



Green River
Area Development District

**PERSONNEL
POLICIES
&
OPERATING
PROCEDURES**

Adopted by the Board of Directors

August 9, 2017

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EMPLOYEE CERTIFICATION OF RECEIPT OF PERSONNEL POLICIES

This Personnel Policies Manual has been prepared as an overview and summary of the company's policies and procedures that are presently in effect. As policies and benefits are revised, changes will be communicated to you through standard communication channels. Advance notice may not always be possible.

The policies and procedures in this manual constitute guidelines only. They do not constitute part of an employment contract, nor are they intended to make any commitment to any employee concerning how individual employment action can, should, or will be handled.

Green River Area Development District offers no employment contracts, nor does it guarantee any minimum length of employment. Employment at Green River Area Development District is "at will," which means either you or the company may terminate employment at any time. A supervisor of the company has no authority to make any contrary representations to any employee.

This manual is company property. It is your responsibility to become familiar with its contents and keep it updated as revisions are issued. If you have questions concerning the contents of this manual, please ask your supervisor.

I certify that I have received a copy of the Personnel Policies Manual of the Green River Area Development District.

Signature _____ Date _____

Section 1: CODE OF CONDUCT AND ETHICS

Employment with Green River Area Development District (GRADD) is a public trust requiring diligent effort and personal commitment. The following Code of Ethics is set forth as a guide to the ethical conduct required of the GRADD staff and to establish standards of behavior in the performance of professional responsibilities. All staff shall be expected to act in accordance with the Code of Ethics adopted by the GRADD Board of Directors on December 13, 1989. If the Code of Conduct and Ethics is violated, then corrective procedures shall be taken in accordance with GRADD's Employee Disciplinary Procedures.

I. Standards of Conduct

A. Principles

The foremost principle guiding GRADD in all of its activities is to do the right thing, the first time, all the time. GRADD strives to conduct all of its activities with integrity and honesty and in accordance with applicable laws and the most ethical business practices. GRADD wants to provide its clients the best and most ethical service possible. The culture of GRADD and all its activities, should at all times, exemplify its commitment to ethics, integrity, and quality service.

It is GRADD's policy to prevent unethical or unlawful behavior, to stop such behavior as soon as reasonably possible after its discovery, and to discipline persons who violate any applicable laws or regulations contained in the Code of Conduct. The support of all employees is necessary to ensure compliance with this Code of Conduct, and any infractions shall be immediately reported to the Executive Director, who will in turn notify the Executive Committee and board Chairperson.

These principals are a summary of general guidelines summarizing the standards of conduct that GRADD expects of all employees and are not meant to be all-inclusive. Employees with questions about any part of the Code of Conduct should seek advice from his/her supervisor.

B. Purpose

GRADD is a regional planning agency serving the communities of Daviess, Hancock, Henderson, McLean, Ohio, Union and Webster Counties. GRADD offers assistance in the fields of aging, health and social services; community and economic development; transportation planning; and workforce development.

C. Ethics

GRADD strives to earn the trust and respect of its clients and the public. GRADD is guided by the general principles of professionalism, compassion, and justice. Every employee shall conduct themselves professionally with ethical standards that will build trust in its organization. GRADD will use its best efforts to refrain from actions that could bring discredit upon the organization in fact or appearance. GRADD will strive to manage conflicts that illuminate its role as one of service to the community. GRADD will not tolerate unethical practices or appearances. Any conduct that violates the Code of Conduct constitutes an activity beyond the scope of the employee's legitimate employment. Employees are responsible for being familiar with and following GRADD's Code of Conduct and Ethics, which obligates them to show respect for all persons, to avoid conflicts of interest, and to follow ethical business practices.

D. Responsibilities to the Area Development District and to the Local Governments

1. Staff members shall demonstrate the highest standards of personal integrity, truthfulness, honesty, and responsibility in all their duties, assignments, and tasks in order to inspire public confidence and trust in the Area Development District and local governments and shall seek to improve the quality and image of the Area Development District and local public services.

2. Staff members hold public positions of trust and shall approach work with dedication and shall strive to understand the purposes, roles, and responsibilities of the Area Development District and the functions and responsibilities of their individual jobs.
3. While respecting fully the laws and regulations relating to the public's right to know and public access to matters of public policy, public business, and public record, staff members shall respect and protect privileged information to which in the course of their official duties they may have access or be exposed, and staff members shall never use privileged information acquired in the course of their official duties to further their personal interests.
4. Staff members shall be dedicated to the concepts of effective and democratic local government by responsible elected officials and shall accept and support the decisions of these local officials concerning the objectives and nature of the professional services to be performed, unless the course of action to be pursued involves conduct that is illegal or violates regulations.
5. No employee shall be allowed to perform services or work in this region for a fee or other remuneration if that service is available from GRADD. In addition, no employee shall perform any services or work for a fee or other remuneration if that work is used or becomes a part of a project plan submitted to GRADD for review and/or approval.
6. Staff members shall not directly or indirectly solicit any payments or accept or receive any payments or gifts of material value - whether it be in the form of objects, money, services, loans, travel, entertainment, hospitality, or favors - that may be intended, perceived, inferred, expected, or construed to influence them in the performance of their official duties or reward any official action on their part.
7. Staff members shall not engage in, solicit, negotiate for, or promise to accept private employment nor should they render services for private interests or conduct a private business, when such employment, service, or business creates a conflict with, impairs or detracts from the proper and faithful discharge of their duties or has the potential for a conflict with their duties or responsibilities.
8. Staff members should never conduct themselves in a manner that gives the impression that they can be improperly influenced in the performance of their professional duties and responsibilities; and staff members in the proper and faithful exercise of those duties and responsibilities shall maintain complete impartiality, giving no preferential treatment and showing no favoritism in any manner in conduct of work performance of services, actions, or attitudes.

E. Responsibilities to the Public

1. Staff members shall serve the public with respect, concern, courtesy, and responsiveness, recognizing that service to the public is beyond service to oneself.
2. Staff members shall never permit, tolerate, or countenance intentional or unintentional misconduct, illegal activities, malfeasance, fraud, or abuse of public funds.

F. Responsibilities to Clients

1. At all times, employees shall perform client care activities in adherence with ethical and professional standards of practice.
2. Clients or individuals shall be treated with dignity and respect.
3. All client or individual information shall be kept confidential as required by law.
4. Appropriate consent will be obtained from clients or other appropriate persons as required by law.
5. Laws and regulations specific to particular department functions will be incorporated in department procedures and protocols and reviewed at department training and education sessions. Employees are responsible for knowing and following legal requirements relevant to performance of their job duties.

G. Responsibilities to the Profession and to Colleagues

1. Staff members shall strive for personal professional excellence and encourage the professional development of other Area Development District staff members and the employees of local governments.
2. Staff members shall accept as a personal and professional duty the responsibility to keep up to date on all matters relating to both their job and profession and to carry out duties with professional competence, fairness, impartiality, efficiency, and effectiveness.
3. Staff members shall also be guided and bound by the Code of Ethics and Professional Conduct established by the profession to which their job responsibilities relate.

II. Conducting Business

The activities of GRADD involve a variety of business transactions each day. GRADD must have strict rules to guard against fraud or dishonesty and have guidelines for addressing possible problems that may arise.

A. Conflicts of Interest and Disclosure

GRADD employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when, during the course of their employment, an individual is in a position to influence a decision that may result in a direct or indirect personal gain for that employee. Staff members shall avoid any interest or activity that may be in conflict with the conducting of official duties and should avoid the appearance of conflict of interest, seeking or accepting no favor, benefit, personal aggrandizement, or profit, individually or for family members or friends, secured by privileged information or by misuse of position, public time, or public resources.

While an exhaustive list would be impossible to create, the following are examples of circumstances that could create a conflict of interest:

1. An employee is personally or financially invested in persons or firms supplying goods or services to GRADD.
2. An employee is personally or financially invested in persons or firms from whom GRADD leases property or equipment.
3. An employee is an officer, director, trustee, partner, or employee, of any corporations, partnerships, associations, or other professional organizations dealing with GRADD.

Any employee having a business or personal interest in any matter of GRADD business dealings shall disclose that interest and refrain from participating in any discussion or decision related to that matter.

GRADD annually requires each staff member to review the Conflict of Interest Policy and complete a Conflict of Interest Disclosure form (Appendix A), on which the employee shall:

1. Disclose any possible personal, familial, or business relationship that reasonably could give rise to a conflict of interest or the appearance of a conflict of interest.
2. Acknowledge by their signature that the individual is acting in accordance with the letter and spirit of such policy.

The information provided on this form shall be available for inspection by members of the Board and the Executive Director and/or Legal Counsel, but shall otherwise be held in confidence except when, after consultation with the applicable employee, the Board determines that GRADD's best interest would be served by disclosure.

B. Government Investigations

GRADD is a participant in numerous local, state, and federal government programs, in which they are governed by laws and regulations. These laws are strict and much more extensive than those of non-governmental commercial contracts. Violations of these laws and regulations can result in criminal sanctions being imposed, not only on the individual employees actively involved, but also on the organization where they work. GRADD is committed to full compliance with all local, state, and federal laws and will cooperate appropriately with government authorities in any investigation of GRADD or its employees. GRADD has established guidelines on how and when to respond to government investigations. Any information that an employee discloses without authorization jeopardizes the rights of clients and puts the agency at risk. The Executive Director will be responsible for coordinating GRADD's response to a government inquiry or investigation.

Every employee who receives a subpoena, inquiry, or other legal document regarding GRADD's business, whether at home or in the workplace, should immediately notify the Executive Director, who in turn will notify the Board Chairperson and the GRADD attorney.

In addition, as applicable, the employee should:

1. Obtain the name and affiliation of the person asking for the information before supplying it;
2. Maintain a written record of each and every document to which they are given access; and
3. Keep a detailed record of all telephone contact made and any information requested and responses given.

C. Proper Use of Assets

1. The assets of the organization are to be used solely for the benefit of the organization. Each employee is responsible for assuring that assets are used only for valid purposes and not for personal gain of the employee or others. These assets include, but are not limited to, GRADD funds, office supplies, business strategies, financial data, and other information about the organization's business.
2. Employees may at **no** time borrow GRADD property from GRADD premises for their own personal use, and may not use GRADD facilities or equipment for non-GRADD purposes without administrative approval.

D. Compliance with Anti-Kick Back and Corrupt Influence Statutes

1. Existing law specifically prohibits any form of kickback, bribe, or rebate that is intended to induce the purchase or referral of any services or supplies.
2. GRADD employees are obligated to refrain from any such activities prohibited under this law.

E. Relationships with Vendors and Suppliers (Gifts and Entertainment)

1. In defining illegal compensation, the federal government has included the giving or receiving of gifts or entertainment, specifically if the reason the gift/entertainment is to induce a referral. Employees should not offer or accept kickbacks, rebates, or anything of value to or from any representative of a vendor, supplier, customer, potential customer, client, financial institution, or similar entity if it can be reasonably established that the purpose of the gift is to induce referrals to or from GRADD.
2. Federal, state, and local government departments and agencies are governed by law and regulations concerning acceptance by their employee of entertainment, meals, gifts, gratuities, and other things of value from firms and persons. GRADD does NOT provide anything of value to federal, state, and local government employees.
3. All employees are expected to maintain impartial relationships with the organization's vendors and suppliers. Employees must be motivated solely to acquire goods, purchase services, and make other transactions on terms most favorable to the organization.

- Care must be exercised to avoid even the appearance of favoritism on behalf of a vendor or supplier due to personal relationships. When conducting business with vendors or suppliers, GRADD expects employees to make decisions that are in the best interest of the organization.
4. If a “personal” gift is such that a reasonable person would interpret it as an attempt to improperly influence an employee or GRADD agent, it must be refused and reported to the Executive Director.
 5. GRADD may be entitled to rebates, discounts, and allowance from the entities with which it does business. The Associate Director of Finance and Administration shall approve all rebates, discounts, and allowances as being customary and acceptable and not an illegal or unethical payment. Payments will be reasonable in nature. GRADD prohibits any form of bribe or improper receipt.

F. Financial Reporting and Records

1. All accounts and financial records must be maintained strictly in accordance with the GRADD Fiscal Policies and Procedures.
2. GRADD’s business records must always be prepared accurately and reliably. Generally accepted accounting policies and procedures must be followed in order to ensure the accuracy of all records and reports, and to protect GRADD’s assets.
3. All personnel who make bookkeeping and financial entries, prepare financial reports and statements, and disperse assets (especially cash) have special ethical obligations in performance of job duties.
4. Employees must always keep in mind that each bookkeeping and financial entry will ultimately be incorporated into GRADD’s statements.
5. GRADD financial statements are certified by financial services as being true and correct, and are presented to the public and the federal government as accurate and complete.

III. Internal Control – Integrated Framework Principles

Principle 1: The organization demonstrates a commitment to integrity and ethical values.

1. Executive Director and Program Directors lead by example to promote values and pride in working at the ADD.
2. Employees are given a copy of Personnel Policies that defines employee and employer responsibility.
3. If workplace discrimination or harassment is believed to be present at the ADD, Personnel Policies address how to report those and the procedures for investigating.

Principle 2: The Board of Directors demonstrates independence from management and exercises oversight of the development and performance of internal control.

1. Executive Committee is made up of mayors, judges, and citizen members of the region.
2. An orientation is conducted for new Board members regarding GRADD operations and their roles and responsibilities as a Board member.
3. Policies and procedures are taken before the committee for review and approval.
4. New ADD staff complete a Conflict of Interest Disclosure upon hiring.
5. Any deficiencies in internal controls are discussed with the Executive Committee with a Plan of Action for correction.
6. Notification of failure of Principle 2 shall be immediately reported to the Board Chairperson.

Principle 3: Management establishes, with Board oversight and approval, structures, reporting lines, and appropriate authorities and responsibilities in the pursuit of objectives.

1. Cycle memos have been written to establish procedures for handling day-to-day operations such as cash receipts, cash disbursements, processing payroll, etc.

2. GRADD's website has documents readily available for public review to ensure transparency to the public. Some of the items available are annual audits, cost allocation plan, and Board minutes.

Principle 4: The organization demonstrates a commitment to attract, develop, and retain competent individuals in alignment with objectives.

1. During the hiring process, applicants are asked to send a resume notating their certifications and experience. Those that meet requirements are brought in for interviews. Once a decision has been made, the candidate's references are contacted and background checks are conducted.
2. Staff is asked to attend trainings that will enhance knowledge of their job duties.
3. Staff receives an annual evaluation by their supervisor to help identify strengths and areas for improvement. Any cost of living adjustment/merit increases are presented to the Executive Committee for approval subject to availability of funds.

Principle 5: The organization holds individuals accountable for their internal control responsibilities in the pursuit of objectives.

1. All staff members have certain job duties for which they are responsible. A Finance staff member reviews timesheets, travel vouchers, and credit card forms for completion and accuracy. A Social Services staff member reviews units billed by case managers for accuracy and to ensure goals are being met. A WIOA staff member reviews files for accuracy and eligibility. An Economic Development staff member reviews projects for accuracy and work completed.
2. The Personnel Policies address Disciplinary Actions for employees.

Principle 6: The organization specifies objectives with sufficient clarity to enable the identification and assessment of risks relating to objectives.

1. GRADD is a good steward of the federal/state/local awards that it receives and strives to see that those funds are spent wisely.
2. Staff follows applicable accounting standards.

Principle 7: The organization identifies risks to the achievement of its objectives across the entity and analyzes risks as a basis for determining how the risks should be managed.

1. Management meets to discuss any issues/risks or possible issues/risks and methods to manage those issues/risks.
2. Procedures are in place if the building were to be under attack by a person.
3. Weather-related issues are reviewed with staff during staff meetings.

Principle 8: The organization considers the potential for fraud in assessing risks to the achievement of objectives.

1. Cash is at risk to be mishandled so processes are in place to lower that risk. Cash receipts are logged by one individual, processed to the bank by a second individual, recorded by a third individual, and reconciled by a fourth individual. Cash disbursements are initiated by one individual, processed by a second individual, approved by a third individual, mailed by a fourth individual, and reconciled by a fifth individual.
2. In order to ensure that ghost employees are not set up, a separate Finance staff member reviews all new payroll files and adjustments. The Payroll Director is then able to process payroll for employees.

Principle 9: The organization identifies and assesses changes that could significantly impact the system of internal control.

1. If there is a noticeable lifestyle change of an employee, management will pay close attention to processes in place to ensure that controls are being met.

2. Staff is encouraged to attend trainings so they are aware of new technology or new regulations that could have an impact on internal control.

Principle 10: The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.

1. Segregation of duties is important so no one person has control of activities from start to finish.
2. Cycle memos have been established that address segregation of duties.

Principle 11: The organization selects and develops general control activities over technology to support the achievement of objectives.

1. Staff logs on to the network using Active Directory and can only access files, folders, and servers to which they have been given access.
2. If an employee is terminated, access to the network is removed and email is suspended.
3. Staff files and financial software are backed up on a central server which is backed up daily to an offsite location.

Principle 12: The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.

Travel policies have been executed and are to be followed. A yearly check of employee's insurance is conducted. Mileage claimed is checked for reasonableness and math is verified. If a meal was not furnished during the conference/meeting attended, the employee is eligible for reimbursement of meals. If airfare is required, less than first class shall be used.

Principle 13: The organization obtains or generates and uses relevant, quality information to support the functioning of internal control.

Accounting software generates reports that can be reviewed to ensure accuracy. These reports would enable users to identify any misappropriations or compare to budgeted numbers and establish percentages of spending at the given time of the report.

Principle 14: The organization internally communicates information, including objectives and responsibilities for internal control, necessary to support the functioning of internal control.

1. Executive Committee reviews checks written monthly to check for any suspicious activity.
2. Executive Committee reviews and approves a monthly financial statement that summarizes budgeted revenues and actual expenditures.

Principle 15: The organization communicates with external parties regarding matters affecting the functioning of internal control.

1. Grantors establish their individual reporting requirements with some being monthly, quarterly, completion of scope of work, etc. These reports are submitted to the grantors at their specifications and reviewed by them. Any questions or concerns with the grantors are discussed and resolved with them.
2. Grantors conduct monitoring, both on-site and desktop, to ensure compliance with federal/state regulations.
3. Meeting with external auditors are conducted during the year to address any issues.
4. Audit is presented to Executive Committee after completion annually.

Principle 16: The organization selects, develops, and performs ongoing and/or separate evaluations to ascertain whether the components of internal control are present and functioning.

Cycle memos are reviewed to ensure internal controls are being met or need to be enhanced.

Principle 17: The organization evaluates and communicates internal control deficiencies in a timely manner to those parties responsible for taking corrective action, including senior management and the Board of Directors, as appropriate.

IV. Access to Services by Family Members

Employees, Board members, and members of their immediate families should not be excluded from participation in the programs/services offered by the Area Development District. However, their intent to apply and/or participate in any agency program should be disclosed. GRADD employees who are approached by a co-worker or Board/Committee member regarding programs/services for themselves or their family member(s) should disclose this request.

For the purposes of this section, immediate family is defined as: wife, husband, son, daughter, grandchildren, mother, father, brother, sister, (includes half-brother or sister), brother/sister-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent, and step-child.

Thus, the following disclosure procedures will be applied:

1. Before proceeding with an application or request, the staff member should report, in writing, the intent to make or process an application to his/her immediate supervisor.
2. The supervisor should document, in writing to the staff member, his acknowledgement of the disclosure and any further action that may be indicated by the staff member. A copy of this correspondence should be forwarded to his/her immediate supervisor.
3. In some instances, the supervisor may seek further guidance from his/her supervisor regarding this matter. The facts and circumstances pertaining to the request should be forwarded, in writing, to his/her supervisor.
4. The person receiving the correspondence should acknowledge it and document any further action needed to the staff member in writing. This process shall continue until it reaches the Executive Director. The Executive Director shall report the findings of these written proceedings to the Executive Committee.

Any staff member or member of their immediate family (as described above) that will benefit financially from a project recommended and/or developed by the ADD shall be subject to this disclosure policy.

V. Nepotism

GRADD will not hire any family member of a GRADD employee or GRADD Board member as a regular full-time employee. For the purposes of this nepotism policy, family members are defined as: husband, wife, children, parents, brothers, or sisters.

VI. Political Participation and Contributions

The purpose and activities of GRADD require continual involvement with political officials and public agencies at all levels of government. This interaction demands the highest level of cooperation and goodwill between GRADD staff members and those public officials and agencies with whom GRADD deals. Any activities, which might impair or impede such a cooperative relationship, are to be avoided. It is realized that each staff member has a right and duty to exercise their political rights to support any candidate of their personal choosing. GRADD encourages all employees, in their political activities, to avoid conflicts with local government officials. In addition, while representing GRADD or on GRADD premises, employees cannot display or advocate their personal political preferences. This does not preclude individuals from participating in political activities on their off-time, as long as they do not represent themselves as an employee of GRADD.

GRADD prohibits the following activities while on or off the job:

1. Running for political office;
2. Using official authority to interfere with or affect the result of an election; and/or
3. Soliciting or discouraging the political activity of any person who has business pending with GRADD.

VII. Participation in Community Affairs

It is the policy of GRADD to encourage employees to participate in the community service affairs of charitable, educational, religious, fraternal, and civic organizations. Employee participation in community activities must not adversely affect the employee's job performance, be detrimental to GRADD's interest, or place the employee in a position of serving conflicting interests. Involvement in community affairs by an employee shall be upon mutual agreement between the employee and employer. Under no circumstances shall an employee be forced to be a member.

GRADD may identify certain community activities in which it desires to be represented. An employee may be sponsored for participation or membership in organizations. Employees so designated will represent GRADD in the organization and shall be expected to promote GRADD's interests.

Time spent on community affairs, when not undertaken at the request of management, shall normally be outside the employee's regular working hours unless prior approval from their supervisor is granted.

Employees have a responsibility when expressing opinions in a public forum to make clear whether the opinion is a personal one or an opinion of GRADD. The Executive Director must approve any public communication that might be considered as representing GRADD in advance.

Employees shall not discuss internal confidential affairs in any public forum.

VIII. Productive Work Environment

GRADD is committed to a work environment in which all individuals are treated with respect and dignity. GRADD expects employees to treat others as they want to be treated. Conduct that interferes with operations, discredits the ADD, or is offensive to clients or co-workers will not be tolerated. This includes the use of abusive or vulgar language, profanity, negativism, and/or inappropriate jokes.

Section 2: GENERAL POLICIES

I. Office Dress and Personal Appearance Policy

A. Standard Dress Code

Employees are expected to present a professional, businesslike image and should wear appropriate, clean, pressed business attire. The following guidelines are included for clarification:

1. Suits, sport jackets, dress shirts, casual shirts with collars, golf-type polo shirts, sweaters, blouses, tops, and turtlenecks are generally acceptable;
2. Logos are generally acceptable if the logo is small and does not dominate the article of clothing (clothing with the GRADD logo is encouraged);
3. Skirts or dresses shall not be shorter than two inches above the knee;
4. Leggings should be worn only under a skirt/dress/tunic that is no shorter than two inches above the knee;
5. Hair must be neat, clean, and conservatively groomed;
6. Sideburns, mustaches, and beards should be trimmed neatly;
7. All employees must observe good habits of grooming and personal hygiene. As a courtesy to others, and to accommodate sensitive individuals, employees are discouraged from wearing or applying excessive amounts of perfume/cologne, scented lotions/body washes; and
8. If an employee is doing an activity during the workday that requires less than business attire, they may dress accordingly only for that period of time.

B. Inappropriate Attire

The following items are inappropriate and should not be worn:

1. Dirty, ripped, wrinkled, or stained clothing or shoes;
2. T-shirts, sweatshirts, halters, midriffs, tube tops, bare backs, or spaghetti straps (unless covered with a jacket/sweater);
3. Jeans*, shorts, sweatpants, or yoga pants;
4. Clothing displaying advertising, graphics, terms, pictures, or words that dominate the article of clothing;
5. Clothing displaying advertising, graphics, terms, pictures, or words that are inappropriate, obscene, or may be offensive to others;
6. Any form fitting, revealing, provocative, or distracting clothing;
7. Undergarments should never be seen;
8. Visible tattoos that are lewd (offensive in nature) or excessive (covering the majority of the exposed skin) and all tattoos on neck or face must be covered;
9. Body piercing shall not be visible, except for ear piercing;
10. Tennis shoes; and/or
11. Flip-flops (e.g. beach/shower shoes).

C. Jeans Day Dress Code

At its discretion, GRADD may allow employees to wear jeans*. On such occasions, employees are still expected to present a neat appearance and follow all guidelines listed above. Tennis shoes are never permitted, not even on jean days.

D. Non-Compliance Procedure

Supervisors are responsible for determining if the dress and appearance of employees under their supervision is appropriate. The steps to be taken if an employee is dressed inappropriately are:

1. On the first occasion, the supervisor shall discuss the inappropriate clothing with the employee and review the dress policy;
2. On the second occasion, the employee may be sent home to change; and

3. Further violations may result in a meeting with the Executive Director.

II. Drug Free Workplace Policy

It is the policy of GRADD that its workplace shall be drug-free in compliance with the Drug-Free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D), including any future amendments. This publication provides details of this policy and a statement on dangers of drugs in the workplace.

It is the policy of GRADD that no employee shall engage in unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace of GRADD. Controlled substances are those described in KRS 218 A.020 - KRS 218 A.140 or in regulations of the Cabinet for Human Resources, including any future additions or amendments.

All prospective new employees will be subject to pre-employment drug testing.

A. Illegal Substance Use

Illegal substance use or alcohol use shall not be allowed on the GRADD premises. Any violations shall be subject to disciplinary action, in accordance with the GRADD Employee Disciplinary Procedure.

B. Drug Free Workplace Violations

Each employee shall notify the Executive Director within five days of any criminal drug statute conviction for a violation in the workplace. Within 30 days, GRADD must take appropriate action.

Employees found to be abusing drugs, but not convicted of any drug statute violation, will be subject to appropriate personnel action up to and including termination. Said employee may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes. GRADD will not pay for this rehabilitation.

III. Harassment Policy

It is the policy of GRADD to provide and maintain a work environment that is free of harassment, exploitation, intimidation, and bullying of any kind. All employees will be treated with dignity and respect and employees are required to treat others with the same dignity and respect. All employees are expected to comply with this policy. Failure to do so may result in disciplinary action and may include termination.

This policy covers harassment or bullying, of any sort, which occurs both in and out of the workplace, such as on business trips, or at work-related events or social functions. It covers bullying and harassment by any employees of other employers, Board member, supervisor, co-worker, client or citizen, and visitors to GRADD's premises. Employees should always consider whether their words or conduct could be received as offensive.

The following behaviors, and those in the like, are prohibited:

1. Unwanted and inappropriate physical contact or horseplay, including touching, pinching, pushing, grabbing, unnecessary brushing against someone, invading personal space, and physical or sexual assault;
2. Unwelcome sexual advances or suggestive behavior, and suggestions that sexual favors may further a career or that a refusal may hinder it;
3. Sending or displaying material that is pornographic or that some people may find offensive (including e-mails, text messages, video clips, and images sent by mobile phone, e-mail, or posted on the Internet);

4. Racist, sexist, homophobic, or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic, social, linguistic or religious group, or gender;
5. Physical or psychological threats;
6. Mocking, mimicking, or belittling a person's disability or age; and
7. Physical assaults on another employee, including, but not limited to: rape, sexual battery, molestation, or attempts to commit these assaults.

Any employee who believes they have been the subject of harassment should tell the offending person that their actions are inappropriate and offensive. The employee shall document and submit to a supervisor and/or the Executive Director all incidents of harassment in order to provide the fullest basis for investigation, so steps may be taken to protect the employee from further harassment. The designated EEO officer shall undertake an investigation of all complaints immediately and confidentially.

Any employee found guilty of harassing another employee, in any way, will be subject to disciplinary action in accordance with GRADD's Employee Disciplinary Procedure.

GRADD recognizes that false accusations of harassment can have a serious effect on innocent men and women. Individuals falsely accusing another of harassment will be disciplined in accordance with GRADD's Employee Disciplinary Procedure.

IV. Protected Health Information Policy

It shall be the policy of GRADD to establish and adhere to guidelines regarding uses and disclosure of Protected Health Information (PHI). Privacy and confidentiality shall be maintained with any use or disclosure of PHI required for treatment, payment, or health care operations. This policy shall be reviewed and revised as necessary.

A. General Provisions

1. GRADD shall be permitted to use or disclose PHI:
 - a. To the individual client;
 - b. Pursuant to and in compliance with a consent;
 - c. Without consent, if consent is not required and has not been sought, to carry out treatment, payment, or health care operations. (EXCEPTION: Psychotherapy notes); and
 - d. Pursuant to and in compliance with an authorization.
2. GRADD shall disclose PHI:
 - a. To the individual client; and
 - b. To the Secretary, Kentucky Cabinet for Health.
3. GRADD shall make reasonable efforts to limit PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request. Exceptions to the minimum necessary shall be recognized as:
 - a. Disclosures or requests by a health care provider for treatment;
 - b. Uses or disclosures made to the individual client;
 - c. Pursuant to an authorization;
 - d. Disclosures made to the Secretary; or
 - e. Uses or disclosures required by law.
4. GRADD may not use or disclose PHI covered by an agreed restriction.
5. GRADD may use PHI to create information that is not individually identifiable or disclose PHI only to a business associate of such purpose.
6. GRADD may disclose PHI to a business associate and allow a business associate to create or receive PHI when there is a satisfactory assurance that the business associate will safeguard the information.

7. When under applicable law, a person has authority to act on behalf of an individual who is an adult or an emancipated minor in making decisions related to health care, GRADD shall treat such person as a personal representative with respect to PHI.
8. When a workforce member or business associate believes in good faith that GRADD has engaged in unlawful conduct or violated professional or clinical standards, or that the care, services, or conditions may potentially endanger one or more clients, workers, or the public then GRADD shall not have violated the disclosure requirements when the disclosure is to:
 - a. A health oversight agency or public health authority authorized by law to investigate or oversee the conduct or conditions of GRADD;
 - b. An appropriate health care accreditation organization for the purpose of reporting the allegation of failure to meet professional standards or misconduct by GRADD;
 - c. An attorney retained by or on behalf of the workforce member or business associate for the purpose of determining the legal options; or
 - d. To law enforcement officials when the workforce member is the victim of a criminal act and the PHI is about the suspected perpetrator.

B. Use and Disclosure Requiring an Opportunity for the Individual to Agree or Object

1. GRADD may use or disclose PHI without written consent or authorization, provided the individual is informed in advance of the use or disclosure and the opportunity to agree or prohibit or restrict the disclosure. GRADD may orally inform the individual and obtain an oral agreement or objection.
2. GRADD may be permitted use and disclosure of PHI for involvement in the individual's care and for notification purposes. The uses or disclosures may be:
 - a. To a family member, relative, or close friend of the individual, or any other person identified by the individual when the PHI is directly relevant to such person's involvement with the individual's care or payment;
 - b. To notify or assist in notification of a family member, personal representative, or another person responsible for the care of the individual with regards to location, general condition, or death; or
 - c. When the individual has the capacity to make health care decisions and is in agreement or does not express or infer an objection to the use or disclosure.
3. GRADD may, if the individual is not present or had the opportunity to agree or object because of incapacity or an emergency circumstance, exercise professional judgment to determine whether the disclosure is in the best interest of the individual.

C. Use or Disclosure Not Requiring Consent, Authorization, or an Opportunity to Agree or Object:

1. GRADD may use or disclose PHI to the extent that such use or disclosure is required by law and is limited to the relevant requirements of such law.
2. GRADD may disclose PHI for public health activities and purposes when:
 - a. A public health authority is authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability;
 - b. A public health authority or other appropriate government authority is authorized by law to receive reports of child abuse or neglect; or
 - c. A person is subject to the jurisdiction of the Food and Drug Administration to report an adverse event, track products, or a person may have been exposed to a communicable disease.
3. GRADD may disclose PHI about an individual who is reasonably believed to be a victim of abuse, neglect, or domestic violence to an authority or agency authorized by law to receive such reports. The individual shall agree to disclosure or disclosure may only be to the limit relevant to the requirements by law.

4. GRADD may disclose PHI to a health oversight agency for activities authorized by law. Disclosure may be for, but not limited to, audits, investigations, civil rights laws, inspections, licensure, or oversight of benefit or regulatory programs.
5. GRADD may disclose PHI in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal or to a subpoena or other lawful process.
6. GRADD may disclose PHI for a law enforcement purpose to a law enforcement official of certain types of wounds or physical injuries to the extent as limited by the relevant requirements of the law.
7. GRADD may disclose PHI to a coroner or medical examiner for the purpose of identifying a deceased person, determining cause of death or other duties authorized by law. Additionally, PHI may be disclosed to funeral directors, consistent with applicable law.
8. GRADD may use or disclose PHI, when an individual has given prior consent or authorization, to organ procurement organizations.
9. GRADD may use or disclose PHI for research with prior authorization or authorization waiver. A waiver may be approved by an Institutional Review Board.
10. GRADD may, consistent with applicable law and standards of ethical conduct, use or disclose PHI, if in good faith it is believed it is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.
11. GRADD may use and disclose PHI of individuals who are Armed Forces personnel for activities deemed necessary by appropriate military command authorities to assure the proper execution of a military mission, if the military authority has published by notice in the Federal Register the appropriate military command and the purpose for which the PHI may be used or disclosed.
12. GRADD may disclose PHI as authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault.

D. Additional Requirements to Uses and Disclosures of PHI

1. GRADD may determine that health information is not individually identifiable health information if a person with appropriate knowledge of and experience with generally accepted statistical and scientific principles and methods for rendering information not individually identifiable, determines that the risk is very small that the information could be used to identify an individual and documents the methods and results of the analysis that justify such determination.
2. GRADD may assign a code or other means of record identification to allow information de-identified to be re-identified when the code is not derived from or related to information about the individual and the code or means of record identification is not used or disclosed for any other purpose and the mechanism of the code is not disclosed.

V. Social Media Policy

GRADD understands that some employees may maintain web logs (or "blogs"), may contribute posts to the blogs of other persons, and may maintain and participate in other social media, such as Twitter, Facebook, Instagram, YouTube, and LinkedIn (collectively, "social media"). In some instances, the ADD and employees' careers may benefit from the appropriate use of social media. Still, these sites have nearly unlimited communication potential, nearly unlimited duration and retention, and unless the creator restricts access, they may be accessed by anyone around the world with access to the Internet.

To protect the Area Development District's interests, GRADD expects employees who participate in social media abide by the following guidelines:

1. GRADD time and equipment, including computers and electronic systems, are not to be used for social media, including updating personal websites or profiles, unless they have received prior authorization from the Executive Director;
2. When discussing work on a social media website, whether at home, work, or otherwise, employees must abide at all times with all legal and ethical requirements, as well as the ADD's policies found in this Employee Handbook, including without limitation our anti-harassment, anti-discrimination, and anti-retaliation policies;
3. Employees may not disclose via social media any of the ADD's confidential or trade secret information, including without limitation information about GRADD's products, services, customers, employees, and vendors learned in the course of their employment;
4. Employees may not use in social media any materials belonging to the ADD, including promotional and marketing materials, unless they have received prior authorization from the Executive Director;
5. Employees may not use in social media the ADD's logo, letterhead, or other trademarked material, including a picture of themselves wearing or displaying the ADD's logo, unless they have received prior authorization from the Executive Director;
6. Employees may not post or publish via social media photographs of themselves in any ADD location or on the ADD's premises unless they have received prior authorization from the Executive Director. Likewise, employees may not post photographs of other ADD employees without their express approval to do so; and
7. Employees should never use their ADD e-mail account or password in conjunction with a personal social networking site.

Finally, when using social media, employees must be respectful. Employees may not post discriminatory, defamatory, libelous, or slanderous comments when discussing the ADD, its officers, supervisors, co-workers, customers, or competitors on any social media. Employees should not use social media as a vehicle for personal attacks. Social media postings by employees that reflect negatively on the ADD, its employees, vendors or customers, or that otherwise violate any provision of this policy may result in disciplinary action up to and including termination from employment. As for employees who maintain personal social networking sites, these sites must remain personal in nature and be used to share personal opinions or non-work related information. This helps ensure a distinction between sharing personal and agency views.

VI. Whistleblower Policy

If any employee reasonably believes that some policy, practice, or activity of GRADD is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board Chairperson.

It is the intent of GRADD to adhere to all laws and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all employees is necessary to achieving compliance with various laws and regulations.

GRADD will not retaliate against an employee who, in good faith, has made a protest or raised a complaint against some practice of GRADD, or of another individual or entity with whom GRADD has a business relationship, on the basis of a reasonable belief that the practice is in violation of law, or a clear mandate of public policy.

Employees shall not make a report he or she knows or reasonably should know is false, nor shall they make a report for the purpose of harassing or retaliating against another person.

GRADD will not retaliate against employees who disclose or threaten to disclose to a supervisor or a public body, any activity, policy, or practice of GRADD that the employee reasonably believes is in violation of a law, a rule, or regulation mandated pursuant to law or is in violation of a clear mandate of public policy concerning the health, safety, welfare, or protection of the environment.

VII. Workplace Violence Prevention Policy

GRADD is committed to preventing workplace violence and maintaining a safe work environment. GRADD has adopted the following guidelines to deal with intimidation, harassment, or other threats of, or actual, violence that may occur onsite or offsite during work-related activities.

All employees, clients, and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, “horseplay,” or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, client, or business associate will not be tolerated. GRADD resources may not be used to threaten, stalk, or harass anyone at or outside the workplace. GRADD treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor. When reporting a threat or incident of violence, the employee should be as specific and as detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform their supervisor of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. GRADD will not retaliate against employees making good-faith reports.

GRADD will promptly and thoroughly investigate all reports of threats of violence, incidents of actual violence, and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. GRADD will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, GRADD may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of, or actual, violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

GRADD encourages employees to bring their disputes to the attention of their supervisors before the situation escalates. GRADD will not discipline employees for raising such concerns.

Section 3: COMPANY PREMISES AND OPERATING PROCEDURES

I. Alarm System

Employees are directed to enter the building through either the two south-end entrances or the west-end entrance to the building. Digital alarm pads are located inside the building at these entrances. The first person arriving at the building on a weekday will be responsible for deactivating the alarm. The last person leaving the building on a weekday will be responsible for activating the alarm. If an employee enters the building in the evenings or on weekends, it is his/her responsibility to deactivate/activate the alarm accordingly.

Employees will be given unwritten directions on pass codes for activating and deactivating the alarm system, along with processes to follow if the alarm is accidentally set off. These codes will change periodically and employees will be informed of any changes.

Upon entering the building, the alarm must be deactivated within two minutes; otherwise, the police will be dispatched immediately.

Contact the Information Technology (IT) Manager with any questions regarding the alarm system.

II. Automobiles (GRADD-Owned Vehicles)

GRADD has a fleet of automobiles available for employees to use for business purposes. Employees are required to follow the process for reserving, using, and returning the vehicles to GRADD. Use of staff vehicles is a privilege, not a right. Non-compliance with the procedures could lead to the forfeiting of vehicle privileges.

A. Automobile Safety

All employees are required to operate vehicles in a safe manner and obey all motor vehicle laws and regulations. Only employees are permitted to operate GRADD vehicles. The vehicles should remain locked at all times. In accordance with Kentucky state law regarding seat belt usage, employees are required to wear their seat belts at all times when operating the GRADD staff cars. Employees shall be required to wear their seat belts in their personal vehicles when they are conducting GRADD business.

No employee shall operate the GRADD staff cars while under the influence of alcohol or if impaired by medications. No employee shall operate their personal vehicle under the influence of alcohol during office hours or while conducting GRADD business.

Any violations shall be subject to disciplinary action, in accordance with the GRADD Employee Disciplinary Procedure.

B. Reservations

Vehicles are to be reserved through the Outlook calendar function. The receptionist shall maintain the keys and credit cards for each of the vehicles. When reserving vehicles, first priority shall be given to out-of-district travel. Second priority shall be given to business trips with three or more employees/business associates per vehicle. After these priorities, reservations will be on a first-come first-serve basis. If all cars have been reserved and an employee needs a vehicle because of a priority-level status, it is that employee's responsibility to speak with the employee who has reserved the vehicle before "bumping."

When reserving a vehicle, the employee must specify the beginning time and estimate the ending time. If reserving a vehicle for multiple days in a row, an entry must be made for each day; do not use the “all day” button. It is understandable that estimating the time of return may be difficult to predict so employees need to be mindful of the time they report and understand that another employee may be relying on them to return the vehicle at that time. If an employee will be delayed in his/her return, he/she should contact the office immediately.

C. Location of Vehicles

Staff cars are to be parked and locked in the GRADD parking lot any time they are not being used. The cars should be parked in the back (west) lot under the lights in the spaces toward the north end. These spaces have been designated because they are visible from the road and may help prevent vandalism. Vehicles are NOT to be taken home overnight by staff without PRIOR approval by the Executive Director.

D. Vehicle Care while on the Road

It is the employee’s responsibility to report any vehicle maintenance or service issues to the designated staff person so that repairs can be made. The office credit card is provided in the wallet that accompanies each vehicle. This credit card can be used for any minor repairs that are necessary while on the road.

E. Returning Vehicles to GRADD

Employees should prepare the vehicle for the next employee who has it reserved. This means cleaning it out of any debris, filling the gas tank if it is less than one-half (½) full, and recording the ending mileage on the travel form. If the car’s exterior is dirty, the employee shall use the office credit card to have it washed. Employees must always lock the doors and return the keys and credit cards to their rightful place. This process applies even if the vehicle is returned late at night or in inclement weather. Always be mindful that the next employee may have that car reserved for early the next morning.

F. Record Keeping

Upon return, an employee must complete the travel form and attach receipts for any and all charges for gasoline, maintenance, and/or service. The Executive Director may be assigned a GRADD owned vehicle. All mileage both business and personal is tracked and logged daily. All personal use of the vehicle is reported according to IRS Publication 15-B as a taxable benefit on the W-2 at year end.

III. Checking In/Out

For safety reasons, it is every employee’s responsibility to check in and out with the receptionist every time he/she leaves or returns to the building during working hours or when he/she will be taking annual or sick leave.

IV. Computers

Electronic information resources that include, but are not limited to voice mail, email, the Internet and other network files or accounts, are available to employees of GRADD. The goal in providing electronic information service to employees is to promote efficiency and excellence in the workplace by facilitating resource sharing, innovation, communication, cooperation, and collaboration.

In addition to the following electronic information policies, employees must adhere to the “Workstation Privacy and Security” policies located in GRADD’s HIPAA Policy.

A. Email and Internet Policy

Email and the Internet are for conducting the business of GRADD. Employees are prohibited from using email, the Internet, or other parts of GRADD's system to transmit confidential or privileged information outside the company without prior written permission and unencrypted. All personal devices used to access GRADD email or data must be password protected. This includes client addresses or information input into GPS mobile navigation software.

Offensive or vulgar email messages, such as messages that contain sexual or racial comments, are strictly prohibited, in conformity with the company's existing policies against harassment and discrimination.

Employees may not attempt to gain access to co-worker's email or computer files without prior authorization.

GRADD owns the email and Internet system and the information transmitted and stored within it. Employees have no expectation of privacy or confidentiality in any of their emails. Employee email and Internet will be monitored from time to time and is subject to inspection at any time.

All employees will be assigned an email account. This email account is for the express purpose of conducting GRADD business. Employees shall NOT use their office email account to solicit or forward junk email, including poems, greeting cards, chain letters, etc. GRADD employees are prohibited from sending, receiving, or opening any non-business attachments on the GRADD email system. It is the employee's responsibility to let family, friends, and business associates know that employees are not allowed to receive these at work.

GRADD employees are prohibited from using Internet access at the office to link into their personal email accounts.

B. Software

The installation or downloading of unauthorized software (including screen savers, wallpaper, games, etc.) will be prohibited on computers owned by GRADD. Authorized software includes software purchased by GRADD or software purchased by the employee to be used for work purposes. All software installed on GRADD equipment must be legal, registered, and approved by the IT Manager. All software media purchased by GRADD shall remain in the possession of the IT Manager and shall not be copied for home use by GRADD employees.

Random checks will be made on GRADD equipment to verify there is no illegal software being used. Anyone found to be using such software will be warned and the software deleted. Repeated violations shall be cause for disciplinary action in accordance with the Employee Disciplinary Procedure.

C. Computer Viruses and Vandalism

Every precaution should be made to minimize the possibility of computer viruses entering GRADD's computer network. Most viruses enter through attachments to email messages. Employees should never open an attachment unless they know the sender and were expecting the attachment to be sent to them.

If an employee suspects that a virus has gained access to their computer, the employee should immediately disconnect their computer from the network. This is accomplished by unplugging the wall connection (similar to disconnecting a telephone). After an employee has done this, the IT Manager should be contacted immediately.

Vandalism is defined as any malicious attempt to harm or destroy property of the user or another user that is connected to the network, or the Internet system. Vandalism also includes, but is not limited to, the overloading of data on the server, or the uploading, downloading, or creation of computer viruses.

D. Electronic Equipment Violations

The use of electronic information resources is a privilege, not a right. Inappropriate use of these resources may result in disciplinary action in accordance with GRADD's disciplinary policy and/or referral to legal authorities. The Executive Director may limit, suspend, or revoke access to electronic resources at any time.

Transmission or intentional receipt of any inappropriate material or material in violation of law or GRADD policy is prohibited. This includes, but is not limited to:

1. Copyrighted material; threatening or obscene material;
2. Material protected by trade secrets;
3. The design or detailed information pertaining to explosive devices;
4. Criminal activities or terrorist acts;
5. Sexism or sexual harassment;
6. Creating, downloading, viewing, storing, copying, or transmitting sexually oriented material;
7. Gambling;
8. Illegal solicitation;
9. Racism;
10. Inappropriate language;
11. Use of product advertisement, or political lobbying;
12. Using peer-to-peer (P2P) file sharing services, such as Bit Torrent, Gnutella, etc.;
13. Using any software that allows a computer to be shared outside the GRADD firewall; and/or
14. To reveal personal information such as home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations or clients, unless permitted by law.

GRADD employees are expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to the following:

1. Be polite;
2. Never send or encourage others to send abusive messages;
3. Use appropriate language;
4. Email is not guaranteed to be private. Anyone on the system has potential access to mail. Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally;
5. Do not use the network in any way that would disrupt network use by others, which includes streaming music or videos; and/or
6. Messages relating to, or in support of, illegal or inappropriate activities must be reported to an Associate Director.

For purposes of this document, email includes point-to-point messages, postings to newsgroups and list serves, and any electronic messaging involving computers and computer networks.

While not an exhaustive list, the following uses of email by individuals or organizations are considered inappropriate and unacceptable at GRADD. In general, email shall not be used for the initiation or re-transmission of chain mail, harassing or hate mail, virus hoaxes, spamming or email bombing attacks, junk mail, or false identification.

V. Doors

A. Exterior Doors

There are seven entry/exit doors to the building; employees should become familiar with their locations. Accessibility is designed for employee safety. Exterior doors should never be left propped open.

The exterior front door shall be unlocked during standard working hours only (8:00 a.m. – 4:30 p.m.). The two doors in the Board Room and the emergency door on the north end of the building shall remain locked/bolted at all times. The two doors on the south end of the building and the door on the west end of the building will remain locked at all times but employees can gain entrance through these doors with their key card or fob. Employees can exit the building easily through these doors by pressing the green button on the side wall near the exit door.

B. Interior Doors

In addition to individual office doors throughout the building, there are several doors in the hallways. GRADD has been directed to leave certain doors closed at all times for fire prevention purposes. The following doors are to remain closed at all times:

1. The doors in the hallway behind the reception area (near the mechanical room);
2. The doors between the new and old wings of the building; and
3. The doors to the kitchens.

The only hallway doors that may remain open during business hours are the library doors.

C. Key Cards

All employees will be issued a key card or fob for entry into the building. Each key card is specifically coded for the employee to whom it is assigned. Employees are not to trade or give their key card to another individual.

Employees are advised not to leave their key fob on their key ring when leaving their vehicle at a dealership or mechanic for servicing.

Lost key cards/fobs must be reported to the IT Manager immediately and the employee will be charged \$10 for a replacement. Old key cards/fobs will be deactivated and will no longer work for entry into the building. Upon termination from GRADD, key cards/fobs will be deactivated and must be turned over to the IT Manager.

VI. Employee Safety

GRADD strives to provide safe working conditions for all employees. Establishment and maintenance of a safe work environment is the shared responsibility of both GRADD and employees from all levels of the organization. GRADD will attempt to do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are required to obey health and safety rules and to exercise caution in all their work activities. Employees are required to immediately address and/or report any unhealthy or unsafe conditions to an Associate Director, who is required to correct unhealthy and unsafe conditions as promptly as possible. Employees should report all incidents that result in injury and/or property damage to an Associate Director, regardless of how insignificant the injury and/or property damage may appear.

Further information regarding an armed intruder, emergency, and disaster procedures can be found in the GRADD Emergency Response Plan (Appendix C).

A. Fires and Emergencies

In case of emergency at the GRADD office, dial 911.

The GRADD Emergency Response Plan describes the procedures to follow in case of earthquakes, fire, disaster, or other emergency. Exits, fire extinguishers, and first aid kits are located throughout the main GRADD office.

In the event of an emergency, if a visitor refuses to abide by office procedures, they shall be courteously and promptly asked to vacate the premises by the highest-ranking employee available.

Due to potential hazards, space heaters, lit candles, and plug-in air fresheners are not to be used in the building.

B. Workplace Accidents

The Kentucky Workers Compensation Law requires immediate and formal notice of accidents and injuries on the job. If an employee becomes injured on the job, the incident must be reported to the Executive Assistant IMMEDIATELY, no matter how insignificant the injury may seem.

VII. Facility Maintenance

GRADD is proud of its facility and the clean working environment it provides. All employees have a responsibility to assist in keeping the facility maintained. GRADD has maintenance/janitorial employee(s) that also assist in this endeavor.

The general rule is “if you drop it, pick it up” or “if you mess it up, clean it up.” This philosophy applies to the employee’s own office space, as well as any common area, including meeting rooms. Employees are responsible to return any dishes to the kitchen and place them in the dishwasher.

If employees notice something that needs fixing or something that needs cleaning, it is every employee’s responsibility to notify the maintenance/janitorial staff.

The maintenance/janitorial staff has scheduled cleaning activities each evening. On a daily basis, the trash is removed, dishes are washed, and the bathrooms and kitchens are cleaned. Other cleaning activities are conducted on a weekly or as-needed schedule. This includes tasks such as vacuuming, dusting, window cleaning, etc.

VIII. Marketing and Promotions

All marketing and promotional efforts should be designed to send a unified, clear, and effective message to the region that we are “GRADD.” The official GRADD logo shall be used on all stationary, brochures, press releases, documents, promotional products, etc. Approval will not be granted to purchase any program-specific stationary, promotional supplies, or products that do not carry the official GRADD logo. It is up to the employee to clarify and insist on this directive at any meetings or event planning. Be creative and innovative, but still send a unified message that we are GRADD.

IX. Meeting Rooms

Meeting rooms shall be available for use by GRADD members (i.e., city/county governments), standing committees, and staff at no cost. Scheduling is to be made on a first-come first-serve basis and marked in a designated calendar. At the discretion of the Executive Director, meetings may be scheduled during non-business hours.

GRADD meeting rooms shall be accessible to nonmembers and nonprofit organizations at the discretion of the Executive Director, during normal business hours, for a nominal charge to cover maintenance expenses. The following rates will apply: \$25/hour for meeting space only; \$35/hour for meeting space and coffee; and \$50/hour for meeting space, coffee, and equipment usage.

X. Office Equipment and Supplies

GRADD is fortunate to have numerous tools to help employees accomplish their work tasks. Equipment is provided for the sole purpose of conducting GRADD business. If any piece of equipment is used for personal reasons, prior approval must be granted and employees will be charged for the associated costs.

The meeting rooms are equipped with the latest technology for presentations. Equipment is also available for off-site presentations. Employees are expected to learn how to use the equipment, take care of it, and report any problems that arise while using the equipment. If equipment is to be moved for use or taken out of the building, employees must report they are taking it and then return it to its appropriate location.

Any equipment taken out of the GRADD office building must be checked out. The staff person who is taking the equipment must return it to its proper location per the equipment listing. This includes all large and small equipment, including extension cords, cameras, etc. The Executive Director must approve, in advance, any outside agency or organization requesting the use of GRADD equipment.

XI. Office Visitors

To provide for the safety and security of employees, only authorized visitors are allowed in the GRADD building. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. It will be at the discretion of GRADD to determine who is an unauthorized visitor. Because of safety and security reasons, family and friends of employees are discouraged from visiting. All visitors should enter and exit through the main entrance. All visitors must wait in the front vestibule until a staff member comes up front to meet them. Upon entering the building, all visitors must sign in with the receptionist. Employees are responsible for the conduct and safety of their visitors. Unauthorized or disruptive visitors shall be courteously and promptly asked to vacate the premises by the highest-ranking employee available.

XII. Outgoing Correspondence

GRADD has an impressive history in relation to its written communication style. GRADD takes pride in accuracy, consistency, and neatness. GRADD has adopted a specific “Style Manual” that is followed by the Support Service Technicians. The style manual addresses the fonts to be used, margins, paragraph formatting, spacing, etc.

All typed letters/memorandums that are sent from GRADD should be processed and proofed by the Support Service Technicians so they comply with the GRADD’s Style Manual. The Support Service Technicians also retain copies of all outgoing correspondence so everything can be documented.

A copy of any outgoing correspondence that requires the Executive Director’s signature must be given to the Executive Assistant.

XIII. Parking

Employees are expected to park in the back (west-end) parking lot. Parking spaces in front of the building and on the south-end of the building have been earmarked for guests.

XIV. Records Retention

GRADD is required by law to keep certain types of business records for defined periods, depending on the requirements of that program or service. Employees should know and understand the requirements. Each department should dispose of their records according to the records retention requirements so excessive storage is not necessary.

Minutes for all GRADD Board and GRADD committee meetings will be permanently retained in paper. Once approved, the written minutes will be considered the “record.” It is customary to record meetings to assist employees in transcribing the minutes. The recordings are NOT to be considered the “record.” Once the minutes have been approved, the audio recording associated with that meeting should be destroyed after 30 days.

Recordings required for legal hearings shall be retained in accordance with the grantor's regulation.

GRADD shall follow the Records Retention Schedule for Area Development Districts as maintained by the Kentucky Department for Libraries and Archives.

XV. Staff Meetings

Staff meetings for the entire staff are held at least once a month. The regular date and time is set for the third Monday, beginning at 8:30 a.m. Employees are expected to arrange their schedule so they can attend the meeting.

Departments and the Associate Directors shall also schedule regular meetings at least once a month. Employees are expected to arrange their schedules so they can attend these regular meetings.

XVI. Storage

Each department at GRADD has been provided an off-site storage unit to store records and other items used for their program(s). Items that a department elects not to place in storage must be kept in their respective offices. Closets at GRADD contain mechanical units, such as furnaces or water heaters, so these closets CANNOT be used to store items.

XVII. Telephones

A. Office Telephones

Employees will be assigned their own telephone and extension. Telephones at GRADD are to be used for the express purpose of conducting GRADD business. Under no circumstance shall an employee make a personal long distance telephone call that would be charged to GRADD. All personal phone calls should be kept to a minimum during working hours. On occasion, personal calls may be necessary, but each employee is asked to limit them to emergencies or essential personal business and to keep them brief. Under no circumstances should a personal phone call be made at the switchboard, either by the receptionist, employees, or outside parties.

All extensions, with the exception of the reception desk, will have a direct incoming telephone number that can be used to bypass the switchboard.

Employees may share their direct telephone number with business associates, as they deem appropriate. Business cards will continue to list the main number for GRADD.

Telephones are set up with voice mail capabilities. Incoming messages will be left on an employee's voice mail, rather than using paper messages. Employees do have the capability of checking their voice mail from a remote site. To check voice mail from a remote site:

1. Dial your direct line;
2. When your message begins, press ** (on your keypad);
3. A recording will direct you to enter your mailbox number and password, then press #;
4. You should then hear your name and be given some options; and
5. Select "2" to listen to your messages.

B. Cell Phones

GRADD cellular phones are to be used for business purposes only.

XVIII. Thermostats

The thermostats at GRADD will be set to maintain a constant temperature of 72 degrees throughout the year. It is recognized that some employees may be either cold natured or warm natured so the 72 degrees may be too cold or too hot for them. Employees need to take their individual body temperatures into account and dress accordingly.

During the spring and fall, it is difficult to maintain the 72 degrees because of the large fluctuations in the daytime and nighttime hour temperatures outdoors. Every effort will be made to correct the temperature once it deviates from the 72 degrees. Employees should be prepared for fluctuations by layering their clothing or having a blazer/sweater readily available for their use.

XIX. Tobacco Use

The use of tobacco and e-cigarettes is prohibited in the GRADD buildings and vehicles.

XX. Weapons

GRADD wishes to maintain a work environment that is free of firearms, explosives, or other improper weapons and materials. The control, possession, transfer, sale, or use of such materials on the premises is prohibited. This policy includes those licensed to carry concealed weapons (with the exception of law enforcement personnel). For purposes of this policy, premises shall be defined as land, buildings, vehicles, etc., owned, occupied, or operated by GRADD.

Anyone violating this policy will be removed from the premises. Employees violating this policy may be disciplined, in accordance with the Employee Disciplinary Procedure, up to and including dismissal.

Section 4: TRAVEL

This policy establishes the rules that govern agency travel and reimbursement of travel in relation to employee expenses. This policy applies to all employees, board members, interns, and community partners that request reimbursement from GRADD for travel and travel-related expenses incurred while performing work related functions. Employees are responsible for reviewing the policy and being aware of all aspects before traveling. Any rule not followed in this policy could result in loss of reimbursement to the requester.

I. Policy

A. Disbursements

Disbursements for employees' travel shall be made in accordance with the following:

1. The Executive Director or designee shall be responsible for ensuring travel expenses are economical and conform to this policy and regulations as defined by the Kentucky Finance and Administration Cabinet. Claims may be disallowed or require additional written justification.
2. Reimbursement shall not be claimed for expenses of a person other than an employee, board member, or other person in the official service of GRADD.
3. Mandatory direct deposit is required for payment of all GRADD staff travel expense claims.
4. Employees are encouraged, and should make every effort, to share vehicles when attending the same functions.
5. Employees shall use the most economical, standard transportation available and the most direct and usually traveled routes. Expenses added by use of other transportation or routes shall be the responsibility of the employee.
6. GRADD owned vehicles and gasoline credit cards shall be used for business travel when available. The Executive Director reserves the right to deny personal vehicle claimed mileage expenses if a GRADD owned vehicle was available for use.
7. Other necessary miscellaneous expenses associated with official travel may be allowed by the Executive Director or designee with receipts and justification.
8. Mileage reimbursement for official use of privately owned vehicles shall be at the rate determined quarterly by the Kentucky Department for Finance and Administration.
9. For out-of-state travel, use of personal vehicles shall not exceed airplane coach fare and ground transportation.
10. GRADD assumes no responsibility for traffic violations incurred by staff while on agency business, whether they are in their personal car or a staff car.

B. Official Workstation

The official workstation of an employee shall be:

1. The street address of GRADD;
2. If the employee works from more than one facility on a regular basis, the workstation shall be the facility in which the employee works the most hours;
3. Established not for an employee's purpose, but in the best interest of GRADD;
4. Designated for a valid purpose.

C. Travel Approval

Travel expense must be authorized in advance as follows:

1. All travel outside district boundaries requires completion of the "Out of District" form with the approval of the Associate Director. Claims cannot be paid without the approved form; and
2. Requests for travel to other states must be approved by the Associate Director and the Executive Director.

D. Modes of Transportation

1. Buses and subways: for city travel, employees are encouraged to use buses and subways. Taxi fare shall be allowed if more economical transportation is not feasible.
2. Airline Travel: the Executive Assistant makes all airline reservations for staff and board members. Commercial airline travel shall be the lowest negotiated coach or tourist class. Additional expenses for first-class travel will not be reimbursed. Expense for one checked bag round trip is allowed for reimbursement with a receipt.
3. Special Transportation: under justifiable circumstances and for expediency, the Executive Director may authorize other travel means including chartered aircraft.
4. Bridge and toll charges are reimbursable with receipts.
5. A maximum of \$20.00 per night for parking shall be reimbursed. A receipt is required.

E. Mileage Determination

1. Mileage commuting between home and workstation shall not be paid.
2. If an employee's point of origin for travel is the employee's residence, mileage shall be paid for the shorter of mileage between:
 - a. Residence and travel destination; OR
 - b. Workstation and travel destination.
3. If an employee's point of origin for travel is the employee's workstation, and after proceeding to a travel destination, the employee's final destination is the employee's residence, mileage shall be paid for the shorter of mileage between:
 - a. Residence and travel destination; OR
 - b. Workstation and travel destination; therefore,
 - c. If the shortest distance is from the claimant's workstation, then the point of origin is the claimant's official workstation, mileage and time shall be paid between the workstation and travel destination.
4. Mileage for in-state travel shall be based on the Kentucky Official Highway Map, MapQuest Web site, Google Maps Web site, or similar web mapping service. Out-of-state mileage shall be based on the most recent edition of the Rand McNally Road Atlas, MapQuest Web site, Google maps Web site, or similar web mapping service.
 - a. Printed map with mileage should be attached to travel each month when your personal vehicle is used.

F. Accommodations

1. To qualify for lodging, employees will:
 - a. Be approved to travel to a location outside the district; AND
 - b. The point-to-point (one way) mileage must be over 70 miles. Facilities providing government or conference rates shall be used where feasible.
2. Lodging is pre-arranged by the Support Services Technician and the employee is notified of payment arrangements and any cost to the employee.
3. If a problem occurs, and the employee pays for lodging, tax exempt numbers shall not be used by individual employees. Sales tax payments shall be reimbursed as part of the submitted receipt for lodging.
4. If an employee chooses a different hotel than arranged by the Support Services Technician, and the lodging expense is higher, the employee will then be responsible to pay the amount in excess. The excess amount will be submitted to the Finance Department in the form of cash or check before travel begins. If the excess amount is not known until after the travel begins, the Finance Department will deduct the amount due from the employee's travel expense claim.
5. Lodging accommodations shared with another person(s), who is not a GRADD employee, shall be reimbursed at the rate for a single room.
6. In case of cancellation, or if modifications are needed, in order to approve lodging arrangements, employees must notify their Associate Director and the Support Services

Technician as soon as possible. If GRADD incurs an expense due to failure of the employee to provide sufficient notification or reasonable explanation, the employee must reimburse GRADD.

7. A maximum of \$20.00 per night for parking shall be reimbursed. A receipt is required.

G. Hotel Direct Billing

1. Direct Bill: GRADD has established accounts with certain hotels that allow direct billing. When a Support Service Technician makes hotel reservations for employees, they will make “direct bill” arrangements at those specified hotels and inform the employee of the process when checking in. The employee is still responsible to obtain a statement from the hotel and it is to be submitted with the travel reimbursement request.
2. Not Direct Bill: When a Support Service Technician makes hotel reservations for employees at a hotel that does not allow direct billing, they will secure the reservation for late arrival with a GRADD credit card number. The GRADD credit card is only used to secure a reservation and shall not be used to charge the expense. When an employee checks into a hotel, he/she must use a personal credit card or pay cash for the hotel expenses incurred. Employees will be reimbursed through the Travel Expense procedure.

H. Subsistence (Meals)

1. Reimbursement for meals in conjunction with approved overnight lodging:
 - a. To receive breakfast reimbursement, employees must be in authorized travel status during the entire time beginning at 6:30 a.m. and continuing through 9:00 a.m.;
 - b. To receive lunch reimbursement, employees must be in authorized travel status during the entire time beginning at 11:00 a.m. and continuing through 2:00 p.m.; and
 - c. To receive dinner reimbursement, employees must be in authorized travel status during the entire time beginning at 5:00 p.m. and continuing through 9:00 p.m.
2. Departure and arrival time shall be based on the time zone in which the employee reports for work and must be recorded on the travel form.
3. Reimbursement for meals is established at the following rate. Receipts are not required and the reimbursement is the maximum and includes taxes and tips.

Meal Type	Reimbursement for non-high rate areas	Reimbursement for high rate areas
Breakfast	\$8.00	\$10.00
Lunch	\$10.00	\$11.00
Dinner	\$18.00	\$23.00

4. Reimbursement is not allowable when meals are furnished at no cost or as part of a registration fee.
5. Employees shall be paid the actual cost of meals (up to the rate allowed in #3 and within the guidelines in #1) for any trip over eight hours in duration outside the seven-county GRADD region that does not include an overnight stay. Receipts for meals must be attached to the travel voucher.
6. Employees assigned to attend a function, where a meal is provided at a cost to the employee, can be reimbursed for the actual meal cost up to the above rates in item #3 above. A receipt is required.

I. Travel Advances

Travel advances may be requested for overnight stays when “travel reimbursement” for a trip would be more than \$50. Employees should complete the “Out-of-District Travel Approval” form and obtain the applicable approvals. Reservations should be made by the appropriate Support Services

Technician and the section on the form for hotel costs should be completed. A projected beginning and ending time must be recorded on the form to estimate per diem. A *copy* of the “Out-of-District Travel Approval” form should then be given to the Accounting Clerk for processing of the advance prior to the trip.

J. Reimbursement

An expense voucher to which all receipts required by adopted travel regulations have been attached shall be submitted for all reimbursable expenses. Travel reimbursement requests are due on the same day as timesheets. It is the employee’s responsibility to code his/her travel expenses and to be sure such coding matches the time records for the respective days.

Travel expenses must be itemized and properly identified on a Travel Expense Voucher Form. Each employee is responsible for filling out and turning in the Travel Expense Voucher Form to their Associate Director by the designated date. It shall be the responsibility of each employee submitting a Travel Expense Voucher Form to ensure the voucher is mathematically correct and to certify by his/her signature that all expenses claimed are proper and correct. The appropriate Associate Director shall review the Travel Expense Voucher Form for completeness and conformance to these regulations and sign his/her approval. All Travel Expense Voucher Forms must be submitted to the Finance Department. The Executive Director shall make final approval for payment.

Travel reimbursement requests that are for more than \$10 shall be processed and the employee shall receive a check by the end of the pay period FOLLOWING the period of submission. Travel reimbursement requests that are submitted for less than \$10 will not be processed until future requests are submitted and the combined request is for more than \$10.

II. Travel Expense High Rate Areas

Effective September 15, 2016, the list of High Rate Areas recognized by the secretary of the Finance and Administration Cabinet for travel expense purposes shall be as follows:

Effective September 15, 2016, the list of High Rate Areas recognized by the secretary of the Finance and Administration Cabinet for travel expense purposes shall be the corporate limits of each city listed or the entire state as outlined below:

Alabama: Birmingham, Mobile, Montgomery	Nebraska: Lincoln, Omaha
Alaska: Entire State	Nevada: Carson City, Lake Tahoe, Las Vegas, Reno
Arizona: Phoenix/Scottsdale, Tucson	New Hampshire: Entire State
Arkansas: Hot Springs, Little Rock	New Jersey: Entire State
California: Entire State	New Mexico: Albuquerque, Santa Fe
Canada: All Provinces	New York: Entire State
Colorado: Entire State	North Carolina: Entire State
Connecticut: Entire State	North Dakota: Bismarck
Delaware: Dover, Wilmington	Ohio: Akron, Cincinnati, Cleveland, Columbus, Dayton, Toledo
District of Columbia (DC): Entire District	Oklahoma: Oklahoma City, Tulsa
Florida: Entire State	Oregon: Salem, Portland
Georgia: Entire State	Pennsylvania: Entire State
Hawaii: All Islands	Puerto Rico
Idaho: Boise, Coeur d'Alene	Rhode Island: Entire State
Illinois: Chicago (Cook County and DuPage County), Springfield	South Carolina: Charleston, Columbia, Hilton Head Island, Myrtle Beach
Indiana: Indianapolis	South Dakota: Pierre, Rapid City
Iowa: Des Moines	Tennessee: Chattanooga, Gatlinburg/Pigeon Forge, Knoxville, Memphis, Nashville
Kansas: Kansas City, Topeka	Texas: Entire State
Louisiana: Baton Rouge, New Orleans	Utah: Salt Lake City
Maine: Entire State	Vermont: Montpelier, Burlington
Maryland: Entire State	Virginia: Entire State
Massachusetts: Entire State	Virgin Islands: All Islands
Michigan: Entire State	Washington: Entire State
Minnesota: Minneapolis, St. Paul	West Virginia: Charleston, Morgantown
Mississippi: Jackson, Biloxi	Wisconsin: Madison, Milwaukee
Missouri: Jefferson City, Kansas City, St. Louis	Wyoming: Cheyenne, Jackson Hole
Montana: Helena	**All Other United States Possessions

(KRS 45.101 and 200 KAR 2:006)

Section 5: PURCHASING AND PROCUREMENT

The GRADD Board of Directors adopted the Kentucky Model Procurement Code effective August 19, 1992. GRADD shall comply with the Kentucky Model Procurement Code and any revisions thereof.

I. Major Purchases

Items or services with a cost of \$30,000 or more must be bid in accordance with the Kentucky Model Procurement Code and shall be reviewed and approved by the Executive Committee. If a grant has purchasing requirements more restrictive than these stated policies, then the items to be charged to that grant shall be purchased in accordance with the provisions of that grant.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors in accordance with KRS 45A.455.

II. Small Purchases

In accordance with KRS 45A.385, a local public agency may use small purchase procedures for any contract for which a determination is made that the aggregate amount of the contract does not exceed \$30,000 if such small purchase procedures are in writing and are available to the public.

All purchases must first be initiated by completion of a "Purchase Request" form. This form must be approved by the employee's supervisor and the Associate Director of Finance for review and approval/denial for ordering based on the Procurement Policy. The Associate Director of Finance may take any requests to the Executive Director for further approval, as he/she deems necessary. The Office Assistant will be responsible for placing all orders, unless otherwise designated.

1. For purchases of less than \$500, efforts will be made to get the lowest and best price, but written records of such efforts are not necessary.
2. Purchases of supplies, equipment, and services which cost between \$1,000 and \$30,000 will require written estimates but no legal advertisement is required. GRADD will solicit written responses from at least three vendors, and if no such responses are available, a statement explaining the procurement will be prepared and filed.

III. Kentucky State Price Contract

The Kentucky State Price Contract allows local units of government and Area Development Districts to purchase items listed on the State Price Contract. This means the state has gone through the bidding process and has awarded contracts to specific vendors for specific items. Even when buying on the State Price Contract, prices should be compared to other vendors for the best available price.

When the State Price Contract is used, documentation should be filed that shows the purchase has been completed on a valid State Price Contract along with the vendor's identification number.

IV. Petty Cash

The Accounting Clerk shall maintain a petty cash fund for the purchase of incidental supplies. A "Purchase Request" form must be completed and approved to receive petty cash. All receipts must be maintained and submitted for reimbursement of the petty cash fund.

Section 6: WORK HOURS AND SALARY ADMINISTRATION

I. Work Schedules

A. Standard Work Week and Hours

The standard workweek shall begin at 12:01 a.m. on Sunday morning and end at midnight on Saturday night. The standard workweek shall consist of 37.5 hours. The standard workday is 7.5 hours per day.

The standard office hours shall be from 8:00 a.m.-4:30 p.m. Monday through Friday. It is expected that employees arrive by 8:00 a.m. and leave no earlier than 4:30 p.m., if they are working the standard office hours. If the employee has chosen flex time, it is expected that they arrive and leave at their assigned work hours.

B. Alternative Work Schedules

When the nature of the work requires working hours other than the standard work hours, the Associate Director may adjust hours accordingly, upon the approval of the Executive Director.

C. Flextime

The normal working hours are from 8:00 a.m.- 4:30 p.m. Monday through Friday. Flex time may be approved between the hours of 7:00 a.m. and 5:00 p.m. Monday through Friday. An employee may use flextime with prior approval and must work a minimum of 37.5 hours per week. Flextime is subject to approval by the Associate Director.

Flextime is available to regular full-time employees. Temporary employees may request flextime, but it will be subject to approval on an individual basis dependent on the employee's work responsibilities. (For GRADD's definitions of full-time, part-time, and temporary employees, refer to Section 10, Definitions of Employment Status.)

The secretaries and receptionist will not be required to be at work before 8:00 a.m. or after 4:30 p.m., even though other employees may be working.

Each Associate Director shall coordinate work schedules so their department will be covered during the standard work hours of 8:00 a.m.-4:30 p.m. This means that requests for flextime will be reviewed and approved by the Associate Director based on staff being available to cover the department during standard office hours.

Flextime for a 37.5-hour workweek:

Start time	End time (with 1/2-hour lunch)	End time (with 1-hour lunch)
7:00 a.m.	3:00 p.m.	3:30 p.m.
7:30 a.m.	3:30 p.m.	4:00 p.m.
8:00 a.m.	4:00 p.m.	4:30 p.m.
8:30 a.m.	4:30 p.m.	5:00 p.m.
9:00 a.m.	5:00 p.m.	5:30 p.m.

D. Compressed Workweek

A Compressed Workweek is a flexible work arrangement whereby an employee works longer hours in exchange for a reduction in the number of working days in the standard workweek.

Each Associate Director shall coordinate work schedules so that their department will be covered during the standard work hours of 8:00 a.m.- 4:30 p.m. This means that requests for a Compressed Workweek will be reviewed and approved by the Associate Director based on staff being available to cover the department during standard office hours.

II. Promptness

All employees are expected to be prompt in reporting to work in the morning and returning from lunch or other office absences. Supervisors will exercise the primary management-level responsibility to control employee attendance. Excessive tardiness and/or absences are undesirable performance factors and shall be managed by the immediate supervisor.

III. Breaks

A. Rest Breaks

Non-exempt employees should receive an uninterrupted rest break of 10 minutes during each four hours of work. This shall be in addition to the regularly scheduled lunch period and shall not be added to the lunch period. Employees on rest break are not permitted to interfere with other employees who are continuing to work.

Due to the restrictive nature of the job, the receptionist shall receive a 10-minute break in the morning and the afternoon.

B. Nursing Mothers

GRADD will provide a reasonable break time for nursing mothers to express breast milk for her nursing child for up to one year after the child's birth each time such employee has need to express the milk.

GRADD will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. If the nursing mother does not have an office with a door that closes, she will be provided a space temporarily made available that is shielded from view and free from any intrusion from coworkers and the public. Visitors who are nursing mothers shall also have access to a space temporarily made available that is shielded from view and free from any intrusion from employees and the public.

IV. Lunch Period

Employees are to be allowed an unpaid lunch period as close to the middle of the employee's work shift as possible. Lunch periods should be taken between the hours of 10:30 a.m. and 2:00 p.m. Employees shall not be required to take a lunch period sooner than three hours or no later than five hours from the time their work shift commences. Part-time employees working less than 37.5 hours per week shall be allowed a lunch period if they are scheduled to work five consecutive hours during any workday.

Employees classified as non-exempt personnel (those not exempt from the minimum wage and overtime requirements of the Fair Labor Standards Act) will not be compensated for their lunch periods unless they are required to work during them. Lunch periods are for a one-hour period. In no instances, shall non-exempt personnel take less than 30 minutes for a lunch period, in order to avoid working overtime hours in excess of 40 hours per week.

Lunch periods are to be arranged so at least one employee is available to operate the telephone switchboard at all times.

Employees on their lunch period are not permitted to interfere with other employees who are continuing to work.

A kitchen is provided for employee breaks and meals at the GRADD office. In order to maintain a professional atmosphere, meals should not be eaten in open areas visible to guests, with the exception of meals served during meetings.

V. Holidays

Regular full-time employees and temporary employees who regularly work 37.5 hours per week shall receive paid holidays. Regular part-time employees shall receive paid holidays, based on regular normal work hours. Paid holidays shall be:

1. New Year's Day;
2. Martin Luther King Jr. Day;
3. President's Day;
4. Good Friday - Office closes at 12:00 Noon (staff given 3.5 hours off);
5. Memorial Day;
6. Fourth of July;
7. Labor Day;
8. Veteran's Day;
9. Thanksgiving Day;
10. Friday after Thanksgiving;
11. Christmas Eve;
12. Christmas Day; and
13. New Year's Eve.

An employee who is required to work on a designated holiday shall receive a day off at a later date at a time approved by his/her immediate supervisor. When a holiday listed above falls on a Saturday, the preceding business day is considered the holiday. When a holiday listed above falls on Sunday, the following business day is considered the holiday.

When Christmas Day or New Year's Day falls on a Saturday, the observed holiday will be Friday. In this case, the Executive Director shall determine Christmas Eve or New Year's Eve holiday in accordance with the day the state observes.

When Christmas Day or New Year's Day falls on Monday, the observed holiday will be Monday. In this case, the Executive Director shall determine Christmas Eve or New Year's Eve holiday in accordance with the day the state observes.

VI. Emergency Office Closing

In the event of adverse weather, GRADD employees will be expected to report to work unless advised otherwise. Each employee must use their own discretion as to the advisability of reporting to work under their own particular circumstances.

In order to continue their pay, employees not reporting to work may use their accumulated annual leave. Employees not having accumulated leave time must take leave without pay. Should the Executive Director close the office, employees shall charge time to holiday leave.

VII. Approval of Hours in Excess of Standard Work Hours

GRADD's standard work hours shall consist of 7.5 hours per day and 37.5 hours per workweek. The standard workweek is defined in the Work Hours Policy.

All employees must receive **prior** approval from their Associate Director or the Executive Director for any hours to be worked in excess of the standard work hours including the following:

1. Hours in excess of 7.5 hours per work day;
2. Hours outside assigned working hours; or
3. Hours in excess of 37.5 hours per work week.

Hours to be worked in excess of standard work hours, resulting from emergency situations where an employee cannot obtain prior written approval due to both the Associate Director and the Executive Director being out of the office, will be reviewed on an individual basis by the Associate Director and the Executive Director.

GRADD reserves the right to modify work schedules in any given workweek so that an employee shall not work in excess of 37.5 hours per workweek.

VIII. Overtime and Compensatory Leave Policy

GRADD shall comply with the provisions of the Kentucky State Labor Laws.

A. Fair Labor Standards Act (FLSA) - Compliance

GRADD shall comply with the provisions of the Fair Labor Standards Act. Each employee shall be classified as exempt or non-exempt according to the definitions contained in the FLSA. The classification of exempt or non-exempt is used only to determine if the FLSA overtime provisions apply to the employee.

B. FLSA Classifications

The following shall be used to identify the classification of each employee:

1. Exempt - Refers to an employee who is not covered by the FLSA; and
2. Non-exempt - Refers to an employee who is covered by the FLSA.

GRADD shall review each employee's position duties and responsibilities and apply the FLSA exemption tests to determine if an employee is exempt or non-exempt. If an employee changes positions, the exemption tests shall be applied to the new position.

C. Recordkeeping

GRADD shall maintain records for each employee identifying their classification as either an exempt or non-exempt employee.

D. Non-Exempt Employees

Non-exempt employees, as defined by the Fair Labor Standards Act, are subject to overtime pay in the manner prescribed in this policy.

1. Computing Overtime Hours: Only actual hours worked per workweek will be used for purposes of computing overtime hours for non-exempt employees. Any time taken as annual leave, sick leave, holiday, or any leave of absence shall not constitute working hours for the purpose of computing overtime hours.
2. Rate of Overtime Pay: Employees classified as non-exempt shall earn overtime pay at the rate of one and one-half times their regular rate of pay for actual hours worked in excess of 40 hours per workweek.

3. Payment for Actual Overtime Hours Worked: Non-exempt employees whose actual hours worked exceed 40 hours per workweek shall be paid for the overtime hours in the pay period immediately following the pay period in which the overtime occurred.
4. Donated Time: Non-exempt employees shall not donate work time to GRADD at any GRADD office or other location.

E. Exempt Employees

Exempt employees, as defined in the FLSA, are exempt from overtime pay. However, GRADD shall allow exempt employees to accumulate compensatory leave in the following manner:

1. Compensatory Leave for Exempt Employees: Employees classified as exempt, with proper prior approval, shall earn compensatory leave at the rate of one hour for each hour worked in excess of 40 hours per workweek.
2. The Executive Director is an exempt employee. The Executive Committee authorizes the Executive Director to work hours in excess of 40 as deemed necessary and to earn and take compensatory leave in accordance with this policy.
3. Maximum Accumulated Compensatory Leave: The maximum amount of compensatory leave that an exempt employee may carry forward from one month to another shall be 37.5 hours. If an exempt employee has reached the maximum compensatory leave hours at the end of any month, the employee shall take compensatory leave in order to reduce their accumulated compensatory leave. No additional compensatory hours shall be earned or recorded after the employee has reached the maximum compensatory leave.
4. Use of Compensatory Leave by Exempt Employees: An exempt employee who has accrued compensatory leave shall be permitted by their Associate Director or the Executive Director to take such time off if the use of such time does not unduly disrupt the operations of the agency. Compensatory leave shall be taken and recorded in no less than one-half hour increments.
5. The Executive Director or appropriate Associate Director may direct an employee to take accumulated compensatory leave in order to maintain a manageable level of accumulated compensatory leave and for the specific purpose of reducing an employee's compensatory leave. Notice must be in writing to the employee specifying the number of hours to be taken and the pay period in which the hours must be used.
6. Disposition of Accumulated Compensatory Leave upon Termination: Upon termination of service with GRADD, exempt employees shall not be paid for any unused accumulated compensatory leave.

F. Violation of Policy

Any employee who violates any part of this policy will be subject to disciplinary action in accordance with GRADD's Employee Disciplinary Procedure.

IX. Pay Practices, Periods, and Procedures

Employees shall be compensated twice monthly on the 15th and the last day of each month. In the event the payday occurs on a weekend, employees will be compensated prior to the close of business on the last working day. Hourly employees are paid on a two-week delay. Salaried employees are paid on the 15th and the last day of each month for the current pay period.

Payroll shall be done as direct deposit. Employees shall be given a "paper stub" on payday that identifies gross pay, deductions, and the net pay transferred to your checking account. If an employee is not in the office when the "paper stubs" are distributed, it is the employee's responsibility to contact the Associate Director of Finance to receive the stub.

Employees shall not receive a bonus or one-time salary increase.

X. Time Records

Exempt and non-exempt employees are required to fill out semi-monthly time records showing the daily hours worked. The time records indicate the number of hours worked in a week.

Non-exempt employees shall utilize the following points in filling out time records:

1. Non-exempt employees are not permitted to sign-in or begin work before their normal starting time or continue to work after their normal quitting time without prior approval of their Associate Director or the Executive Director;
2. Non-exempt employees are required to take scheduled lunch breaks;
3. Non-exempt employee time records shall be checked and signed by the Associate Director;
4. The Associate Director shall authorize overtime of non-exempt employees on the time records;
5. Unapproved absences shall not be considered as hours worked for pay purposes. Associate Directors shall inform non-exempt employees if they will not be paid for certain hours of absence; and
6. The filling out of another employee's time record or the falsifying of any time record is prohibited and may be grounds for disciplinary action, up to and including termination.

The schedule for submitting timesheets shall be set, in advance, for six-month periods. Timesheets shall be due every two to three weeks. All timesheets are batched together for processing so it is REQUIRED that each employee submit a timesheet by the due date. It is the employee's responsibility to have completed timesheets approved by the employee's respective Associate Director PRIOR to submission.

Section 7: BENEFITS

I. Benefit Programs

GRADD provides a comprehensive package of employee benefit programs for its employees. Complete and official details of insurance and benefit plans are contained in the individual booklets that employees receive when they are enrolled in the plan. The descriptions listed below are only brief summaries for the employee's general information.

The group health and dental insurance plans may be continued after you terminate employment under the provisions of the federal law of the Consolidated Omnibus Reconciliation Act (COBRA). The health insurance plan booklet defines the COBRA continuation coverage available after termination.

The following benefits are available to regular full-time employees. Part-time and temporary employees are not eligible for participation.

A. Cafeteria Plan

GRADD provides a Cafeteria Plan for pre-tax treatment of employee payroll deductions for health, dental, disability, and supplemental insurance plans. Each regular full-time employee may elect or refuse to enroll in the cafeteria plan.

B. Dental and Vision Insurance

GRADD provides dental and vision insurance to regular full-time employees. GRADD pays 100 percent of the single premium. For two-party or family coverage, GRADD pays the amount of a single premium and one-half of the difference between the single and the dependent coverage. The remaining one-half is withheld as a payroll deduction from the employee's paycheck.

C. Health Insurance

GRADD will pay 95 percent of a single policy and 80 percent of a family plan for regular full-time employees. Any remaining balance is withheld as a payroll deduction from the employee's paycheck.

D. Life Insurance

GRADD pays the entire premium for \$50,000 in term life insurance for each regular full-time employee.

E. Long-Term Disability Insurance

GRADD pays the entire premium of a long-term disability policy for each regular full-time employee.

F. Social Security and Medicare Taxes

Regular full-time employees are exempt from Social Security taxes.

Part-time and temporary employees not eligible for the retirement program are subject to social security taxes. The mandatory amount to be withheld from employees is 6.20 percent of adjusted gross wages and GRADD is required to contribute the same amount.

All employees hired after 3/31/86 are subject to Medicare taxes. The mandatory amount to be withheld from employees is 1.45 percent of adjusted gross wages and GRADD is required to contribute the same amount.

G. Supplemental Insurance

Employees may elect to enroll in cancer, hospital indemnity, intensive care, accident, or short-term disability insurance coverage through AFLAC at their own cost through payroll deduction.

H. Unemployment Compensation

All employees are covered under the State Unemployment Act. GRADD pays the entire cost of unemployment compensation.

I. Workers Compensation

GRADD operates under the provisions of the Kentucky Workers Compensation Act that provides benefits for injuries incurred while on the job. GRADD pays the entire cost of the Workers Compensation Insurance policy.

II. Retirement System

GRADD employees participate in the Kentucky County Employees Retirement System (CERS). The Board of Directors of the Kentucky Retirement Systems determines the employer rate for the Kentucky CERS. The employee rate is established by legislation by the Kentucky General Assembly.

GRADD shall contribute the required percentage for eligible employees who participate in the CERS Pension Plan. In addition, the employee is required to make a mandatory contribution of 5.00 percent to the CERS Pension Plan through payroll withholding. Eligible employees who began participating in CERS after September 1, 2008, shall make an additional pre-tax 1.00 percent health insurance contribution through payroll withholding.

Temporary employees participate in the CERS plan for each month they average working 100 or more hours after they have completed 12 months of employment. Part-time employees participate in the CERS plan each month they average working 100 or more hours.

All retiring employees are asked to give appropriate notification dependent upon their retirement plan. Retiring employees shall be eligible to reapply for future employment in accordance with CERS regulations.

GRADD participates in the standard unused sick leave program through the Kentucky Retirement System. Upon retirement, GRADD shall purchase up to six months of accumulated sick leave toward retirement service credit.

III. Fringe Benefits

A. Educational Assistance for Higher Education

GRADD recognizes that the skills and knowledge of its employees are critical to the success of the organization. The educational assistance program encourages personal development through formal education so that employees can maintain and improve job-related skills or enhance their ability to perform their job.

GRADD may provide educational assistance to regular full-time employees who have completed one year of employment. GRADD may reimburse the cost of tuition taken at a recognized institution by an eligible employee.

Employees may take individual classes, may pursue a degree that is advanced to what they currently possess, or may pursue a degree related specifically to their job.

The classes that are directly related to their job would qualify for educational reimbursement. The classes that are not directly related to their job, but are required for the degree, would not qualify. In addition, GRADD shall not provide educational reimbursement for any class that an employee has previously taken.

Employees will be eligible to request educational assistance for one course per semester at an accredited institution, such as, a college, university, vocational school, community college, or a technical school.

The employees must remain on the active payroll and must perform their job satisfactorily through the completion of each course. Unsatisfactory job performance may result in forfeiture of educational reimbursement.

Employees who desire educational assistance shall submit a written request to their Associate Director for approval. The request shall contain the following information:

1. Institution and location where course is to be taken;
2. Title of course and copy of course description;
3. Cost of the course; and
4. An explanation of specifically how the course is related to the employee's job.

The Associate Director shall consider the following factors in evaluating requests for educational assistance before recommending approval to the Executive Director:

1. Nature and purpose of the course of study;
2. Direct relationship between the course and the employee's job responsibilities;
3. Employee's level of responsibility and length of service; and
4. Estimated cost.

The Executive Director shall authorize final approval.

Reimbursement shall not be made until after the employee completes the course. Employee reimbursement for eligible educational assistance will be based upon the grade received for the course, as follows:

Grade	Percent reimbursable costs
A	100%
B	100%
C	50%
Lower than C	0%
Passing grade in a pass/fail class	75%

Employees receiving reimbursement from any outside sources, such as the Veterans Administration or scholarships, may use the above formula but GRADD's portion may not make the total exceed the reimbursable cost.

The employee shall submit to the Finance Department a certified transcript of their grades and receipts for the expenses incurred. The Finance Department shall submit the information to accounts payable for reimbursement. GRADD shall then reimburse the applicable percentage of the cost of tuition to the employee.

If an employee is unable to complete an approved course because of a transfer within GRADD, the employee will be reimbursed for the full amount of the course costs incurred up to the date of transfer.

If an employee is enrolled in an approved course and is terminated because of a reduction in workforce or job elimination, GRADD shall reimburse the full amount of the course costs incurred up to the date of termination. If an employee is enrolled in an approved course and is terminated for any other reason, GRADD shall not reimburse the course costs.

Employees seeking reimbursement for educational expenses must agree in writing to repay GRADD in full if they voluntarily terminate employment within one year from the date of reimbursement.

GRADD expects its employees to schedule classes and study assignments outside the normal working hours. However, GRADD recognizes that there could be extreme circumstances regarding scheduling. The Associate Director and the Executive Director shall review these on an individual basis.

B. Professional Development Training

For courses taken per management's specific request, all costs for tuition, books, and travel (if applicable) may be paid by GRADD at the time the cost is due. Examples include training related to specific programs at GRADD or training offered to grantors.

Employees may also request to attend professional development training specifically related to their job. Examples include seminars, computer training, or continuing education needed to retain job related certification or a state license.

Employees who request professional development training must obtain approval from their Associate Director. The Associate Director shall consider the following factors in evaluating requests for professional development training assistance before recommending approval to the Executive Director, whom shall have final approval:

1. Nature and purpose of the course of study;
2. Direct relationship between the course and the employee's job responsibilities;
3. Employee's level of responsibility and length of service; and
4. Estimated cost.

C. Health Club Reimbursement

GRADD will reimburse 50 percent (up to \$25.00) toward a monthly health club fee. Documentation of 10 visits per month is required.

D. Membership in Professional Organizations

In accordance with OMB 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, GRADD will pay the cost of membership in civic, business, technical, and professional organizations if:

1. The benefit from membership is related to the grant program;
2. The expenditure is for agency membership;
3. The cost of the membership is reasonably related to the value of the services or benefits received; or
4. The expenditure is not for membership in an organization which devotes a substantial part of its activities to lobbying.

The Executive Director will determine if costs are allowable. Final approval must come from the Executive Director.

GRADD shall not use grant funds to pay the cost of individual memberships in civic, business, technical, or professional organizations.

E. Service Awards and Recognition

1. Board Members: Members of the GRADD Board of Directors shall receive recognition for years of service upon completion of five years of service. Thereafter, awards will be presented for every five years of service and upon departure from the Board.
2. Staff Members: Regular full-time staff members shall receive recognition for consecutive years of service upon completion of five years of employment. Thereafter, awards will be presented for every five years of service. Awards for years of service will include a plaque based on the number of consecutive years of service. The plaque will be presented at the GRADD Board meeting following the anniversary of employment.

Section 8: LEAVE

I. Annual Leave

GRADD encourages and requires each regular full-time employee to take annual leave as paid time off away from work. The purpose of annual leave is to provide the employee a restful break and/or to handle personal matters.

A. Accumulating Annual Leave

Regular full-time employees shall earn annual leave based on consecutive years of service as follows:

Years of Service	Hours earned bi-monthly
1 – 4 years	3.75
5 – 9 years	4.75
10 – 14 years	5.75
15+ years	6.75

The maximum accumulation of annual leave for any employee shall not exceed 225 hours at the end of the calendar year.

Employees shall earn annual leave on a semi-monthly basis. An employee who is on unpaid leave of absence for six or more working days during a pay period shall not earn annual leave for that pay period.

An employee shall earn annual leave for the 1st pay period if their employment date is the 5th day of the month or earlier and for the 2nd pay period if their employment date is the 20th day of the month or earlier. An employee shall earn annual leave for the 1st pay period if their termination date is the 6th day of the month or later and for the 2nd pay period if their termination date is the 21st day of the month or later.

B. Taking Annual Leave

All annual leave must have the prior approval of the employee's supervisor and the Associate Director. In their absence, another Associate Director or the Executive Director may approve annual leave. Annual leave may be taken in 30-minute increments. Any portion of 30 minutes shall be counted as 30 minutes. Prior to taking annual leave, the employee shall inform their supervisor and the receptionist when they plan to leave the office and when they will be returning.

Any annual leave beyond 10 consecutive working days requires the hand-written approval of the Executive Director.

Employees shall not be approved to take paid annual leave until they have actually earned and been credited with the annual leave.

C. Remaining Annual Leave at Termination

An employee shall be paid for the remaining balance of their annual leave, not to exceed 225 hours, at their termination date.

II. Sick Leave

Sick leave may be granted for personal illness, hospitalization, or doctor's appointment of an employee. Sick leave may be used for up to six weeks for maternity care or care of an adoptive child. This policy shall be adhered to in accordance with the Family Medical Leave Act (FMLA) policy.

An employee may also use their sick leave for the hospitalization or illness of an immediate family member, when necessary. Immediate family shall be defined as: spouse, children, foster children, step-children, grandchildren, parents, parent in-laws, siblings, grandparents on the employee's side of the family, and significant others living in the employee's household.

An employee may use sick leave for bereavement as defined in the Bereavement Policy.

A. Accumulating Sick Leave

Regular full-time employees shall earn sick leave at the rate of 4.75 hours semi-monthly. Temporary and part-time employees shall not earn sick leave.

Employees shall earn sick leave on a semi-monthly basis. An employee who is on unpaid leave of absence for six or more working days during a pay period shall not earn sick leave for that month.

An employee shall earn sick leave for the 1st pay period if their employment date is the 5th day of the month or earlier and for the 2nd pay period if their employment date is the 20th day of the month or earlier. An employee shall earn sick leave for the 1st pay period if their termination date is the 6th day of the month or later and for the 2nd pay period if their termination date is the 21st day of the month or later.

B. Taking Sick Leave

The employee shall notify their supervisor as soon as possible of any sick leave. The employee shall submit sick leave for doctor's appointments for approval in advance to their supervisor.

Sick leave may be taken in 30-minute increments. Any portion of 30 minutes shall be counted as 30 minutes.

Employees shall not be approved to take paid sick leave until they have actually earned and been credited with the sick leave.

C. Extended Sick Leave / Disability

If an employee is on disability or medical disability leave of absence, the employee must return to work when their doctor or a company-appointed doctor determines that the employee is able to resume normal duties.

Once an employee meets the requirements of the long-term disability policy and is eligible to receive disability benefits, they will no longer be on paid sick leave. The employee shall retain any accumulated balance of sick leave they have at that time and this sick leave will be available to them upon their return to work.

GRADD may require an employee who has been on extended sick leave (three days or more) to submit a doctor's release that states that the employee may return to work and state any limitations, if applicable.

D. Remaining Sick Leave at Termination

Upon termination, employees shall not be paid for the remaining balance of their sick leave at their termination date.

Upon retirement, GRADD shall purchase up to six months of accumulated sick leave to be used toward retirement service credit.

III. Sick Leave Transfer

In the event of a serious health condition, a transfer of sick leave may be made from one employee to another. The total amount of time transferred shall not exceed the amount of time needed for the specified illness.

For the purposes of sick leave transfer, a serious health condition is defined as an illness of a serious and long-term nature resulting in recurring or lengthy absences. Treatment of such an illness would occur in an inpatient situation at a hospital, hospice, or residential medical care facility, or would consist of continuing care provided by a licensed health care provider.

A. Employee Receiving Sick Leave

The employee who is to receive sick leave from another employee(s) must exhaust all of his/her sick and annual leave. The amount of sick leave received by the employee would be to cover the specified illness, not to exceed 225 hours per calendar year.

B. Employee Donating Sick Leave

An employee who has accrued more than 225 hours of sick leave may request approval from the Executive Director to transfer hours to another employee who qualifies. Under no circumstance may a transfer be made that places the donating employee under the 225 hour threshold.

IV. Bereavement Leave

In the event of death in an employee's family, an employee may use bereavement leave to handle family affairs and attend the funeral.

An employee may use up to three days of bereavement leave in the event of death of an employee's spouse, father, mother, children, step-children, grandparents, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or any person who has assumed a parental relationship with the employee, and any member of the employee's household. For any other family members, up to one day of sick or annual leave may be used to attend the funeral.

For non-family deaths, an employee may use annual leave to attend the funeral. In the event that an employee attends the funeral or visits the funeral home of a GRADD associate, the time shall be considered work and not be counted toward sick or annual leave.

V. Fitness for Duty

It is the policy of GRADD that employees with infectious, long-term, life-threatening, or other serious illnesses or diseases may work as long as they are physically and mentally able to perform the duties of their job without undue risk to their own health or that of other employees or customers. A doctor's statement may be required to indicate the specific limitations that may result from the illness.

VI. Jury Duty

GRADD encourages employees to fulfill their civic responsibilities by serving jury duty when required. Any employee who is called to serve as juror will receive time off with pay for any regularly scheduled work time lost due to such service. Employees shall remit the jury duty notice to GRADD to receive time off with pay.

Employees must show the jury duty summons to their supervisor as soon as possible so that their supervisor may arrange to accommodate the employee's absence. The employee is expected to report for work whenever the court schedule permits.

Any applicable benefits will remain in effect and unchanged for the full term of the jury duty absence. Accrual for benefits calculations, such as annual leave, sick leave, or holiday benefits, will not be affected during jury duty leave.

VII. Leave of Absence without Pay

The Executive Director may authorize up to 30 calendar days for leave without pay. The Executive Committee may extend leave without pay beyond this period. In the event of maternity leave or placement of an adoptive or foster child under the employee's care, the Executive Director may authorize up to 12 weeks for leave without pay.

No employee shall be paid for holidays that occur during the time they are on leave without pay if they have been on leave without pay for the entire pay period as defined in this document.

If an employee is on leave without pay for six or more working days during a pay period, they shall not earn sick or annual leave for that pay period.

A. Voluntary Leave without Pay

Voluntary leave without pay is leave taken which is not due to a medical, emotional or mental condition or is not due to circumstances beyond an employee's control. All accrued annual leave must first be utilized before voluntary leave without pay will be approved.

For employees who are on voluntary leave without pay for more than 7.5 hours in a calendar year, the cost of the total premiums for health, dental, vision, disability, and life insurance shall be prorated and reimbursed by the employee to the agency for the portion of time the employee is on voluntary unpaid leave.

B. Involuntary Leave without Pay

Involuntary leave without pay is leave taken which is due to a medical, emotional, or mental condition or is due to circumstances beyond an employee's control. Involuntary leave without pay would include maternity leave or placement of an adoptive or foster child under the employee's care. All accrued sick and annual leave must first be utilized before involuntary leave without pay will be approved.

For employees who are on involuntary leave without pay, GRADD shall pay the cost of the premiums for health, dental, vision, disability and life insurance for the time authorized as per above by the Executive Director. The employee shall be responsible for only their portion of the insurance premiums. The Executive Committee may extend payment of benefits beyond this period.

If an employee does not return to work after taking involuntary leave without pay, then the employee must reimburse GRADD for the insurance premiums paid by GRADD for the employee during the time they were on involuntary leave without pay.

C. Involuntary Leave without Pay/Disability

Once the employee is eligible for long-term disability benefits, the total premiums for health, dental, disability, and life insurance shall become the responsibility of the employee.

VIII. Military Leave of Absence

A. Extended Military Leave

In a declared war, a military leave of absence without pay will be granted if an employee is inducted or recalled to active duty in the Armed Forces of the United States for a period of up to four years (plus any involuntary extension for not more than one year). Employees who perform and return from military service in the Armed Forces, the Military Reserves, or the National Guard will retain such rights with respect to reinstatement, seniority, annual leave, layoffs, compensation, and length of service pay increases as required by applicable federal and state laws.

B. Short-Term Military Leave for Training

GRADD will adhere to KRS 61.394, which states, "All officers and employees of this state, or of any department or agency thereof who are members of the national guard or any reserve component of the Armed Forces of the United States, or of the reserve corps of the United States Public Health Service, shall be entitled to leave of absence from their respective duties, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which they are entitled, while in the performance of duty or training in the service of this state or of the United States under competent orders, for a period in any calendar year not to exceed that specified in this section. Officers or employees, while on leave, shall be paid their salaries or compensations for a period or periods not exceeding 15 calendar days or 10 working days if the employee's position is based upon a 5-day workweek; 12 days if the employee's position is based upon a 6-day workweek; 15 days if the employee's position is based upon a 7-day work week, in any one federal fiscal year."

GRADD will pay the full salary of an employee for up to 10 working days for annual military leave.

IX. Witness Duty

Employees may be required to appear in court for witness duty, to give depositions, or after being subpoenaed. The subpoena should be shown to the employee's supervisor immediately after it is received so that the work schedule can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report to work whenever the court schedule permits.

Any employee who has been subpoenaed as a witness or to give a deposition will receive paid time off for the entire period when the employee does not have a vested interest. Any applicable employee benefits will remain in effect and unchanged for the full term of time off for witness duty or giving a deposition. Accrual for benefits calculations, such as annual leave, sick leave, or holiday benefits, is not affected during witness leave or while giving a deposition.

X. Family and Medical Leave Act (FMLA) Eligibility and Entitlement

A. Eligibility

FMLA leave is available to “eligible employees.” To be an “eligible employee,” an employee must:

1. Have been employed by GRADD for at least 12 months (which need not be consecutive);
2. Have worked at least 1,250 hours of service during the 12-month period immediately before the start of the leave; and
3. Be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

B. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave.

Leave may be taken for any one, or for a combination, of the following reasons:

1. For incapacity due to pregnancy, prenatal medical care, or child birth;
2. To care for the employee’s child after birth, or placement for adoption or foster care;
3. To care for the employee’s spouse, son, daughter, or parent who has a serious health condition; and/or
4. For a serious health condition that makes the employee unable to perform their job.

In regard to FMLA, a serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job, or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatments.

C. Military Family Leave Entitlement

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. These may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangement, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave during a single 12-month period to care for a covered service member. Leave to care for a service member shall only be available during a single 12-month period, and when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A “covered service member” is either:

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or

2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first date the eligible employee takes FMLA leave for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.”

D. Maximum Leave Benefit

The maximum Leave under FMLA is twelve (12) workweeks of paid or unpaid leave during a 12-month rollback period. When a holiday occurs during an entire week of FMLA leave, it is still counted one week of FMLA.

For employees normally working 37.5 hours per week, all protection afforded under the FMLA ceases after 480 hours (12 weeks).

A non-full-time employee who is eligible under FMLA will have his/her leave allotment determined on a pro-rata basis. The normal workweek for such an employee, for the purposes of FMLA, will be calculated by taking the weekly average of the hours worked over the 12 weeks prior to the beginning of the leave period, and then multiplying this average by 12 to arrive at the total FMLA allotment. For example, if an eligible part-time employee averages 20 hours/week, in the 12 weeks prior to the leave, then 12 multiplied by 20 equals 240 hours. Therefore, the part-time employee would be eligible for 240 hours of leave under FMLA.

E. Intermittent Leave and Reduced Leave Schedules

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. Depending on the circumstances, any employee may be transferred to an alternative position during the use of intermittent or reduced schedule leave.

F. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice informing them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of:

1. Their rights and responsibilities in connection with such leave;
2. A designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, and the reasons why; and
3. The amount of leave, if known, that will be counted against the employee’s leave entitlement.

XI. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely and directly notify the “contact” person (listed at the beginning of this policy) of their need for FMLA leave. Notifying someone in the employee’s department is not sufficient. Likewise, calling in “sick” will not be considered sufficient notice for FMLA leave. Employees are required to respond to questions to determine if absences are potentially FMLA-qualifying.

The following describes the content and timing of such employee notices:

1. **Content of Employee Notice:** To trigger FMLA leave protections, employees must inform the “contact” person (listed at the beginning of this policy) of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave to allow GRADD to determine if the leave is FMLA-qualifying. For example, employees might explain that:
 - a. A medical condition renders them unable to perform the function of their job;
 - b. They are pregnant or have been hospitalized overnight;
 - c. They or a covered family member are under the continuing care of a health care provider;
 - d. The leave is due to a qualifying exigency caused by a military member being on covered active duty or called to duty status; or
 - e. If the leave is for a family member, that the condition renders the family member unable to perform daily activities, or that the family member is a covered service member with a serious injury or illness.
2. **Timing of Employee Notice:** Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days advance notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days’ advance notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

If employees fail to explain the reasons for FMLA leave, or fail to adequately answer questions that would assist GRADD in determining eligibility for leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which GRADD has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

In all cases, from the time an employee requests FMLA leave and is absent until the time an employee’s FMLA certification paperwork/leave is approved, the employee must comply with their department’s required call-in procedures to report the absence, in addition to complying with GRADD’s Sick Leave policy.

B. Cooperate in the Scheduling of Planned Medical Treatment and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with their supervisor and make a reasonable effort to schedule treatment so as not to unduly disrupt GRADD’s operations. Employees must consult with their supervisor prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both GRADD and the employees. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, GRADD may require employees to attempt to make such arrangements.

When an employee seeks intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, the employee must advise the “contact” person (listed at the beginning of the policy) of the reason why such leave is medically necessary. In such instances, GRADD and the employee shall attempt to work out a leave schedule that meets the employee’s needs without unduly disrupting GRADD’s operations.

C. Submit Medical Certifications Supporting Need for FMLA Leave

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave.

It is the employee's responsibility to provide timely, complete, and sufficient medical certifications. Whenever GRADD requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. GRADD shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees as least seven calendar days to cure deficiencies. GRADD will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, an authorized GRADD employee may contact the employee's health care provider to authenticate or clarify medical certifications. If employees choose not to provide GRADD with authorization allowing it to clarify or authenticate certifications with health care providers, GRADD may deny FMLA leave.

As described below, there generally are three types of FMLA medical certifications:

1. **Initial Medical Certifications:** Employees requesting leave because of their own, or a covered family member's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification may be required every 6 months for serious health conditions. If GRADD has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at GRADD's expense. If the opinions of the initial and second health care providers differ, GRADD may, at its expense, require employees to obtain a third, final, and binding certification from a health care provider designated or approved jointly by GRADD and the employee.
2. **Medical Recertifications:** Depending on the circumstances and duration of FMLA leave, GRADD may require employees to provide recertification of medical conditions giving rise to the need for leave. GRADD will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.
3. **Return to Work/fitness for Duty Medical Recertifications:** Employees returning to work from FMLA leaves that were taken because of their own serious health conditions may be required to provide a medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. If requested, but not provided, GRADD may delay and/or deny job restoration until employees provide such certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, GRADD may require employees to provide:

1. A copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service.
2. A certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested.

When leave is taken to care for a covered service member with a serious injury or illness, GRADD may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, GRADD may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

An employee is required to use paid leave benefits concurrently with FMLA leave, if such benefits are available. In other words, if an employee has accumulated sick, vacation, or compensatory leave benefits, they are required to use this benefit while they are on FMLA leave.

F. Employee's Share of Health Insurance Premiums

While on leave, the employee's health insurance, and that of any covered spouse or dependent, will be maintained unless the employee chooses not to do so. To be maintained, contributions must be continued by both GRADD and the employee. If an employee is on paid leave, the contributions will continue to be payroll deducted. If the leave is unpaid, the employee will be required to make payment by the date the contribution would have been due had it been payroll deducted. GRADD's obligations to maintain health insurance coverage cease under the FMLA if an employee's premium payment is more than 30 days late. In order to drop the coverage for an employee whose premium payment is late, GRADD must provide written notice to the employee that the payment has not been received. Such notice must be mailed to the employee at least 15 days before coverage is to cease, advising that coverage will be dropped on a specific date at least 15 days after the date of the letter unless the payment has been received by that date. However, if health coverage is lost while on FMLA leave, coverage will be reinstated upon returning to work and no pre-existing condition limitations or waiting period will be imposed. Refer to the applicable health plan document for further information.

XII. Questions and/or Complaints about FMLA Leave

For questions regarding this FMLA policy, please refer to the contact person listed below. GRADD is committed to complying with FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with FMLA.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. FMLA makes it unlawful for employers to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA; or
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA.

If employees believe their FMLA rights have been violated, they should immediately notify the contact person listed below. GRADD will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees may also file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement, which provides greater family or medical leave rights.

Contact: Debra James, CPA
Associate Director of Finance and Administration
Phone: 270-926-4433
Email: debrajames@gradd.com

Section 9: EMPLOYMENT POLICIES

GRADD recognizes that its greatest strength lies in the talents and abilities of its employees. Although the tasks of its employees are different, GRADD has established guidelines to make sure that each employee is treated with fairness and equality. GRADD provides equal opportunity for employment and advancement on the basis of ability and aptitude without regard to race, color, national origin, creed, age, gender, sexual orientation, or disability.

GRADD compensates employees according to performance and provides equitable benefits within the framework of prevailing practices and fiduciary constraints.

I. Civil Rights Compliance

GRADD shall operate in compliance with the regulations issued by the U.S. Department of Commerce in implementing the Civil Rights Act of 1964, and all requirements attendant thereto, and designated as Part 8 of Subtitle A of Title 15 of the Code of Federal Regulations which prohibits discrimination on the basis of race, religion, color, sex, age, national origin, or disability.

The Civil Rights Act of 1991, in terms of coverage, amended Section 1981 to provide all types of employment decisions or practices claimed to be racially biased are actionable under Section 1981. Such decisions or practices include discharges, impositions of discipline, furnishing of unequal benefits, or claims of racial harassment, as well as refusals to hire or promote.

The Act of 1991 amends the coverage of Title VII to make it unlawful, in connection with the selection of applicants for employment or promotion, to adjust the scores of, use different cutoff scores for, or alter the results of, employment related tests based on the race, color, religion, sex, or national origin of the test taker. This outlaws the practice of treating the test scores of minority applicants differently (i.e., "race norming") in order to increase the pool of minority candidates.

The 1991 Act also amends both Title VII and the Americans with Disabilities Act to cover U.S. citizens employed overseas by U.S. controlled companies unless such coverage would violate the law of the foreign country.

The 1991 Act extends anti-discrimination protection to, and provides varying procedural remedies for employees of the U.S. House of Representatives, the U.S. Senate, various agencies set up by Congress, appointees of the President, and appointees of State or locally elected officials.

The Act also is not to be considered to affect court-ordered remedies, affirmative action, or conciliation agreements that are in accordance with the law.

Additionally, it is a fundamental policy of GRADD to provide equal opportunity to all its employees and applicants for employment and to assure that there will not be discrimination against any persons on grounds of color, religion, sex, national origin, age, physical or mental disability, or any other characteristic protected by law.

In accordance with the Older Americans Act Section 307(a) (11), preference shall be given to individuals age 60 or older for any staff position (full or part-time) in Area Agencies on Aging for which such individuals qualify.

II. Equal Employment Opportunity

It is the policy of GRADD that employment decisions shall be based on merit, qualifications, and competence.

Except where required or permitted by law, employment practices shall not be influenced or affected by virtue of an applicant's or employee's race, color, religion, gender, sexual orientation, national origin, age, physical or mental disability, or any other characteristic protected by law.

In addition, it is GRADD's policy to provide an environment that is free of unlawful harassment of any kind, including that which is sexual, age-related, or ethnic. This policy governs all aspects of employment, promotion, assignment, discharge, and other terms and conditions of employment.

III. American with Disabilities Act

GRADD shall adhere to the requirements of the 1990 Americans with Disabilities Act by:

1. Not denying a job to an individual because of a disability if the individual is qualified and able to perform the essential functions of the job, with or without reasonable accommodation;
2. Making reasonable accommodations when an individual has a disability and is otherwise qualified;
3. Not lowering the existing performance standards for a job when considering the qualifications of an individual who has a disability if the standards are job-related and uniformly applied to all employees and candidates for that job;
4. Only using job-related and business necessity criteria when screening applicants; and
5. Not accepting applications for employment unless there is a vacancy. Unsolicited resumes shall be returned upon receipt, unless there is a vacancy.

IV. Pregnancy Discrimination Act

GRADD shall comply with the Pregnancy Discrimination Act (PDA), which is an amendment to Title VII of the Civil Rights Act of 1964. Discrimination on the basis of pregnancy, childbirth, or related medical conditions constitutes unlawful sex discrimination under Title VII. Women affected by pregnancy or related conditions must be treated in the same manner as other applicants or employees who are similar in their ability or inability to work.

An employer cannot refuse to hire a woman because of her pregnancy related condition as long as she is able to perform the major functions of her job. An employer cannot refuse to hire her because of its prejudices against pregnant workers or because of the prejudices of co-workers, clients, or customers. The PDA also forbids discrimination based on pregnancy when it comes to any other aspect of employment, including pay, job assignments, promotions, layoffs, training, fringe benefits, firing, and any other term or condition of employment.

V. Employee Background Checks

GRADD considers the care and safety of its clients to be its goal. In order to maintain the quality and safety of information, GRADD conducts background checks during the employment process as outlined in the Personnel Policies and Procedures manual. GRADD reserves the right to recheck the background of current employees.

In addition, any temporary or agency staff, either intended or granted staff privileges, may have a background check by either GRADD or an outside agency.

Section 10: EMPLOYMENT STATUS & RECORDS

I. Definitions of Employment Status

Staff members will be classified in one of the following areas with the explained eligibility or ineligibility for benefits:

1. **Regular Full-Time Employee:** Staff members who work 37.5 hours per week on a regular basis, in a regular position and who are entitled to receive full fringe benefits.
2. **Part-Time Employee:** Staff members who regularly work less than 37.5 hours per week in a regular position and receive no benefits. Part-time employees are eligible to join the Kentucky County Employees Retirement System pension plan if they average working 100 hours per month in either a fiscal or calendar year period. Regular part-time employees who regularly work less than 7.5 hours per day shall receive paid holidays based on their normal daily hours.
3. **Temporary Employee:** Staff members, including interns, who are hired to provide services, sometimes of a technical nature for a specific project, for a time period agreed upon (in writing and before commencement of employment) between the temporary staff member and GRADD. A temporary employee is an employee, either full-time or part-time, who:
 - a. Works hourly on an as-needed basis;
 - b. Completes a specific job; or
 - c. Works a specific time period.

Temporary employees who regularly work 37.5 hours per week shall receive normal paid holidays. A temporary employee is eligible to participate in the Kentucky County Employees Retirement System pension plan if they average working 100 hours or more per month after they have completed 12 months of employment. A temporary employee shall not receive any other fringe benefits.

II. Job Descriptions

Each employee shall have a job description. These job descriptions help employees and supervisors communicate about the employee's job responsibilities. Job descriptions are only guidelines and can normally be expected to change over time.

From time to time, employees are expected to perform duties and handle responsibilities that are not part of their normal job. If the new duties and responsibilities remain a significant part of the assignment, the job description may be changed.

The job description shall be used to determine employees' classifications under the Fair Labor Standards Act.

Employees and supervisors shall review the employee's job description during the course of the Employee Job Evaluation.

A job description shall include:

1. Position Title;
2. Essential Job Function;
3. Other Job Responsibilities;
4. Education Requirements;
5. Experience Requirements; and
6. Skill Requirements.

III. Personnel Files and Records Retention

It shall be the policy of GRADD to maintain personnel records for employees in order to document employment-related decisions, evaluate and assess policies, and comply with government record keeping and reporting requirements.

A. Access to Personnel Files

Upon written request, an employee shall have the right to examine his/her personnel file. An employee may comment, in writing, on any item in his/her file. Written comments shall be made a part of his/her file and shall be attached to the specific record or document to which they pertain.

The employee shall make an appointment with the Associate Director of Finance to inspect their file. All inspections must be conducted in the presence of the Associate Director of Finance.

B. Employment-Related Information to be kept in Personnel Files

Only relevant and objective employment-related information shall be kept in personnel files. Each personnel file shall include, but not be limited to, for each employee:

1. Employee name and address;
2. Title of position(s) held;
3. Classifications;
4. Rates of compensation;
5. All changes in status including evaluations, promotions, demotions, layoffs, transfers, disciplinary actions, commendations, awards, and preliminary and other supporting documentation for each action; and/or
6. The record and supporting documentation for each personnel action.

C. Non-Job Related Documents to be Kept Separate from Personnel Files

1. Candidate Interview Evaluations
2. Pre-Employment Reference Checks
3. Employee Photographs
4. Credit Reports and Criminal Record Checks
5. Medical Information, such as physical exam results and work-related injury reports
6. Legal Action Information
7. Items not directly job-related
8. Garnishments
9. I-9 Forms and EEO Data

D. Personnel Records Retention

Personnel records shall be kept in accordance with GRADD's Records Retention Schedule. In all instances, personnel records will be kept for 70 years from the date of hire, at a minimum, after termination for permanent full-time and/or part time employees. Regarding any pending legal actions, personnel records will be kept until litigation is resolved.

IV. Orientation and Training Procedure

It is the policy of GRADD to provide orientation programs for new employees and to conduct or support training programs as deemed appropriate.

The Executive Assistant is responsible for the overall development and coordination of the orientation program and for implementing the portions that cover corporate history, philosophy, policies, benefits, and new employee files and documentation.

Each supervisor is responsible for orientation as it applies to introducing the new employee to the specific job and department and may select a co-worker to serve as a sponsor to facilitate the new employee's transition. Supervisors are responsible for recommending employees for special training programs, for providing on-the-job training, or for arranging on-the-job trainers. Such training will normally be conducted during regular working hours. The Associate Director and the Executive Director shall approve employee participation in continuing education and/or training programs when such instruction is deemed beneficial or considered necessary for satisfactory job performance.

GRADD will provide special training programs for safety and health matters when deemed necessary, or as required by government regulation. GRADD will support, where feasible and practical, education programs to enhance employee awareness and understanding of serious diseases.

Orientation and training programs sponsored or conducted by GRADD may be evaluated periodically as to the quality and content of the instruction and the results observed.

V. Employee References

The Executive Director of GRADD shall be the only employee authorized to provide job reference information on existing or former GRADD employees. The Executive Director may delegate, to another employee, the ability to provide a job reference.

Verification of employment, specifically the dates of employment, may be provided by the designated employee who maintains the personnel records. No employees, other than those designated above, shall give out any employment information on an existing or former GRADD employee.

This policy should not be construed to mean that employees of GRADD are prohibited from providing a personal reference for an individual. Personal references should remain personal and should not indicate, in any way, that the reference is from GRADD. Specifically, a personal reference shall not contain any employment information, shall not be issued on GRADD or GRADD-related letterhead, and shall not reference the sender's job title.

VI. Employee Supervision

All employees shall be assigned, directed, and reviewed by supervisory personnel. Employees ordinarily will have only one supervisor to whom they report. A primary role of each supervisor is to provide an effective link between management and employees. As such, supervisors are expected to communicate the goals and policies of management to the employees. At the same time, they are expected to communicate back to management the attitudes, suggestions, and complaints of their employees.

Supervisors must master the technical skills needed for their work unit. They must also be able to lead and motivate their employees to do their jobs effectively and efficiently. To achieve this objective, supervisors should be prepared to:

1. respect and treat employees as individuals;
2. represent all employees when making decisions;
3. never cause, and always discourage negativity;
4. encourage a positive work environment;
5. support GRADD, its leadership and its goals;
6. discourage negative conversation toward GRADD and any of its employees;
7. create a feeling of teamwork and belonging among employees;
8. demonstrate a desire for good performance by setting work goals and standards for employees;

9. give recognition for good performance and provide guidance when improvement is needed;
10. recommend employees with growth potential for promotion, even if it means losing them to other work units;
11. support management policies and procedures;
12. explain, in advance, when and why changes are necessary;
13. be impartial and let employees know the reasons for any decisions that might be interpreted as unfair;
14. show integrity by admitting mistakes instead of shifting the blame to others; and
15. set good examples by holding themselves to the standards of conduct and performance that they demand of their employees.

Supervisors are responsible for ensuring that the goals regarding employee conduct and performance established by management are achieved and that the personnel policies established in this manual are implemented and adhered to by employees. Therefore, they are expected to be involved, at a minimum in the following:

1. participating in the hiring of personnel and overseeing employee job training;
2. keeping employees informed on factors relating to their work assignments, work progress, and opportunities for advancement;
3. evaluating, as deemed necessary by the agency, the performance of introductory employees, regular employees, and employees who are being considered for termination;
4. controlling absenteeism and tardiness;
5. complying with applicable federal and state laws and regulations concerning employee safety;
6. maintaining neat and orderly work areas;
7. implementing suggestion, disciplinary and problem review procedures; and
8. ensuring that all rules and regulations are observed by employees.

As supervisors, Associate Directors shall be involved in the above items and in addition, shall be involved in the following:

1. recommending salary adjustments, promotions, transfers and termination of employees;
2. approving annual leave, sick leave, compensatory leave, lunch, and rest breaks;
3. approving reimbursement of travel and other employee expenses;
4. verifying employee time records and scheduling/approving overtime when necessary; and
5. recommending position elimination when appropriate (e.g., lack of funding or position no longer required).

Supervisors shall make a good faith effort to adhere to the duties and responsibilities outlined above and to apply management policies and procedures in a consistent manner. However, this policy shall not be considered as a contract or promise, expressed or implied, by employees that supervisors shall in each case perform any or all of the activities described above, or that such activities will be performed uniformly in each case.

No decision shall be made individually by a supervisor that affects the overall policies, procedures, or standards of conduct of the GRADD and its employees. Such actions shall require a review by the Associate Directors and approval by the Executive Director. This shall not preclude actions directly made by the Executive Director or the GRADD Board, nor those items necessary for the management of individual departments.

VII. Employee Job Evaluations

Evaluations shall be completed on an annual basis. In addition, supervisors, Associate Directors, and the Executive Director will utilize a "Significant Incident Report" for ongoing staff support.

Each Associate Director and the immediate supervisor, if applicable, shall work together to complete an Employee Evaluation Form for each staff member whom they supervise. The Executive Director shall evaluate the Associate Directors and the Executive Assistant.

Each employee shall complete an Evaluation Topic Form for his/her supervisor.

Each Associate Director, the immediate supervisor, and the appropriate staff member shall discuss the Employee Evaluation Form and go over the Topic Form and any applicable "Significant Incident Report(s)." At this time, the staff member or supervisor may bring up any problems or areas of concern. If the Associate Director, the immediate supervisor, and the staff member cannot resolve a problem area, or the staff member does not concur with the Associate Director and the immediate supervisor's evaluation, the staff member shall have the right to request the Executive Director review the situation. This request should be made within seven days of the Associate Director, immediate supervisor, and staff member's discussion regarding the evaluation.

Annual evaluations shall be completed with the corresponding evaluation form. These forms will be reviewed and discussed with the staff person by the supervisor and Associate Director. The Executive Director shall review all Employee Evaluation Forms.

VIII. Promotions

It is GRADD's intent to maintain a program of internally and externally equitable compensation.

A. Promotion and Demotion

In order for a promotion to be approved, the position must have adequate funding. The Executive Director must approve all staff promotions.

Demotion may result from decreased funding, program changes, or reorganization. All demotion actions will be made in writing and specify the reason(s) for the demotion.

B. Transfers

The Executive Director may transfer employees between work units, programs, or between job classifications. A transfer is a reassignment from one position to another with similar duties and responsibilities. This may or may not result in a change of pay.

C. Annual Adjustment

A one-time annual adjustment for the fiscal year may be given to employees after approval by GRADD's Executive Committee and based on available funding.

IX. Employee Disciplinary Procedure

Effective supervision and employee relations should avoid most matters that necessitate disciplinary action. The purpose of these rules and disciplinary action for violation of such rules is not intended to restrict the rights of any employee but rather to ensure the rights of all employees and to secure cooperation. The severity of disciplinary action should be related to the gravity of the offense, the employee's record of disciplinary action, and the agency's practice in similar cases.

A. Disciplinary Procedure

The following provisions govern disciplinary actions affecting GRADD employees. The agency endorses a policy of progressive discipline as outlined below, which attempts to provide employees with notice of deficiencies and an opportunity to improve. This disciplinary procedure does not

restrict the agency's right to bypass the disciplinary procedures suggested, depending on the severity of the offense; such as, conviction of a felony will be immediate grounds for dismissal.

1. **Warning:** Verbal or written warning from the supervisor stating the nature of the problem and the corrective action necessary. The supervisor shall use the Employee Corrective Action Notice form.
2. **Reprimand:** The Executive Director may submit a written reprimand to an employee when earlier communication, discussion, and actions have not resulted in the expected improvement. The written reprimand will be signed by the employee and the employee may submit a written response within five business days. Copies of all reprimands and employee responses will be forwarded to the Associate Director, the Executive Director, and the personnel file.
3. **Suspension:** The Executive Director may, with cause, suspend an employee for up to ten days without pay. A written statement specifically setting forth the reasons for suspension will be furnished to the employee. The employee may provide a written response within five business days. Copies will be forwarded to the Executive Director, the Associate Director, and the personnel file.
4. **Dismissal:** The Executive Director may dismiss any employee whose job performance or actions are determined to be detrimental to the agency. This shall include incidents of the same or more serious nature within the limitations period. In case of dismissal, the employee shall be given an opportunity to appear before the Executive Committee if he/she wishes. The decision of the Executive Committee shall be final and may not be appealed to the Board of Directors.

B. Appeal Right

Any employee who has received disciplinary action has the right to follow the Employee Grievance Procedure as specified in this manual.

X. Employee Grievance Procedure

Any employee who has a grievance pertaining to personnel policies, office procedure, or other working conditions shall submit their grievance in writing to his/her immediate supervisor/Associate Director. If the grievance cannot be resolved to the mutual satisfaction of the employee and supervisor/Associate Director within five working days, it shall be forwarded in writing to the Executive Director. A meeting among the aggrieved party, immediate supervisor/Associate Director, and Executive Director shall take place within 10 working days. Should a mutually satisfactory agreement not be reached at this level, a meeting with the Executive Committee, Executive Director, aggrieved party, and immediate supervisor/Associate Director shall take place within 10 working days. The Chairperson shall call the meeting at a time and place specified by him and convenient to all parties. The Executive Committee decision is final and cannot be appealed to the Board of Directors.

Written summaries of the meeting shall be prepared at each stage of the grievance process. All parties should sign the summary. If any involved individual does not agree with the contents, their written comments shall be attached to the summary. Copies of all written material related to the grievance shall be provided to the employee.

No employee will be penalized, formally or informally, for presenting a grievance in a reasonable business-like manner.

XI. Employment at Will

Any employee may voluntarily leave employment or be terminated by GRADD. Any oral statements or promises to the contrary are disavowed and should not be relied on by any prospective or existing employee. Conditions for voluntary or involuntary separation from employment are outlined in the applicable policies.

XII. Voluntary Termination

An employee shall submit written notice of voluntary termination of employment to the Executive Director through his/her Associate Director. The employee shall complete the Notice of Voluntary Separation of Employment form. Employees shall give 14 calendar days of notice of resignation.

XIII. Involuntary Termination

A. Involuntary Termination Due to Reduction in Force or Funds

An employee may be terminated due to a reduction in force, reduction in funds, or similar circumstances. Staff shall receive written notice of termination 30 calendar days in advance of termination.

B. Involuntary Termination Due to Other Reasons

Employees may be terminated immediately for reason of misconduct, failure to perform satisfactorily, insubordination, excessive absences, or similar circumstances. Conviction of a felony is immediate grounds for dismissal.

C. Suspension or Dismissal

The Executive Director shall have the authority to suspend any employee without compensation up to 10 working days.

The Executive Director shall have the authority to dismiss any employee for reason of misconduct, failure to perform satisfactorily, insubordination, excessive absences, or similar circumstances. An appeal of the Executive Director's decision may be made to the Executive Committee. The decision of the Executive Committee shall be final and may not be appealed to the Board of Directors.

The Board of Directors may suspend or dismiss the Executive Director without compensation.

Section 11: GOVERNING, TRANSPARENCY, AND ACCOUNTABILITY PRACTICES

GRADD has adopted the following policies as defined in the Kentucky Council of Area Development District's Governing, Transparency, and Accountability Practices.

I. Transparency

1. All ADD meetings treated as public/open meeting
2. Full Board training on Open Meetings/Open Records Laws after every election
3. Board orientation for all members on roles and responsibilities of Board members

II. Governance

The following policies will be reviewed every two years for any needed updates:

1. Code of Ethics;
2. Whistleblower;
3. Records Retention (mirroring KDLA Schedule for ADDs);
4. Board Travel;
5. Contract Approval;
6. Procurement (mirroring State Model Procurement); and
7. Bylaws (reviewed every four years).

III. Accountability

The Executive Committee of the GRADD Board will be charged to provide oversight of the financial affairs of the district and report back to the full Board.

1. Reviews Monthly Budget-to-Expense Report
2. Reviews Executive Director travel voucher & timesheet
3. Approves Executive Director's Out-of-State Travel
4. Approves creation of new staff positions & any salary adjustments
5. Procures Audit on a regular cycle

IV. Public Records Inspection

GRADD's official policy regarding the inspection of public records can be found in Appendix B. A copy of this notice will be posted in the reception area of the GRADD office.

The following reports will be posted to the GRADD website in a timely manner:

1. Audit;
2. Cost Allocation Plan;
3. Annual Budget;
4. Monthly Financial Report/Statement;
5. Monthly Meeting Schedule; and
6. Board Meeting Minutes.

CONFLICT OF INTEREST DISCLOSURE

GRADD employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when, during the course of their employment, an individual is in a position to influence a decision that may result in a direct or indirect personal gain for that employee. Staff members shall avoid any interest or activity that may be in conflict with the conducting of official duties and should avoid the appearance of conflict of interest, seeking or accepting no favor, benefit, personal aggrandizement, or profit, individually or for family members or friends, secured by privileged information or by misuse of position, public time, or public resources.

Any employee having a business or personal interest in any matter of GRADD business dealings shall disclose that interest and refrain from participating in any discussion or decision related to that matter.

The information provided on this form shall be available for inspection by members of the Board and the Executive Director and/or Legal Counsel, but shall otherwise be held in confidence except when, after consultation with the applicable employee, the Board determines that GRADD's best interest would be served by disclosure.

1. List all corporations, partnerships, associations, or other professional organizations of which you are an officer, director, trustee, partner, or employee, and briefly describe your affiliation with such entity.

2. List all corporations, partnerships, or other entities in which you have a material financial interest as defined in the Policy.

3. Are you aware of any other relationships, arrangements, transactions, or matters which could create a conflict of interest or the appearance of conflict? If so, please describe.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the GRADD Conflict of Interest Policy.

Signature: _____

Date: _____

NOTICE

ADMINISTRATIVE REGULATIONS GOVERNING INSPECTION OF THE PUBLIC RECORDS OF THE GREEN RIVER AREA DEVELOPMENT DISTRICT

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above named Agency of the Commonwealth of Kentucky are open for inspection by any person on written application to _____(name), _____(title), official custodian of the public records of the Green River Area Development District, whose address is 300 GRADD Way, Owensboro, KY, from 8:00 a.m. to 4:30 p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of the public records of this agency will be furnished on request to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection, and shall be notified in writing no later than three (3) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of the agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

This the ____ day of _____ 20__.

Jiten S. Shah, Executive Director, GRADD

EMERGENCY RESPONSE PLAN (updated in 2015)

WILL BE INSERTED HERE