veteran status, such as repeated verbal abuse, circulating written material that demeans or shows hostility or dislike toward a group of people, or inappropriate jokes or slurs. Such conduct is prohibited.

These examples of unlawful harassment are not meant to be all-inclusive. Intentional or unintentional creation of a hostile environment based on sex, religion, race, color, national origin, age, disability, gender identity, sexual orientation, or veteran status in any form may result in a violation of state or federal law in any form may result in a violation of state or federal law.

Any supervisory or staff person who becomes aware of an occurrence of unlawful harassment or other inappropriate behavior shall take immediate measures to intervene and prevent any recurrence of such incidents and shall report such occurrences to the Equal Opportunity Officer.

c) Harassment Complaint

Any employee who believes he or she has been subjected to sexual harassment or other unlawful harassment must promptly report the incident either to their immediate supervisor or to the Equal Opportunity Officer (EOO) - Refer to part e of this section. If the report is made initially to an immediate supervisor, the supervisor shall promptly refer the complaint to the EOO, except that if the allegations involve the EOO or direct employees of the EOO, the complaint must be promptly referred to the Executive Director. The individual making the complaint will be asked to put the complaint in writing.

The EOO shall investigate the matter or cause the matter to be investigated. If the complaint involves the EOO or direct employees of the EOO, the Executive Director shall investigate the matter or cause the matter to be investigated. If the allegation involves the Executive Director, the EOO shall refer the matter to the Chairperson of the COAD Board of Directors who shall investigate the matter or assign an investigator at their discretion. Every effort will be made to handle all such complaints in a fair, impartial and speedy manner.

The investigation may include interviews, where appropriate, with any witnesses to the alleged occurrence(s) of sexual harassment. In order to protect both the person making the complaint and the person(s) against whom the complaint is made, every reasonable effort will be made to handle all complaints in a confidential and discreet manner. All parties involved shall be reminded of the confidential nature of the process.

Upon completion of the investigation, the investigator shall report all findings and recommendations to the Executive Director. If the Allegation involved the Executive Director, the investigator shall report all findings and recommendations to the Chairperson of the COAD Board of Directors.

Retaliatory action or conduct of any kind taken by any employee or Board member of COAD against an employee as a result of that employee making a complaint of unlawful harassment or participating in an investigation is strictly prohibited and shall be regarded as a separate and distinct violation of COAD's Policies, subject to disciplinary action, including the possibility of termination.

If an investigation results in a finding that the reporting individual falsely and maliciously accused another of unlawful harassment, the reporting individual will be subject to disciplinary action, including the possibility of termination. COAD shall maintain a record of each complaint and investigation.

Nothing herein shall be construed to either expand or constrict an employee's statutory or regulatory rights to seek redress.

d) **Discrimination Complaint**

Any employee or recipient of services, or any individual requesting or applying for employment or provision of services, who has reason to believe he or she has been discriminated against because of race, color, creed, age, sex sexual orientation, gender identity, political affiliation, national origin, veteran status, or disability, or unlawful harassment may make a complaint, either verbally or in writing, to COAD's Equal Opportunity Officer - 1 Pinchot Lane, P.O. Box 787, Athens, Ohio 45701-0787 - Phone: 740-594-8499.

If the complaint is made orally, the complainant will be asked to put the complaint into writing before any investigation can begin to the degree reasonable yet allowing an appropriate investigation. Such complaints will be treated as confidential. It will be a violation of these policies for any co-worker, supervisor, Board member or any other staff member to interfere with, threaten, coerce, restrain, discharge or otherwise discriminate against any employee or other person because the employee or other person has filed a complaint, given testimony or otherwise taken part in a discrimination or sexual harassment charge. The Equal Opportunity Officer will handle all complaints in accordance with COAD's Policies and Affirmative Action Plan. The procedure for filing a complaint of discrimination, for employees and clients, will be conspicuously posted in all COAD offices and field locations and will be verbally explained to any employees or clients who appear unable to read or understand this procedure.

All clients and employees have the right to file charges of discrimination directly with government agencies responsible for investigating such claims. Complaints of discrimination (including unlawful harassment) may be made directly to:

The Civil Rights Commission Southeast Regional Office
220 Parsons Avenue Columbus, Ohio 43215
Telephone: 614-466-5928

Or

Equal Employment Opportunity Commission
1375 Euclid Avenue, Room 600
Cleveland, Ohio 44115
Telephone: 216-522-7425

7. PERSONS WITH DISABILITIES:

COAD shall make reasonable accommodations for all known impairments to assure equal opportunity in the employment application process, to enable employees with disabilities to perform the essential functions of the job and to enjoy the same benefits and privileges of employment as are enjoyed by employees without disabilities. In order for a person to obtain the protections offered by the Americans with Disabilities Act of 1990 (ADA), an individual must have a physical or mental impairment that substantially limits one or more life activities, have a record of such impairment, or be regarded as having such an impairment.

COAD shall base selection criteria on the job-related reasons and not disqualify applicants or employees with disabilities because of their inability to perform nonessential functions. Furthermore, COAD shall make reasonable accommodations to assist disabled applicants or employees to perform the essential functions of their job once COAD is made aware of these disabilities, provided they do not cause undue hardships to COAD's operations.

An applicant or employee who feels that they may need an accommodation has the obligation to request an accommodation by completing an Accommodation Request form available in Human Resources. Once such request is received, HR will review the request and engage in an interactive process to determine if a reasonable accommodation is available to allow the employee to perform the essential functions of their position.

8. CODE OF ETHICS:

COAD employees are required to treat other employees, COAD clients and the general public with courtesy and respect. Employees who work outside the main office are often the first and only agency representative a client or someone from the general public meets and courtesy and professional behavior will create a positive image of COAD. Sensitivity to and respectful treatment of others from different cultural and socioeconomic backgrounds are integral parts of the image COAD wishes to maintain.

Specifically, COAD requires the following of all employees:

- a) To demonstrate the highest standards of personal integrity, truthfulness, honesty and fortitude in all agency activities in order to inspire public confidence and trust in COAD.
- b) Employees will not realize inappropriate personal gain from the performance of official duties, in concert with the letter and spirit of state ethics laws.
- c) To avoid any interest or activity that is in conflict with the conduct of official duties.
- d) To support, implement, and promote merit selection in employment and programs of affirmative action to assure equal employment opportunity by recruitment, selection and advancement of qualified persons from all elements of society.
- e) To eliminate all forms of illegal discrimination, fraud, and mismanagement of public funds and support co-workers and others' efforts to correct such discrimination, fraud, mismanagement, or abuse.
- f) To serve the public with respect, concern, courtesy, and responsiveness, recognizing that service to the public is beyond service to oneself.

- g) To respect and protect the privileged information that is used in the course of official duties.
- h) To respect the structure and responsibilities of and uphold and implement policies adopted by the COAD Board of Directors.
- i) To follow safety procedures required by COAD and take proper care of COAD equipment and property.
- j) To understand that COAD uses federal and state funds, derived from tax revenues, to provide some of its services and, consequently, has a responsibility to the public to be accountable for the proper use of these funds and provide high quality services.
- k) To exercise all authority granted by law to promote the public interest.
- l) To strive for personal and professional excellence and accept, as a personal duty, the responsibility to keep up to date on emerging issues and to conduct COAD's business with professional competence, fairness, impartiality, efficiency, and effectiveness.

9. WHISTLEBLOWER POLICY:

a. Scope

This policy applies to all staff, Board Members, officers, donors, consultants, volunteers, and clients of the Corporation for Ohio Appalachian Development.

b. Overview

In keeping with the policy of maintaining the highest standards of conduct and ethics, COAD 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, COAD will also investigate complaints concerning its programs and services.

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. This policy supplements, and does not replace, any procedures required by law, regulation, or funding source requirements.

c. Policy for Handling Complaints

Reporting: A person's concerns about possible fraudulent or dishonest use or misuse of resources or property, or program operation, should be reported: to the COAD Human Resources (if an employee or volunteer); to the Chairperson of the COAD Board of Directors (if a board member); to the COAD Executive Director (if a client or community member). 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 Executive Director and/or the Chairperson of the COAD Board of Directors.

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

Investigation: All relevant matters, including suspected but unproven 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 and may not be practical in order to conduct a reasonable investigation.

d. Retaliation/Interference Reporting Process

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 COAD runs shall suffer harassment, retaliation, or adverse employment action or other consequence as a result of making such report. 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. The Policy is in addition to any non-retaliation 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. Employees who intentionally make false allegations are subject to disciplinary action in accordance with the COAD Personnel Policies.

Employees with any questions regarding this policy should contact Human Resources.

10. NEPOTISM:

The following rules shall be observed with respect to persons employed by COAD:

- a) No person shall hold a job while that person, or a member of that person's immediate family, serves on a board or committee of COAD or member agency if that board or committee has authority to order personnel actions affecting the job.
- b) No person shall hold a job over which a member of that person's immediate family exercises supervisory authority.
- c) No person shall hold a job if that person's immediate family serves on a board or committee, which either by rule or by practice regularly nominates, recommends, or screens candidates for employment with COAD for that job.
- d) For purposes of Sections 10 and 11, a member of an immediate family shall include any of the following persons:

Spouse	Domestic Partner
Father	Father-in-Law
Mother	Mother-in-Law
Brother	Brother-in-Law
Sister	Sister-in-Law
Son	Son-in-Law
Daughter	Daughter-in-Law

11. CONFLICT OF INTEREST:

It is in the best interest of COAD to be aware of and properly manage all conflicts of interest and appearances of a conflict of interest. This Conflict of Interest policy is designed to help employees and volunteers of the organization identify situations that present potential conflicts of interest and to provide COAD with a procedure to appropriately manage conflicts in accordance with legal requirements and the goals of accountability and transparency in its operations.

The following rules shall be observed with respect to persons employed by COAD:

No person shall enter a contract with an organization or business which employs a member of that person's immediate family, by blood or marriage, without first disclosing the potential conflict of interest.

If any person is aware that COAD is about to enter into any business transaction directly or indirectly with such person, any member of that person's family or any entity in which that person has any legal, equitable or fiduciary interest or position, including without limitation as a director, officer, shareholder, partner, beneficiary, or trustee, such person shall immediately inform those charged with approving the transaction on behalf of the organization and the Executive Director of such person's interest or position, or family member's interest or position relating to the transaction.

In regard to confidentiality, employee and volunteer shall exercise care not to disclose confidential information acquired in connection with disclosures of conflicts of interest or potential conflicts, which might be adverse to the interests of COAD. Furthermore, employees and volunteers shall not disclose or use information relating to the business of COAD for their personal profit or advantage or the personal profit or advantage of their family members as previously defined.

In addition, each COAD staff member will be asked to identify any relationships, positions or circumstances

in which he or she is involved that he or she believes could contribute to a conflict of interest annually by completing and signing a disclosure statement to be retained in their personnel file. Such relationships, positions or circumstances might include service as a consultant to another organization or ownership of a business that might provide goods or services to COAD.

Information shall be confidential and will generally be made available only to the Board Chairperson, the Executive Director and any committee appointed to address conflicts of interest, except to the extent additional disclosure is necessary in connection with the implementation of this policy.

12. PROBATIONARY STATUS:

Each new employee of COAD shall serve a 90-day probationary period from the date of employment. Existing employees who assume new positions are also on a 90-day probationary status.

If, at the end of the probationary period, the Division/Department Director, or immediate supervisor if the employee is a Division/Department Director, feels that the employee has performed satisfactorily, the probationary status of the employee will be rescinded. At any time during the probationary period, if the Division/Department Director, or immediate supervisor if the employee is a Division/Department Director, feels that the performance of the employee has been poor or unsatisfactory, the employee may be dismissed from employment without right of grievance, or the probationary period may be extended in writing by the Division/Department Director, or immediate supervisor if the employee is a Division/Department Director, for a period not to exceed an additional 90 days.

13. EVALUATION OF POSITIONS:

COAD will provide written job descriptions for all employment positions and will provide a copy of the applicable job description to each employee.

Each employee shall participate in periodic evaluations of their performance by their immediate supervisor and shall be given an opportunity to respond in writing. Performance evaluations will be made at least annually and at the completion of the probationary period. Other evaluations may be conducted at any time at the discretion of the immediate supervisor. All evaluations shall include quantitative goals for the employee. Both the employee and the supervisor shall sign the evaluation to indicate that they have discussed the evaluation and the establishment of goals in person.

14. PERSONNEL RECORDS:

COAD will maintain confidential personnel records of each employee at the central administrative office. These records will include at least the resume, application for employment, changes in wage rates, personnel actions affecting the employee, performance evaluation reports, disciplinary warning notices and other pertinent information. Personnel records are Corporate-owned documents. Each employee may, upon request, review the file in the presence of their immediate supervisor or someone higher up in the chain of command.

Supervisory staff, in the employee's direct chain of command, shall have access to the employee's personnel file as needed.

15. WORK PERIOD:

The usual workweek shall consist of five (5) consecutive days, usually Monday through Friday, 8:00 a.m. to 4:30 p.m.

Employees are required to record daily an accurate report of all hours worked. An hourly employee may not work "off the clock" and must report all hours directed to work. If an employee is ever instructed not to record all hours worked, that employee must immediately report such instruction to Human Resources or the Executive Director. Employees who work a full day are expected to record 30 minutes of unpaid lunch and are entitled to 30 minutes of paid break time, not to be used in flex arrangements. The 30 minutes of paid break time may be combined with the 30 minutes of unpaid time for a 1-hour lunch break.

Any deviation from the above shall require the advanced written approval of the Division/Department Director, or

in the case of Division/Department Directors, the Executive Director.

16. **EMPLOYEE WELLNESS:**

Worksite wellness policies can have long-term impacts on the health of employees and the organization. Not only does COAD support employee health on principle, but workplace wellness initiatives have been shown to reduce health care costs, increase productivity, reduce absenteeism and turnover, and improve employee morale. Participation in wellness activities, available to all employees, is encouraged, but is not mandatory, nor is it required in order to enroll in our health insurance plan. This is a participatory wellness program and non-discriminatory in design.

COAD supports employee wellness in the following ways:

1. Employees may utilize their daily breaks in a manner that optimizes employee health and wellbeing on the job. Moderate activity that promotes cardiovascular health and reduces stress, such as walking, is encouraged.
2. With supervisor approval, an employee may take an extra half hour for lunch to engage in wellness activities with the understanding that the employee will work an additional half hour in the same workday.
3. Staff who organize a full working day meeting or conference should try to incorporate two 15-minute or one 30-minute physical activity break(s) into the agenda when possible, such as stretching or walking around the building (inside) or property (outside). During shorter meetings, walking or stretching breaks should be allowed, when possible, at least 5 minutes for every hour spent seated. Healthier options should be considered when providing food or beverages.
4. Employees will have the opportunity to accumulate Well Leave by actively participating in designated and approved wellness activities. Full-time employees can earn up to a maximum of 24 hours of Well Leave per calendar year. Part-time employees can earn said leave at a pro-rated amount based on the percentage of 40 hours they work per week. Well Leave can be used in the same manner as Vacation Leave (see section on Annual Vacation Leave) except that Well Leave will not carry over to the next calendar year.

17. **TERMINATION AND RESIGNATION:**

In case of the dismissal of any employee, the Executive Director has the discretion to approve either two (2) weeks' notice, or pay in lieu of the notice, if the Executive Director feels that such action is in the interest of COAD.

All exempt employees shall give at least one (1) month's written notice of resignation, and all non-exempt employees at least two (2) weeks' written notice.

Only the Executive Director has the authorization to terminate an employee.

18. **CONTROLLED SUBSTANCES (DRUGS):**

COAD recognizes the adverse effects that the use of illicit drugs and abuse of alcohol can have on employees, our products and services, and the organization as a whole. It is our obligation and right to maintain a safe, healthy, and efficient work environment. Our Drug-Free Workplace Program is established to be a benefit for all our employees and the public as well as to protect COAD's property, operations, productivity and public image.

To this end, COAD has established a set of policies regarding the Drug-Free Workplace Program. Due to the fact that said policies may change from time to time, the policies shall not be contained within this document but shall be made a part of the employee policies and procedures by reference herein and shall be binding on all employees.

19. **EMPLOYEE ASSISTANCE:**

COAD will, to the best of its ability, work with employees suffering from drug or alcohol abuse or other personal/emotional problems in receiving the assistance necessary to overcome their dependencies. Such assistance includes the employee's access to an Employee Assistance Program, if such a program is available.

Any employee seeking such assistance is encouraged to meet with their supervisor or other appropriate person to discuss the situation before problems begin to surface in the workplace. Any disclosures made by an employee will be treated as strictly confidential by all supervisory/administrative staff.

If an employee seeks assistance before conduct or behavior occurred, which could lead to discipline, the employee's decision to seek assistance will not be used as the basis for disciplinary action or used against the employee in any disciplinary proceedings. However, seeking assistance after conduct or behavior which could lead to discipline occurs will not nullify the disciplining for such behavior conduct.

20. WORKPLACE VIOLENCE:

The safety and security of employees, clients, contractors and the general public are of vital importance to COAD. COAD will not tolerate threats, threatening behavior or acts of violence made by an employee or anyone else against another person's life, health, well-being, family or property. COAD prohibits the following:

- a. Any act or threat of violence by an employee against another person's life, health, well-being, family or property.
- b. Any act or threat of violence, including but not limited to intimidation, harassment or coercion.
- c. Any act or threat of violence that endangers the safety of employees, clients, contractors or the public.
- d. Any act or threat of violence made directly or indirectly by words, gestures or symbols.
- e. Use or possession of a weapon on COAD owned or leased premises, in a COAD vehicle, in any personal vehicle that is parked on COAD owned or leased property or being used on COAD business or at a work or training site.

A weapon is defined as a loaded or unloaded firearm or a weapon, device, electronic stun weapon, chemical substance or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Any person who makes threats, exhibits threatening behavior or engages in a violent act at COAD's property or workplace shall be removed from the premises as quickly as safety permits and shall remain off the premises pending the outcome of an investigation. COAD shall initiate an appropriate response, which may include, but is not limited to suspension or termination of any business relationship, reassignment of job duties, suspension or termination of employment and/or criminal prosecution of the person(s) involved.

COAD employees shall report, in accordance with this policy, any behavior that compromises COAD's ability to maintain a safe work environment. All reports will be investigated immediately by Human Resources and kept confidential, except where there is a legitimate need to know. Even without an actual threat, personnel should also report any behavior they have witnessed that they regard as threatening or violent, when that behavior is job-related.

21. DISCIPLINARY PROCEDURE:

Disciplinary action shall be taken in the first instance by the supervisor of the involved employee. It may consist of any action that is appropriate to the offense, including but not limited to the following, which should not be construed to be required to be implemented sequentially:

- a) Informal reprimand.
- b) Formal written reprimand which becomes a part of the employee's record.
- c) Suspension from duty without pay.
- d) Demotion in position.
- e) Dismissal.

Except that -

The Executive Director shall approve any disciplinary action which affects the pay or position status of the employee, such as c, d or e above before it becomes effective.

The duty of maintaining discipline among COAD employees shall rest primarily with the immediate supervisor and finally with the Executive Director.

An appeal shall be allowed from disciplinary action as provided in the grievance procedure.

22. GRIEVANCE PROCEDURE:

a. This policy refers to everyone in the company regardless of position or status.

b. Overview

COAD's grievance policy explains how employees can voice their complaints in a constructive way. Supervisors and senior management should know everything that hinders their work, so they can resolve it as quickly as possible. Employees should be able to follow a fair grievance procedure to be heard and avoid conflicts.

COAD encourages employees to communicate their grievances. That way we can foster a supportive and pleasant workplace for everyone.

c. Policy elements

COAD defines grievance as any complaint, problem or concern of an employee regarding their workplace, job, or coworker relationships.

Employees can file grievances for workplace harassment, health and safety concerns, supervisor behavior, or disciplinary actions against them.

A grievance shall be processed as follows:

Informal Step: An employee should make every reasonable effort to resolve any dispute informally with their co-worker or supervisor prior to submitting a dispute in writing. However, if the dispute is not informally resolved to the employee's satisfaction, the employee may submit a grievance.

Step 1: A grievance shall be submitted in writing to Human Resources or their designee within seven (7) working days of the disputed or concerned of action. Within seven (7) working days of submission of the grievance, Human Resources shall meet with the grievant either in person or by telephone to obtain additional information and will conduct any additional investigation the Human Resources representative or their designee determines, in their discretion, is needed. Human Resources shall issue a written response.

Step 2: If the grievance is not resolved at Step 1 to the satisfaction of the grievant, a grievant may submit an appeal to Step 2. The appeal to Step 2 must be submitted in writing to the Executive Director within seven (7) business days of the Step 1 response or denial. The appeal must contain identified reasons for the appeal. The Executive Director may, in their discretion, meet with a grievant, and the Executive Director shall issue a written answer either granting or denying the grievance. The decision of the Executive Director is final.

The grievant may bring a co-worker of the grievant's choosing with them to attend any meeting in this process. The coworker may appear as a support person for the grievant and may consult with the grievant at the grievant's request but may not speak for the grievant.

Any employee, against whom a grievance is made, will receive a copy of the grievance. While COAD will attempt to maintain confidentiality of information provided during the grievance procedure as much as possible, COAD must investigate allegations in the grievance procedure and such investigation may necessitate revealing information in order to fully investigate. As a result, confidentiality may not be guaranteed in all situations.

Employees will not be subject to any type of retaliation for pursuing or participating in the investigation of a grievance in good faith.

23. DEMOTION:

An employee can be demoted or transferred to a lower-level position for disciplinary reasons by the request of the immediate supervisor with the Division/Department Director's approval. As stated in the Disciplinary section, the Executive Director must approve all disciplinary actions. Demotions may also be for non-

disciplinary reasons, including but not limited to, reorganization and funding.

24. PROMOTION:

COAD will fill vacancies by promotion of qualified employees whenever appropriate and with the Executive Director's approval when applicable. COAD will make all vacancies known to present employees and they shall be encouraged to apply for vacant positions for which they qualify within the organization.

25. REDUCTION OF FORCE:

Due to the nature of COAD's programs/services and their funding, reduction in work force is possible. If this occurs, COAD will make every effort to refer released employees to other jobs or initiate transfers. At least two weeks' written notice of scheduled reduction of force will be given where possible.

All employees who are laid off shall be considered in-house employees for a period of 180 days following the effective date of the lay off and shall be given notice of all new job openings within COAD and encouraged to apply for those positions for which they are qualified.

26. TRANSFER:

In the event of a transfer from one position to another within COAD, all the employee's vacation and sick leave credits are transferable.

27. COMPENSATION PLAN AND PAY BAND STRUCTURE:

It is the policy of COAD that employees should be fairly and equitably compensated as the budget allows, based on their duties, responsibilities and qualifications.

The COAD Compensation Plan and Pay Band Structure shall be based on:

- a) A logical, consistent pattern that assures the same treatment for all positions with comparable responsibilities,
- b) a base starting salary with a range to recruit qualified candidates,
- c) a consistent and adequate percentage spread between pay bands to permit recognition of differences in levels of responsibility and
- d) a philosophy that encourages and promotes professional development and training and other methods that improve the effectiveness of COAD's employees.

The COAD Compensation and Pay Band Structure shall strive to be consistent with the prevailing earnings of the region and be competitive with other private, non-profit entities or other government agencies of similar size and complexity. A review of the COAD Compensation and Pay Band Structure shall occur every three years based on a new market survey. A review and adjustment of all positions and compensation within the Pay Band Structure shall occur at the same time, based on equitable pay for similar duties and responsibilities.

The Executive Director has the authority to implement the COAD Compensation and Pay Band Structure as adopted by the Board of Directors and to make recommendations to the Board for any changes needed based on a new market survey every three years.

The Executive Director has the authority to increase salaries of authorized positions based on duties, responsibilities, and professional development, provided that sufficient resources are available.

It is COAD's policy to provide annual pay increases for all regular employees, when feasible, based on available funding and subject to Board approval. The pay increase may be in the form of a COLA (Cost of Living Allowance) or determined by a performance-based Merit System. Any employee whose 90-day probationary period, or extension thereof, has passed prior to the proposed effective date, is eligible to receive the COLA increase. Any employee whose 90-day probationary period, or extension thereof, has not passed prior to the proposed effective date, is not eligible to receive the increase for that year.

28. EMPLOYEE BENEFITS:

PAYDAY: COAD shall schedule pay days bi-weekly. COAD shall insure that employees receive their pay on established payday. If the payday falls on a holiday, the payday is to be moved to the last working day prior to such holiday.

WORKER'S COMPENSATION AND UNEMPLOYMENT COMPENSATION: COAD employees are covered by the provisions of the State of Ohio Worker's Compensation. They are also covered under the provisions of the Unemployment Compensation system of the State of Ohio.

SOCIAL SECURITY: All employees are covered under the provisions of the Social Security Act. COAD makes contributions on the employee's behalf as specified by law, in addition to the amount that the employee is required by law to make. Employees are also eligible to participate in any Board-approved retirement plan.

HEALTH AND LIFE INSURANCE PLANS: During the term of their employment, eligible employees shall be entitled to receive all insurance benefits offered by COAD at open enrollment or following a qualifying event. Employees may be required to pay a portion of insurance premiums based on a Board-approved schedule. All employees who receive insurance benefits offered by COAD are required to do so as part of COAD's Section 125 Plan.

All employees shall be required to provide information regarding health insurance coverage through their spouse's or domestic partner's insurance plan, if any. At the time of employment, if the employee's spouse or domestic partner does not have health insurance coverage, such coverage may be available to the employee as regularly provided by COAD.

(Domestic partnership in this case is defined by the insurance carrier and is subject to additional eligibility requirements than those defined by COAD).

EMPLOYEE ASSISTANCE PROGRAM: During the term of their employment, all employees shall be eligible to utilize the free services offered by the Employee Assistance Program, if available.

RETIREMENT PROGRAM: During the term of their employment, regular employees shall be eligible to participate in a 403(b) program offered by COAD at any given time. If employees contribute to the retirement program, COAD may match a portion of the employee's contributions, based on a Board-approved schedule.

29. OVERTIME COMPENSATION:

Non-exempt employees shall receive compensation at one-and-one-half times their regular rate of pay for any hours worked in excess of 40 working hours in a seven-day workweek.

- a) COAD must pay overtime compensation earned in a particular work week on the regular pay day for the period in which such work weekends or as soon after the regular pay period as is practicable.
- b) The employee's supervisor must review, in advance, any overtime requested, and must approve the overtime to be worked.
- c) The employee must record all hours worked. If a supervisor does not approve overtime in advance, the employee may not work the overtime.

30. FLEX SCHEDULING:

The purpose of flex scheduling is to minimize the impact of known events on work life balance. Flex scheduling assures that non-exempt COAD employees have a quality work life balance needed to maintain morale and employee engagement. The Flex scheduling policy applies to non-exempt employees only.

Non-exempt employees will participate in Flex scheduling when events or circumstances are known in advance and allow for schedule modification, such as a trade show. Travel time to attend required meetings/ conferences, is time that will be included in the hours worked in a week for purposes of the Flex scheduling policy. Travel time to attend non-required events, other than travel during the employee's regular working hours, will not be counted as time worked.

Employees that are affected by Flex Scheduling will sign a letter of acknowledgment along with the Division Director/Manager and the HR Manager.

Schedules will be created in advance when known events require non-exempt employees to work hours that are not within the normal work hours Mon-Fri 8:00 AM to 4:30 PM. All Flex schedules will be signed by all affected non-exempt employees and kept in a departmental file in the Division Manager's/Director's office for future use if needed.

31. SICK LEAVE:

Full-time employees will earn sick leave at a rate of 1¼ days (10 hours) per month. Part-time employees shall earn sick leave at the rate of 10 hours per month times the percentage of 40 hours they work per week.

- a) Employees may accrue sick leave to a maximum of 120 days. Employees who have accrued the maximum amount of sick leave at the beginning of a calendar quarter and who take no sick leave during the calendar quarter will lose the thirty (30) hours of sick leave that would have accrued during the quarter, but will receive eight (8) hours of personal leave. Employees must take the eight hours of personal leave within the next calendar quarter.
- b) Sick leave will be granted for parental leave and personal illness including medical appointments and assistance to immediate family members, or domestic partners who are ill and require the care and presence of the employee. All employees are encouraged to make arrangements, whenever possible, for the care of an immediate family member so that they may return to work. One day of sick leave may also be granted, with the supervisor's approval, for employees to attend funerals of their relatives or relatives of their domestic partners that are not included under the Bereavement Leave section of these policies.
- c) Sick leave will not be granted in less than one-half (½) hour increments.
- d) Employees shall report sick leave to the immediate supervisor at the beginning of each workday. Employees shall contact the immediate supervisor personally if possible. If an employee is unable to contact the immediate supervisor personally, they should continue up the chain of command until contact is made or all possibilities are exhausted. If the employee cannot make contact with their immediate supervisor or someone further up the chain of command, they must leave a message with whomever they have been able to contact. Employees are required to follow the same protocol when becoming ill and needing to leave work during the day.
- e) An employee may be required to submit a doctor's certificate if the immediate supervisor deems it necessary.
- f) Employees will not be paid for unused sick leave at time of separation.
- g) Employees may use sick leave until it is exhausted or until disability insurance benefits are eligible to begin, whichever occurs sooner. Once disability insurance benefits begin, they will be supplemented by remaining accrued sick leave to assure that the employee continues to receive full pay until all sick leave benefits are exhausted.

Since COAD provides ½ hour of the lunch hour, the following rules apply when employees take less than a full day of sick leave:

- a) When taking 4 hours of sick time, the employee must work 3 hours and 45 minutes. The employee works ½ a day and gets ½ of the portion of the lunch hour that COAD pays.
- b) When taking less than 4 hours of sick time, the lunch period does not figure into the calculation since the employee will be working during said period.
- c) When taking 5 to 7 hours of sick time, the ½ hour of lunch must be prorated as in the first example above.

32. **ANNUAL (VACATION) LEAVE:**

Annual leave (vacation) for full-time employees shall be earned according to the following schedule:

<u>Years of Employment</u>	<u>Vacation Days Per Pay Period</u>	<u>Vacation Days Earned per Year</u>
Less than 3 years	.46154	(12)
3 years to 7 years	.57692	(15)
7 years to 10 years	.69231	(18)
10 years to 15 years	.80769	(21)
More than 15 years	.96154	(25)

Part-time employees shall earn annual leave at the rate shown above times the percentage of 40 hours they work per week.

- a) Annual leave for an employee can only be taken up to the amount accrued for that employee.
- b) Employees can accrue up to 25 days of vacation and are not required to take such vacation within any given program or calendar year, except that:
- c) Employees whose employment is being terminated for any reason may be required to take accrued vacation instead of receiving pay for the accrued vacation at the time of their termination.

As a rule, employees must request vacation leave approval from the immediate supervisor at least one month in advance for vacation of one week or more, and at least one week in advance of vacation in increments of less than one week. The initial request may be verbal, but all requests must be in writing before the vacation is taken. Vacation requests not submitted in a timely manner will not be granted unless approved by the immediate supervisor or someone further up the direct chain of command. Supervisors are encouraged not to approve “last minute” vacation requests that interfere with previously scheduled events including, but not limited to inspections, training, monitoring and important meetings. Even if vacation is timely requested, it may be denied based on the needs of COAD.

Since COAD provides ½ hour of the lunch hour, the following rules apply when employees take less than a full day of vacation:

- a) When taking 4 hours of vacation, the employee must work 3 hours and 45 minutes. The employee works ½ a day and gets ½ of the portion of the lunch hour that COAD pays.
- b) When taking less than 4 hours of vacation, the lunch period does not figure into the calculation since the employee will be working during said period.
- b) When taking 5 to 7 hours of vacation, the ½ hour of lunch must be prorated as in the first example above.

Accrued Vacation “Cash Out” Policy

Employees are permitted to “cash out” or receive pay in lieu of vacation up to an amount of time that equals one-half the hours accrued, but not to exceed two weeks’ vacation pay in one calendar year. The opportunity for employees to exercise this privilege will be presented once annually. An employee may request it at that time by designating in writing the number of hours to be paid, signing the request, and submitting to payroll by the established deadline. The Executive Director has the ability and discretion to consider individual circumstances if they arise at other times during the year, provided the other criteria is met by the employee.

Accrued Vacation Donation Policy

In keeping with the COAD mission and the desire to help others in need, the vacation donation program was created. The program allows employees to donate vacation time to help keep another employee in a paid status during emergencies that are consistent with the provisions of unpaid federal and state family medical leave laws such as the illness of employee or the illness of an immediate family member. This policy applies to all staff.

Any employee may voluntarily donate vacation time to a pool to help another employee who has exhausted all of their available sick time, vacation time and personal time due to an emergency situation.

The donor employee must provide written authorization for vacation hour donation up to a maximum of 24 hours in one calendar year. Donor employee must remain over 80 hours after donation. The total of regular hours worked and donated hours credited during any pay period cannot exceed the recipient employee's normal hours worked. Sick leave is not eligible for vacation donation.

An employee who wishes to donate vacation time to a pool for another employee must complete the Accrued Vacation Donation Authorization form.

The completed form should be submitted to Human Resources. HR will verify that the employee has accrued the vacation time that they are donating.

The employee in need of donated vacation time must complete the Accrued Vacation Donation Request Form.

Human Resources will verify that the employee receiving the donated time is in an unpaid status and verify the employee's emergency situation with the supervisor.

Once the confirmation is made, the Executive Director and Operations Director will approve or deny the donation and submit it to Payroll for processing.

Donated time may not be used in situations where the employee is in unpaid status for less than one week.

Employee receiving donated time from the pool will only be allowed two weeks of their normal work schedule within a calendar year.

Donated vacation time may not be used in cases where the employee is receiving any financial payments from worker's compensation, disability, paid leaves, or other sources.

Donated time may not be used to offset unearned sick time or vacation time that an employee may have incurred.

The Executive Director and Operations Director will evaluate the circumstances of each situation and determine whether to accept donated time and reason for receiving the donation.

33. FAMILY AND MEDICAL LEAVE:

The purpose of this policy is to outline the conditions under which an employee may request time off without pay for a limited period with job protection and no loss of accumulated service if the employee returns to work.

A family or medical leave of absence is defined as an approved absence available to eligible employees for up to 12 weeks of unpaid leave in a 12-month period under particular circumstances that are critical to the employees or their family members. COAD calculates the 12-month period as measured forward from the date of an employee's first FMLA usage.

Leave may be taken for the following qualified reasons:

- The birth of an employee's child or to care for that child;
- The placement of a child for adoption or foster care with an employee;
- To care for an employee's child, spouse, domestic partner or parent who has a serious health condition;
- Because of a serious health condition that means the employee is unable to perform the functions of the employee's job;
- Because of any qualifying exigency arising out of the fact that the employee's spouse, child, or parent is a covered military member on active duty (or has been notified of an impending call or order to active duty) in support of a contingency operation;
- To care for a covered service member with a serious injury or illness if the employee is the spouse, son, daughter, parent, or next-of-kin to the service member.

Military Caregiver Leave: An employee who is the spouse, parent, child, or next of kin of a current member of the armed forces (including the regular armed forces) who was injured while on active duty may be eligible for up to 26 weeks of FMLA leave during a 12-month period.

This policy applies to all family and medical leaves of absence except for leaves that are covered under paid employment benefit plans or policies for any part of the 12 weeks' leave to which an employee may be entitled under this policy. If an employee is entitled to both FMLA leave and paid leave under another benefit plan or policy, the employee must take the paid leave concurrently with the family and medical leave.

To be eligible for leave under this policy, an employee must have been employed by COAD for at least 12 months and must have worked at least 1,250 actual hours during the 12-month period immediately preceding the leave, except, if an employee on leave is salaried and among the highest paid 10 percent of COAD employees within 75 surface miles, and keeping the job open for the employee would result in substantial and grievous economic injury to COAD, the employee can be denied job restoration after leave. In this situation, however, the employee will be given an opportunity to return to work during leave.

COAD will require medical certification to support a claim for leave for an employee's own serious health condition or to care for a seriously ill child, spouse, domestic partner, or parent. For the employee's own medical leave, the certification must include a statement that the employee is unable to perform at least one of the functions of his or her position. For leave to care for a seriously ill child, spouse, domestic partner or parent, the certification must include an estimate of the amount of time that the employee is needed to provide care.

COAD may require a second medical opinion and periodic re-certifications at its own expense. If the first and second opinions differ, COAD may require the binding opinion of a third health care provider, approved jointly by COAD and the employee, and paid for by COAD.

Leave may be taken on an intermittent or reduced-leave schedule if it is medically necessary for a serious health condition of the employee or their spouse, child, domestic partner, or parent. If leave is requested on this basis, however, COAD may require the employee to transfer temporarily to a part-time schedule or an alternative position that better accommodates recurring absences. The alternative position will have equivalent pay and benefits.

Spouses or domestic partners who are both employed by COAD are entitled to a total of 12 weeks' leave (rather than 12 weeks for each spouse or domestic partner) for the birth or placement in adoption or foster care of a child or for the care of a sick family member. For military caregiver leave, the employee and employee spouse may be limited to a combined total of 26 weeks of leave in a 12-month period.

When the need for leave is foreseeable, such as the birth of a child, the placement in adoption or foster care of a child, or planned medical treatment, the employee must provide reasonable advance notice--meaning, 30 days notice or as soon as practicable--and make an effort to schedule leave so that it does not unduly disrupt COAD's operations. Employees who are ill will be required to report periodically on their status and their intention to return to work. If an employee is entitled to both FMLA leave and paid leave under another benefit plan or policy, and the other plan or policy has a less-stringent advance-notice requirement or none at all, the employee must still provide reasonable advance notice.

Group health care coverage will continue for employees on leave as if they were still working. Employees who are granted an approved leave of absence under this policy are advised to arrange to pay their share of premiums during the absence. If the leave is paid, premiums will continue to be paid through payroll deductions. If the leave is unpaid, employees are responsible for making sure the agency receives premium payments by the normal payroll dates. Human Resources will provide a schedule of payment amounts and due dates at the beginning of any unpaid

leave of absence.

If an employee chooses not to return to work after an approved unpaid leave of absence, COAD may recover from the employee the cost of any payments made to maintain the employee's health insurance, unless the failure to return is because of a serious health condition or reasons beyond the employee's control.

The employee must complete a Request for Family and Medical Leave of Absence Form using the U.S. Department of Labor recommended form. This form must be completed in detail, signed by the employee, submitted to the immediate supervisor for proper approvals, and forwarded to the Finance Department. In a foreseeable circumstance, the form should be submitted 30 days before the effective date of the leave or as soon as practicable for an unforeseeable circumstance.

All requests for family and medical leaves of absence due to illness must include sufficient medical certification stating:

- The date on which the serious health condition began;
- The probable duration of the condition; and
- The appropriate medical facts that the health care provider knows about the condition.

In addition, for leave to care for a child, spouse, or parent, the certificate must include an estimate of the amount of time that the employee will need to provide care.

For leave for an employee's own illness, the certificate must state that the employee is unable to perform at least one of the functions of their position.

For certification for intermittent leave or leave on a reduced-leave schedule for planned medical treatment, the certificate must state the dates on which such treatment is expected to be given and the duration of the treatment.

Fitness for Duty Certifications: Because COAD wishes to ensure the well-being of all employees, any employee returning from FMLA leave for their own serious health condition will need to provide a Fitness for Duty (FFD) certification signed by their health care provider. An employee who fails to provide an FFD certification will be prohibited from returning to work until it is provided. An employee who fails to provide an FFD certification may be disciplined or terminated. FFD certifications may be required when an employee returns from intermittent FMLA leave if serious concerns exist regarding the employee's ability to resume their duties safely.

COAD complies with the FMLA requirements of the U.S. Department of Labor. For additional information, contact the U.S. Department of Labor, Wage and Hour Division.

34. **HOLIDAYS:**

The holidays that COAD shall officially observe are:

- a) First day of January. (New Year's Day)
- b) Third Monday in January. (Martin Luther King Day)
- c) Third Monday in February. (Presidents' Day)
- d) Last Monday in May. (Memorial Day)
- e) Nineteenth of June. (Juneteenth)
- e) Fourth day of July. (Independence Day)
- f) First Monday in September. (Labor Day)
- g) Eleventh of November. (Veterans Day)
- h) Fourth Thursday in November. (Thanksgiving Day)
- i) The day after Thanksgiving.
- j) Twenty-fifth day of December. (Christmas Day)
- k) One additional day either before or after Christmas Day.
- l) One "Wandering Holiday" that staff persons can request to use on the day of their choosing (these are not cumulative and must be used in during the current calendar year or be forfeited)

Holidays falling on Sunday are observed on Monday while those falling on Saturday are observed on Friday.

Full-time employees shall earn 8 hours of pay for each holiday. Part-time employees shall earn holiday pay according to their schedule.

35. INCLEMENT WEATHER EMERGENCIES:

Employees must follow the stated policies for Ohio's three emergency snow designations as listed below:

Level 1 - Roadway Advisory. Roadways are hazardous with blowing and drifting snow. Roads are also icy. Drive very cautiously.

Level 2 - Roadway Warning. Roadways are snow covered and extremely hazardous with blowing and drifting snow. No one is to be on the roadways in these conditions unless it is necessary to travel. Employees should determine their work status by contacting their employer prior to traveling to their place of employment.

If a Level 1 Roadway Advisory or a Level 2 Roadway Warning has been issued and COAD offices are open, employees must report to work and/or work from home if below criteria are met, or remain at home and take vacation leave, personal time, or their wandering holiday if the employee has said leave available. If the employee does not report to work and does not have such accrued leave, they will have the day off without pay. We encourage employees reporting to work to drive very carefully. If the employee decides they can't go in to work, they must contact COAD and let someone know that they are taking leave or leave without pay, as applicable. (See Below for a part day option).

Level 3 - Roadway Emergency. All roadways are closed to travel, except for emergency purposes. Those found conducting travel, except for emergency purposes, are subject to arrest. Only persons essential to the immediate needs of an employer will be permitted on a roadway. Contact your employer before traveling.

If the highway patrol or other official entity has announced a Level 3 Roadway Emergency or any other weather-related emergency closing the roads where employees live or work, employees are prohibited from driving. COAD will communicate any office closure to staff via group text and email. Employees who are unable to travel to work due to Level 3 roadway conditions in their commute must communicate with their supervisor. That day will be counted as a day worked (not for flex-time purposes). Employees with pre-approved home worksites with appropriate documentation and appropriately transferable work duties are permitted to work from home. Those without transferable duties will have time counted as a day worked (flex-time will not apply).

Part Day Option: If the highway patrol or other official entity does not issue a Roadway Emergency in the county where the employee resides or works, but the roadways are dangerous or if a level 2 weather emergency has been issued in the county in which the employee resides or works, then the employee may report to work late (up to two hours) if and when roadway conditions have improved. The employee has the option to take vacation or personal time or to work an adjusted 8-hour schedule that includes working part of the day from home for that day, upon approval. Employees shall indicate to their supervisor at the beginning of the workday that they will be reporting late (up to two hours) if and when roadway conditions have improved. Employees shall contact the immediate supervisor personally if possible. If an employee is unable to contact the immediate supervisor personally, they should continue up the chain of command until contact is made or all possibilities are exhausted. If the employee cannot make contact with their immediate supervisor or someone further up the chain of command, they must leave a message with whomever they have been able to contact.

It is recommended that an employee with transferable duties and the ability to work from home complete the blended work agreement so that it is on file and can be utilized in inclement weather conditions. An employee that has not completed the appropriate paperwork is not eligible to work from home.

36. BLENDED WORK POLICY

Working remotely can be informal, such as working from home for a short-term project or on the road during business travel, or a formal, set schedule for working away from the office as described below. Certain exempt positions will require work to take place offsite as a part of normal operations, and such activities are not subject to

the following provisions. Certain other positions and job duties will not be suitable for remote working arrangements and are also not subject to the following provisions.

Any remote working arrangement made will be on a trial basis for the first month and may be discontinued at will and at any time at the request of either the employee or the agency. Every effort will be made to provide one week's notice of such change to accommodate commuting, childcare, and other issues that may arise from the termination of a remote work arrangement. There may be instances, however, when no notice is possible.

In the course of normal business operations, most staff are expected to work onsite for an established number of "core hours" per week during normal business hours as defined in the *Blended Work Agreement*. If the following conditions are met, staff may elect to work offsite each week for a prescribed number of hours (equal to up to one day per week) where a week is defined as 12:01 am Saturday morning - 12 midnight Friday. Blended scheduling and/or optional remote work is not an employee right or benefit and may be discontinued at any time at the discretion of management. Employees can be called in at any time for in-person meetings or projects with as much notice as possible.

During emergency situations such as government mandated shutdown for inclement weather, natural disaster, pandemic, or other imposed circumstances, employees may be permitted to work remotely for extended hours following the protocols and procedures below.

Criteria

Individuals requesting formal blended work arrangements must have completed the 90-day probationary period with a satisfactory employment record. Blended work schedules are specifically documented on the *Blended Work Agreement*.

Some positions, responsibilities, and projects are more suitable than others for working offsite and/or during nontraditional hours and may also be necessary to maintain business continuity in the event of an emergency. Responsibilities that do not require face-to-face interaction, require minimal supervision, involve the extensive use of technology, and have clearly defined and easily measurable tasks are more appropriate activities during offsite working hours and will be documented in the *Blended Work Agreement*.

Before entering into any remote work agreement, the employee will submit a request to their supervisor and to Human Resources, who will evaluate the suitability of such an arrangement based on evaluation of the following areas:

- Employee suitability: The employee and supervisor will assess the needs and work habits of the employee, compared to traits customarily recognized as appropriate for successful remote work.
- Job responsibilities: The employee and supervisor will discuss the job responsibilities and determine if the job is appropriate for a blended work arrangement.
- Equipment needs, workspace design considerations, and scheduling issues: The employee and supervisor will review the physical workspace needs and the appropriate location(s) for remote work.

If the supervisor and HR determine that an employee is a good fit for remote work, a draft *Blended Work Agreement* will be prepared and signed by employee and supervisor, and a one-month trial period will commence.

Evaluation of remote work performance during the trial period will include regular interaction by phone and email between the employee and supervisor, and weekly face-to-face meetings to discuss work progress and problems. Evaluation of remote work performance beyond the trial period will be consistent with that received by employees working at the office in both content and frequency but will focus on the work output and timely completion of objectives.

Work Schedule

The supervisor will establish the employee's blended work schedule and the employee will document all time allocations during offsite working hours. Travel from the office to an offsite work location is not included in time worked. While working remotely, it is expected that employees maintain a near normal schedule including involvement in meetings, teleconferences etc. All arrangements must be made in advance to remove barriers to working offsite. Certain personal circumstances may permit a temporary extension of offsite working hours at the discretion of management and with Executive Director approval.

The supervisor will ensure that appropriate coverage for management functions is consistent during regular business hours. For example, at least two members of the senior Leadership Team will be onsite at the Athens office at all hours of operation. Remote offices will be similarly arranged per the discretion of associated Division Directors.

Documentation

The employee is required to complete their timesheet daily and will also complete a time allocation log that details the tasks completed during all offsite and/or nontraditional working hours.

Equipment, Supplies, and Telephone/Data Connection

The employee must be able to provide for their own equipment, supplies, and telephone/internet connection in order to perform job duties. In special cases where it is in the best interest of the work unit, the agency may provide equipment necessary for the employee to perform the desired work at home or in another remote location. Agency equipment, software, data, and supplies may be used only for official COAD business and must be returned to the agency at the termination of the blended work arrangement or upon request by the agency. The employee is responsible for operating costs, maintenance, and any other cost associated with the use of an alternate work location. In the event of equipment failure or malfunction, the employee will immediately notify the supervisor. In the event of delay in repair or replacement, or any other circumstance which makes work offsite impracticable, the supervisor may require the employee to report to the regular work site or use accrued leave.

Security

All agency information security and records management and retention policies that apply at the regular worksite apply when the employee works remotely. Steps include the use of locked file cabinets and desks, regular password maintenance, and any other measures appropriate for the job and the environment.

Policies

Whether or not specifically articulated in these Procedures, blended work arrangements are subject to the same federal, state and agency laws, policies and procedures applicable to employees at the regular worksite.

Safety

Employees are expected to maintain a clean safe remote workspace, free from hazards. Injuries sustained by the employee in a remote office location in conjunction with ~~his or her~~ their regular work duties are normally covered by the company's workers' compensation policy. Employees are responsible for notifying the employer of such injuries as soon as practicable. COAD is not liable for injuries to third persons, including family members, at the home worksite. COAD is not liable for damages to the employee's personal or real property.

Workers' Compensation

The employee is covered by workers' compensation during the performance of official business at the remote worksite during work hours. The employee must report work-related injuries immediately to the supervisor and will comply with all agency reporting requirements established for the purpose of reporting such claims.

37. APPLICABILITY TO PART-TIME, TEMPORARY AND PROBATIONARY EMPLOYEES:

Part-time employees working less than twenty-five (25) paid hours per week (1300 hours annually) shall not be eligible for health and life insurance benefits from COAD but will be eligible for retirement benefits and prorated holidays, and prorated vacation and sick leave.

Part-time employees working twenty-five (25) paid hours or more per week, or a minimum of 1300 hours per year, shall be eligible for all benefits offered to full-time employees. Paid time off, such as holiday leave, vacation leave, and sick leave shall be accrued on a prorated basis determined by a ratio of the number of annual hours they regularly work to the full-time of 2080 hours per year.

Probationary employees are entitled to all benefits contained in these policies except that vacation leave may not be taken during the probationary period without the Division/Department Director's approval.

38. APPLICABILITY TO INTERMITTENT EMPLOYEES:

Intermittent employees are considered non-regular employees and their schedules will vary. When the work of a position can be scheduled in advance on a regular basis, the organization has an obligation to document the change in work schedule from intermittent to part-time or full-time to ensure the employee receives proper service credit. An intermittent employee is ineligible for retirement coverage, medical benefits, sick, vacation, Holiday pay, life insurances and merit increases. Intermittent employees pay level is determined by the level of difficulty of the work; and employee's work schedule has no effect on the proper classification of a position. Overtime pay for an intermittent employee is provided only for work in excess of 40 hours in a work week. In a reduction-of-force, intermittent employees are subject to the terms listed in the section titled "Reduction of Force" of this document.

39. CIVIC DUTY LEAVE:

COAD encourages employees to become involved in their communities, lending their voluntary support to programs that positively impact the quality of life in Appalachian Ohio. Therefore, we offer one day per year – eight hours or less, based on the usual part-time schedule – for each employee to work as a volunteer in service to a 501(c)(3) nonprofit organization. This time is voluntary, shall not be used in flex time and is not eligible for mileage or any travel benefits. Employees should request their Day of Service in advance to be approved by their supervisor and will verify that the benefiting organization is a nonprofit. This time will be categorized as "Day of Service", recording the name of the nonprofit in the comments. Upon completion of each year's Day of Service, employees shall provide photos, testimonials, or other content to help COAD celebrate staff community engagement.

Employees who are summoned to jury duty shall be eligible to receive their regular payroll compensation providing they remit any remuneration beyond expenses received by them for jury duty to the Finance Department upon receipt.

Employees who have been hired to serve for a full day as a poll worker in a general, primary, or special election will be permitted to receive up to one day of compensation at their regular rate of pay, providing they remit any remuneration beyond expenses received by them for their services to the Finance Department upon receipt. Employees may also elect to use accrued vacation time in order to serve as a poll worker.

40. ABSENCE DUE TO DEATH IN FAMILY (BEREAVEMENT LEAVE):

Whenever any employee is compelled to be absent from work because of the death of a father, mother, child, domestic partner, brother, sister, grandparent, or grandchild, mother-in-law, father-in-law, daughter-in-law, son-in-law, brother-in-law or sister-in-law, or the mother, father, daughter, son, brother or sister of the employee's domestic partner, such employee may receive up to a maximum of three (3) working days of absence with pay. This policy also applies to stepfathers, stepmothers, stepchildren, stepbrothers, stepsisters, step grandparents, step grandchildren, stepmothers-in-law, stepfathers-in-law, stepchildren-in-law, stepbrothers-in-law and step sisters-in-law. Said days shall not be deducted from accumulated sick or vacation leave.

41. MILITARY LEAVE:

Any employee who is required to serve in the military service of the United States, including the National Guard, shall be entitled to a leave of absence without pay for the duration of such active duty and are entitled to reinstatement rights set forth in USERRA.

Employees who are summoned to active military service (including the National Guard) for periods of less than one month shall be eligible to receive their regular payroll check providing they remit to COAD any remuneration received by them for such military service.

42. CAREER DEVELOPMENT LEAVE:

The Executive Director may grant, at their discretion, time off with pay to an employee to pursue their academic goals through taking job-related courses at a recognized school, providing funds are available in the Program account. Such paid, released time shall not exceed ten (10) hours per week to attend approved courses.

43. **OTHER LEAVES OF ABSENCE:**

The Executive Director may grant leaves of absence without pay at their discretion provided that:

- a) No leave shall extend more than one year.
- b) Leaves shall not be granted to accept other employment except on a limited time loan basis to another agency.

44. **EMERGENCY OR PERSONAL LEAVES:**

Employees may take personal leave, not to exceed three (3) working days, for emergency or personal reasons, with the approval of the Executive Director. Such leaves are without pay.

45. **TRAVEL AND PER DIEM:**

COAD shall provide travel and per diem reimbursements for authorized work-related expenditures according to current COAD policies, detailed in the Internal Agency Procedures document.

46. **TELEPHONE USE:**

COAD regularly checks the bills itemized by individual station that we receive from our long distance carrier for the purpose of cost analysis and to detect patterns of use that indicate employees are violating COAD telephone use policies.

PERSONAL LONG DISTANCE CALLS: No personal long distance calls from an office phone unless an employee is required to work late, unexpectedly, in which case the employee may call their family to inform them they'll be late getting home.

All personal calls, including local calls and calls made from personal cell phones (including text messaging), should be kept to a minimum. COAD does not want to have to disallow all personal communications, but they need to be made and received in moderation as to not disrupt the workplace.

Employees will be required to pay for any calls in violation of this policy.

47. **CELLULAR PHONE USE:**

The official policy, which can be found in the Internal Agency Procedures document, outlines the cellular phone options supported by COAD, guidelines for appropriate use, and other administrative issues relating to cellular phone acquisition and reimbursement. This policy was created in order to enhance employee safety, limit corporate liability, and help manage telecommunications costs.

The policy applies to all employees and other persons who have or are responsible for any cellular device issued by COAD or to conduct business on its behalf using any cellular device.

48. **COMPUTER USE:**

To prevent computer viruses from being transmitted through COAD's computer system, unauthorized downloading of any unauthorized software is strictly prohibited. Only software registered through COAD may be downloaded. All COAD-owned computers must be equipped with anti-virus software. The software must automatically monitor the computer for viruses or the operator must run the anti-virus software daily. Employees should contact the IT Manager if they have any questions.

In addition, as the computers are owned by COAD, they should not be used for any purposes other than the completion of COAD tasks, nor should the computers be utilized by anyone other than COAD personnel. As such, random audits will be performed on any and all computers that are the property of COAD. In addition, audits may be requested at any time by a Division Director or the Executive Director. Any software not related to COAD work or non-COAD use of computers will be reported to the employee's supervisor and to the executive director. Abuse of this policy is unacceptable as, in some circumstances, it can have detrimental effects and can even make vulnerable the entire COAD system.

Employees may use encryption software supplied to them by the systems administrator for purposes of safeguarding sensitive or confidential business information. Employees who use encryption on files stored on a COAD-owned computer must provide their supervisor with a sealed hard copy record (to be retained in a secure location) of all the passwords and/or encryption keys necessary to access the files.

The IT Manager or their designee shall back-up the server on a daily basis. Program and Section Managers should, at their discretion, create additional back-up copies of critical program data on redundant hard drives, zip disks or CD RWs. The schedule for back-up will be determined by the Division Director or equivalent. All data is the property of COAD and must not be shared except within the limits set forth in contracts with funding sources.

49. VOICEMAIL, EMAIL AND INTERNET USE:

COAD provides phone voice mail, electronic email and internet service accounts (sometimes referred to as systems) to its employees for the strict purpose of enhancing corporate business communications to achieve COAD's corporate objectives.

COAD has a proprietary corporate interest in email, voice mail, and Internet use. Files and records created by these systems are generally discoverable by auditors and by COAD in the context of internal investigations. Employees have neither the right of privacy, nor a reasonable expectation of any such privacy right, regarding email, phone mail or Internet use. COAD reserves the right to monitor and access these systems. When using these services, employees must remember that they are doing so as an agent (employee) of COAD. Therefore, use of COAD's systems is for professional use only and not for personal use. Please refrain from using COAD phones, email accounts, or Internet for any personal use.

With regard to email and Internet access, employees should be aware that email files sent or received, and Internet sites that are accessed, can be traced via COAD Internet Service Providers and that files from Internet sites may be automatically downloaded to COAD computers.

Employees are expected to use these service accounts for business purposes only or in emergency situations within the following guidelines:

- 1) Phone, email, and Internet service accounts provided by COAD shall not be used in ways that are disruptive or offensive to others, or in ways that would be detrimental to workplace morale.
- 2) There is to be no display or transmission of sexually explicit images, messages, or cartoons, or any transmission or use of communications containing ethnic slurs, racial epithets, or anything that might be construed as harassment or disparagement of others based upon their race, national origin, gender, sexual orientation, age, disability, or religious or political beliefs.
- 3) These systems must not be used to solicit, or to address others regarding charitable, commercial, religious or political causes, or for any other type of solicitation that is not related to COAD's corporate interests.
- 4) These systems must not be used in any way to support an activity that is illegal, nor should such systems be used in such a manner to cause any embarrassment to the corporation. COAD reserves the right to investigate any suspected inappropriate activity.
- 5) Streaming video and audio (YouTube, online radio stations, etc) are forbidden except in cases where they are being used for work purposes (ie safety training videos).
- 6) Employees must not send email-based chain letters.
- 7) Employees must not attempt to gain unauthorized access to another employee's email, voice mail or Internet messages or account, unless clearly authorized by the Division Director or Executive Director to do so.
- 8) Employees found to be using email, voice mail, or Internet service accounts for unauthorized purposes, including but not limited to those purposes described above, are subject to discipline, including dismissal.
- 9) Employees shall use the same professional business etiquette they use in written communications.

Employees should not email anything that they are not willing to see in the newspaper, in affidavits, or in their resumes.

- 10) In the event of an employee's death or extended incapacity, the employee's supervisor may review email and voice mail messages.
- 11) When an employee leaves the corporation, the supervisor is to assure that timely actions are taken to eliminate the employee's voice, email, and Internet access capabilities using corporate accounts.
- 12) No e-mail or other electronic communications can be sent that attempt to hide the identity of the sender or represent the sender as someone else.
- 13) Anyone obtaining electronic access to other companies' or individuals' materials must respect all copyrights and cannot copy, retrieve, modify or forward copyrighted materials except as permitted by the copyright owner.

Wireless Network

Although COAD provides wireless internet access, it is to be used for professional purposes only. Connecting personal devices such as laptops or smart phones is expressly forbidden unless authorized by a Division Director or the Executive Director.

Unauthorized use of wireless technology and wireless communications can open the network to intrusion attacks. Authorized and proper use of wireless technology is critical to the security of the organization and all individuals. Employees that do not follow this policy may be subject to disciplinary action up to and including dismissal.

50. SOCIAL MEDIA:

This policy is intended to provide employees with guidelines for appropriate online activity. The nature of the internet is such that what you say online will be captured forever and can be transmitted endlessly without your consent or knowledge. Employees should remember that any information that is shared online instantly becomes permanent and public.

COAD's character is a valuable and important corporate asset and sustained damage to the organization's reputation may impact future funding and the ongoing employment of COAD personnel. Before you engage in any social networking that identifies you as an employee of COAD, or that identifies COAD, please consider whether you are damaging the organization's reputation. Any employee's conduct that adversely affects their job performance or that of their co-workers, COAD's members, customers or vendors or individuals who work on behalf of COAD will result in disciplinary action up to and including termination.

Social media, for the purpose of this policy, includes all means of communicating or posting information of any sort on the internet. This includes, but is not limited to, social networking sites such as Facebook®, blogs and other content-sharing sites; bulletin boards and chat rooms; micro-blogs such as Twitter®; and image/video-sharing sites such as You Tube®. Social media also includes permitting or not removing postings by others where an employee can control the content of postings, such as on a personal profile or blog.

Professional Use:

As some COAD divisions have created social media pages for their programs, the following policies apply to any employee who will be posting/blogging on or administrating these pages. Permission to access social media sites during work hours applies to doing so for professional purposes only and employees are prohibited from visiting their personal social media sites on work time.

When using social media with permission and for professional purposes, COAD email addresses may be used. When using personal social media sites, employees must use their personal email address. COAD email addresses should never be used for any purpose other than for COAD business.

- All of COAD's policies apply to conduct which occurs online in the same way that they apply to conduct that occurs in the workplace. As such, employees' online conduct must comply with COAD's anti-

discrimination, anti-harassment, and confidentiality policies, as well as the policies on the use of equipment/property, electronic communications and internet use. All requests for references or recommendations, even those received through social networking, should be handled in accordance with the COAD's policy for responding to such requests.

- COAD encourages employees to write knowledgeably, honestly, accurately, and professionally.
- To ensure continuity of COAD's message, employees may not represent themselves as speaking on behalf of COAD unless expressly authorized to do so in writing by the Division Director or Executive Director. When endorsing or promoting COAD, an employee must disclose their affiliation with the organization.
- COAD's logos and trademarks may not be used without explicit permission by the Executive Director. This is to prevent the appearance that an employee speaks for or represents COAD officially.
- If someone from the media or press contacts you about social media activities that relate to COAD, please ask the individual to contact the Executive Director directly. Employees should not speak to the media on COAD's behalf without permission.

Personal Use:

COAD recognizes that employees may engage in social media while off duty. The use of social media, however, also presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their personal use of social media, we have established these guidelines:

- Do not engage in personal social media using any of COAD's electronic resources or during work time.
- If you disclose your affiliation or relationship with COAD in your online profile, you must use an appropriate disclaimer to make clear that you are speaking only on behalf of yourself and not on behalf of or as an agent of COAD. Make it clear to your readers that views expressed are yours alone and do not reflect the views of COAD.
- Consider that employees are more likely to resolve work-related complaints by speaking directly with co-workers, supervisors and directors than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, avoid using statements, photographs, video or audio that could be viewed as malicious, obscene, threatening or intimidating that disparage COAD's customers, members, or associates that may constitute harassment. Examples of such conduct might include offensive posts meant to intentionally harm a person's reputation or posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion or any other status protected by law or by COAD.
- COAD reserves the right to review your personal public social media activities, or those to which any other employee has been given access, whether directly or indirectly. Please note that this policy applies even if your social media is anonymous or under a pseudonym.

Employees are prohibited from engaging in any of the following in their online activities and posts when using social media professionally or personally:

- disparaging COAD's services, clients, leadership, employees or strategy
- making any false or misleading statements
- promoting or endorsing violence
- promoting illegal activity
- directing any negative comment towards or about any individual or group based on race, religion, gender, disability, sexual orientation, national origin, citizenship or other characteristic protected by law
- disclosing any confidential or proprietary information belonging to COAD or obtained by way of employment with COAD
- posting, uploading, or sharing any recording or images taken in the workplace or at any COAD-sponsored event without permission

Nothing in this policy is meant to prohibit employees from discussing terms and conditions of their employment as permitted by applicable law.

COAD prohibits taking negative action against any employee for reporting a possible deviation from this policy or for cooperating with an investigation. Any employee who retaliates against another for such actions will be subject to disciplinary action, up to and including termination.

Social media changes rapidly and there will likely be events or issues that are not addressed in this policy. If, at any time, you are uncertain about the application of this policy or if a question relating to the appropriate use of social media arises that is not fully addressed in this policy, you should seek guidance from the Executive Director, Information Technology Manager or Operations Director *before* posting or otherwise engaging online. When in doubt, employees should always ask for guidance first because, once the information is online, it can never be deleted. Failure to comply with this policy may lead to discipline, up to and including termination of employment.

If appropriate, COAD will pursue all available legal remedies. COAD also may report suspected unlawful conduct to appropriate law enforcement authorities.

51. USE OF AGENCY CREDIT CARDS:

The policy and procedures for use of COAD-issued credit cards can be found in the Internal Agency Procedures document.

52. PERSONAL USE OF COAD-OWNED VEHICLES:

Employees may not use COAD-owned vehicles for personal use.

53. TOBACCO POLICY:

A tobacco-free environment helps create a safer and healthier workplace. Smoking and secondhand smoke are known to cause lung disease, heart disease, and cancer as well as contributing to a number of other maladies.

COAD maintains a tobacco-free campus. The COAD office building and COAD property as well as all leased buildings and property, and COAD-owned vehicles shall be tobacco-free. This policy covers any tobacco product and smokeless tobacco products such as chewing tobacco and vaping/e-cigarettes.

54. PROHIBITION AGAINST PARTISAN POLITICAL ACTIVITY:

COAD employees are restricted by the provisions of the Hatch Act. Those restrictions include, but are not limited to the following:

- a) Use of office authority or influence for the purpose of interfering with, or affecting the result of, election or nomination for office.
- b) Coercing an employee to make a political contribution.
- c) Being a candidate in a partisan primary or election or serving as a delegate for a political party.

55. DRESS CODE:

COAD may, from time to time, adopt a dress code policy. Because of the fact that said policy may change from time to time and may vary among employees according to their duties, the policy shall not be contained within this document but shall be made a part of the employee policies and procedures by reference herein and shall be binding on all employees. When in doubt about certain attire, it is the responsibility of employees to seek guidance from their immediate supervisor. All attendant disciplinary actions concerning said policies shall be consistent with those contained within these Employee policies and Procedures and employees shall have the same rights to grievance as prescribed by the Employee Policies and Procedures.

56. HEALTH AND SAFE WORK PRACTICES POLICIES:

COAD has always and shall continue to hold safety in the workplace as one of its most important responsibilities in the operation of the corporation. To this end, COAD has established a set of policies regarding health and safe

work practices. Because of the fact that said policies may change from time to time and may be specific to certain employees according to their duties, the policies shall not be contained within this document but shall be made a part of the employee policies and procedures by reference herein and shall be binding on all employees. All attendant disciplinary actions concerning said policies shall be consistent with those contained within these Employee Policies and Procedures and employees shall have the same rights to grievance as prescribed by the Employee Policies and Procedures.

57. PROHIBITION AGAINST ACCEPTANCE OF GIFTS AND GRATUITIES:

COAD employees are prohibited from accepting gifts, money, and gratuities greater than \$25 from persons receiving benefits or services under COAD's programs or performing services under contract or otherwise in a position to benefit from an employee action.

58. PROVISION FOR AMENDMENTS:

An annual review of the COAD Personnel Policies and Procedures document will be conducted by the Executive Committee of the COAD Board of Directors. The Board, by a majority vote of all Board members present at any regular meeting of the Board or at a special meeting of the Board called specifically for that purpose, may amend these Policies. The proposed amendments shall be submitted to the Board members in writing at least two (2) weeks in advance of the meeting at which they will be voted upon. All employees affected by a change in these Policies shall be informed in writing within two (2) weeks of that change.

59. EXCEPTIONS TO THESE POLICIES:

The Executive Director, at their discretion and subject to approval by the Board of Directors, may make exceptions in individual cases, to the foregoing Policies.