



Employee Manual

South Central Kansas
Economic Development
District, Inc. (SCKEDD)
9730 E 50th Street N.
Bel Aire, KS 67226

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1.000: WELCOME

Welcome to South Central Kansas Economic Development District, Inc. (SCKEDD). Your employment with SCKEDD provides a great opportunity to work in an environment that promotes ethics, integrity, and social responsibility. We look forward to working with you as a member of our team.

1.100: Introductory Statement

The following pages contain a general overview of the policies established by SCKEDD for its employees.

This personnel manual supersedes any and all past manuals, policies, procedures, understandings, and standards, written or verbal, express or implied. Employees should read, understand, and become familiar with this handbook and comply with the standards which have been established. Employees with questions or need additional information should see their Program Manager or the Executive Director.

It is obviously not possible to anticipate every situation that may arise in the workplace or to provide information that answers every possible question in this personnel manual. As a result, SCKEDD reserves the right to modify, supplement, rescind, or revise any policy, benefit, or provision at any time, without prior notice to employees, as it deems necessary or appropriate. Any such changes shall be made in writing. It is the employee's responsibility to keep abreast of such changes. At all times, SCKEDD will comply with all applicable laws.

The Board of Directors of SCKEDD have final authority on all issues relating to these policies.

Please read this handbook carefully. Although this does not constitute a contractual agreement, we hope it will provide guidance and answers to your questions. If you have other questions ask your immediate supervisor, Program Manager or the Executive Director.

1.200: About SCKEDD

SCKEDD is a not-for-profit Corporation that serves the economic needs of South Central Kansas. Specifically, SCKEDD works in Butler, Chautauqua, Cowley, Elk, Greenwood, Harper, Harvey, Kingman, Marion, McPherson, Reno, Rice, Sedgwick, and Sumner counties.

Mission Statement

Our Mission is to enhance and improve the economic vitality, community infrastructure, and housing quality within our region.

1.300: Goals of SCKEDD

SCKEDD is a diverse organization. Here is a brief summary of our goals as an organization.

Human Resources

To create and retain employment opportunities within the District, and encourage communities to view their educational and workforce development systems as part of the larger economic development environment.

Short Term

1. To assist businesses in their growth through loan and grant programs.

Long Term

1. Maintain and develop partnerships with other agencies and groups involved in workforce development, linking communities and resources.
2. Support the active involvement of private sector employers in the local workforce investment boards responsible for governing employment and training programs.

Infrastructure

To assist counties and communities with infrastructure improvements needed to attract, retain, and expand business and industry.

Short Term

1. Inform SCKEDD counties of existing state and federal programs that can be accessed in updating or improving a community's infrastructure.
2. Develop and assist in projects relating to physical infrastructure.

Long Term

1. Assist counties in establishing an inventory of prepared properties appropriate for business/industry locations.
2. Assist local units of government seeking technical assistance with grant applications based upon the project list.

Housing

To improve the quantity and quality of housing available for area workforce.

Short Term

1. Maintain a viable housing weatherization program.

2. Develop and maintain partnerships with other agencies and groups involved in affordable housing, linking communities with resources.

Long Term

1. Identify and expand, where possible, resources available to meet community housing needs.

SCKEDD Operations

To create and maintain, both within the District organization and the District in general, the proper structure for performing the goals established in the Comprehensive Economic Development Strategy (CEDS).

Short Term

1. Maintain SCKEDD's designations within the programs it now works.
2. Develop and maintain a professional staff with the expertise, qualifications and certifications necessary to implement the goals of the Comprehensive Economic Development Strategy (CEDS).
3. Advocate and encourage local jurisdictions to engage in and/or strengthen their ongoing comprehensive planning programs at the local level.

Quality of Life

To encourage and maintain a high quality of life with long-term efficiency and effectiveness of services and programs.

Recreation/Community Enhancement – Assist in the evaluation and addressing of the recreational and community facilities/needs in SCKEDD's 14 counties.

Short Term

1. Provide the trust fund ability for local area communities to take advantage of SCKEDD's 501 (c)(3) status.

Long Term

1. Develop and maintain partnerships with other agencies and groups involved in recreation, health care, and community enhancements, linking communities with resources.

See SCKEDD's website, www.sckedd.org, for the full Comprehensive Economic Development Strategy (CEDS) document.

1.400: Employment Records

The contents of employment records are confidential. Access to them is limited to the employee, those directly involved in the employee's supervision, and employee's charged with retention of the individual employee's records. Employment files are kept locked with restricted access by key. Employees have the right to review their employment record.

To request to view your employment record:

1. Submit a written request to the CFO/Controller. This request may be made electronically.
2. The CFO/Controller or their assistant will inform you when your file is ready to be viewed. This will occur within the next 24 business hours.
3. Your review of your file will be monitored by the CFO/Controller or their assistant to ensure that your file remains intact. You may copy anything you wish to have copied, but you will not be allowed to take any original employment documents off of SCKEDD premises.
4. No electronic delivery of employment records will be made to the employee

It is important that SCKEDD always have current information about its employees. Employees should immediately notify SCKEDD of changes in name, address, phone number, or marital status, etc. If there is a need to change a name and/or Social Security number, original documentation authorizing the change should be provided to SCKEDD.

Any change involving salary and/or benefits, work schedule, or responsibilities will be included in the employment records. A copy of these changes will be supplied to the employee.

1.500: CODE OF CONDUCT

Employees are expected to conduct themselves at all times in a manner that meets the performance and conduct requirements of the job to the satisfaction of the organization. Employees shall refrain from any action and avoid any pronouncement, which reflects adversely upon SCKEDD.

SCKEDD respects the privacy interests of its employees and recognizes their right to conduct their personal lives free from interference from the organization. Nonetheless, employees should keep in mind that, even while off-duty, they represent the organization to the public and should strive to preserve the organization's reputation. In addition, certain types of off-duty conduct may reflect poorly upon an employee's character and judgment and thereby influence his or her standing as a SCKEDD employee. Therefore, employees who engage in unprofessional or criminal conduct or other serious misconduct off-duty may be subject to disciplinary action by the organization, up to and including termination of employment, if such conduct is determined by the organization to be harmful to SCKEDD's corporate image, to be inconsistent with expectations of its employees, or to otherwise adversely affect its legitimate business interests.

1.525: Behavior

Respectful behavior to all individuals is in the best interest of SCKEDD, in order that we may direct all of our effort into serving our clients and communities. Negative and mean-spirited personal opinions (“personal gripes”) have no place in the conduct of our workplace. This includes, but is not limited to, political and social commentary, and the criticism or belittlement of another’s race, color, religion, national origin or ancestry, sex, gender, age, disability, or veteran status. Note that this paragraph is not intended to restrict an employee’s right to make a concerted effort to improve wages or working conditions.

SCKEDD wants to encourage a safe and pleasant work atmosphere. This can only happen when everyone cooperates and commits to appropriate standards of behavior.

The following is a list of behaviors that the company considers unacceptable. Any employee found engaging in these behaviors will be subject to disciplinary actions up to and including termination.

1. Failure to be at the work place, ready to work, at the regular starting time.
2. Willfully damaging, destroying, or stealing property belonging to fellow employees or the company.
3. Fighting or engaging in horseplay or disorderly conduct.
4. Refusing or failing to carry out any instructions of a supervisor.
5. Leaving your work station (except for reasonable personal needs) without permission from your supervisor.
6. Ignoring work duties or loafing during working hours.
7. Coming to work under the influence of alcohol or any drug, or bringing alcoholic beverages or drugs onto company property.
8. Intentionally giving any false or misleading information to obtain employment or a leave of absence.
9. Using threatening or abusive language toward a fellow employee.
10. Falsifying any records
11. Smoking contrary to established policy or violating any other fire protection regulation.
12. Willfully or habitually violating safety or health regulations.
13. Failing to wear clothing conforming to standards set by the company.
14. Being tardy or taking unexcused absences from work.
15. Not taking proper care of, neglecting, or abusing company equipment and tools.
16. Using company equipment in an unauthorized manner.
17. Possessing firearms or weapons of any kind on company property.
18. Using profanity or obscenity within the office.
19. Gossiping and/or spreading rumors, whether true or untrue.

1.550: Harassment

It is the policy of SCKEDD to provide a work environment free from intimidation, insult, and/or other harassment or discrimination based on an employee's race, color, religion, national origin or ancestry, sex, gender, age, disability, veteran status, genetic information, citizenship status, or any other legally protected status under local, state, or federal law

Discriminatory conduct is any form of inappropriate behavior that undermines the employment relationship or that adversely affects an employee's ability to perform his or her job.

Discriminatory conduct includes harassment, which consists of verbal or physical conduct that denigrates or shows hostility toward an employee because of the employee's race, color, religion, national origin or ancestry, sex, gender, age, disability, veteran status, genetic information, citizenship status or other protected category. Sexual harassment is one form of inappropriate discriminatory conduct.

SCKEDD believes that employees should be treated with dignity and respect by coworkers, leaders, outside parties and clients. SCKEDD will not tolerate any form of discriminatory conduct or behavior. All such conduct or behavior will be treated by SCKEDD as a disciplinary matter. All employees have a right to work in an environment free of discrimination, which includes freedom from sexual harassment.

Sexual Harassment Defined

Sexual harassment includes, but is not limited to, making sexual advances or requests for sexual favors, as well as other forms of verbal or physical conduct that shows hostility toward an employee because of the employee's gender, where either:

1. submission to the conduct is an explicit or implicit condition of employment; or
2. submission to or rejection of the conduct is used as a basis for employment decisions; or
3. the conduct has the purpose or effect of substantially interfering with work performance or creates an intimidating or offensive work environment.

Specific examples of sexual harassment include, but are not limited to:

1. Offering or implying an employment-related reward (such as a promotion or raise) in exchange for sexual favors or submission to sexual conduct.
2. Threatening or carrying out a negative employment action (such as termination, demotion, denial of a leave of absence) if sexual conduct is rejected.
3. Sex-oriented verbal kidding, teasing or jokes.
4. Asking unwelcome questions or making unwelcome comments about another person's sexual activities, dating, personal or intimate relationships, or appearance.
5. Repeated sexual flirtations, advances, staring or insinuations. Unwelcome sexually suggestive or flirtatious gifts.
6. Comments about a person's appearance that are sexually suggestive or nonsexual comments that demean or show hostility to a person because of the person's gender.

7. Displaying objects or pictures that are sexually suggestive or that demean or show hostility to a person because of the person's gender.
8. Transmitting images or videos of sexual material or exchanging sexually explicit material via interoffice mail, e-mail, voicemail, text messages, and other means of electronic communication.
9. Unwelcome intentional touching of another person or other unwanted intentional physical contact.
10. Derogatory references or abusive behavior of a nonsexual nature that is directed at an employee because of his or her gender.

Complaint Procedure

SCKEDD cannot address claims of harassment or discrimination unless employees bring these claims to the attention of the management team. Failure to report claims of harassment prevents SCKEDD from taking steps to remedy the problem and preventing future occurrences.

Therefore, employees who believe they have been subjected to sexual harassment, or any other form of harassment or discrimination, are required to immediately report such conduct to their supervisor, Program Manager, the Executive Director, or President of the Board. Further, employees who feel they have been harassed by a third party such as a vendor, customer, client, or other outsider are required to report the incident immediately to their supervisor, Program Manager, Executive Director, or the President of the Board.

Any employee who witnesses an incident of sexual harassment is required to report it to their immediate supervisor, Program Manager, the Executive Director, or the President of the Board. Failure to report a witness account of sexual harassment may cause the witnessing employee to be subject to disciplinary action up to and including termination.

Investigation and Resolution of Complaints

All complaints will be promptly and discreetly investigated by a member of management or a member of the Board of Directors who is not involved in the alleged incident. Any employee who is found to have violated the harassment policy of SCKEDD will be subject to discipline, determined by management to be appropriate in its sole discretion. Nothing within this policy or within the manual, generally, should be understood in any way as a limitation on management's right to decide what discipline is appropriate under the circumstances. A disposition of the complaint will be made that is designed to stop the inappropriate conduct and prevent any future occurrences. All complaints will be treated in confidence to the maximum extent possible. SCKEDD reserves the right to take disciplinary action in cases of inappropriate behavior, even if that behavior does not amount to a violation of the law.

Retaliation Prohibited

This policy also prohibits retaliation against any employee who reports inappropriate discriminatory conduct or assists in the investigation of a complaint. No employee will be disciplined or otherwise retaliated against as a result of making a complaint or participating in an investigation of a complaint. Retaliation in violation of this policy may result in discipline up to and including termination.

This policy also applies to interaction between SCKEDD's employees and its vendors, customers, and clients.

1.575: Ethical Business Practices

SCKEDD employees are to observe high standards of business and personal ethics in the conduct of their duties and responsibilities. Employees must practice honesty and integrity in every aspect of dealing with other company employees, vendors, clients, customers, and the general public.

Any employee who has witnessed a situation where a fellow employee has engaged in business practices that compromised ethical standards, not behaved honestly, or compromised the integrity of themselves or SCKEDD should report the incident to their supervisor, Program Manager, the Executive Director, or a member of the Board of Directors.

1.600: Prohibition of Violence

Ensuring a safe work environment and the prevention of workplace violence is of paramount importance to SCKEDD. Therefore, threatening behavior, acts of violence, or any similar or related conduct that disrupts another employee's work performance, or SCKEDD's ability to execute its mission, will not be tolerated.

Any employee who makes a threat, exhibits threatening behavior, or engages in violent acts in or on Company owned or leased property will be removed immediately from the premises. Threats, threatening behavior, or other acts of violence executed outside or off Company owned or leased property but directed at employees or members of the public while conducting Company business is a violation of this policy. Off-site threats include but are not limited to threats made in person, via the telephone, fax, electronic or conventional mail, or any other communication medium.

Violations of this policy will subject an employee to disciplinary actions, up to and including termination.

1.605: Possession of Firearms on Company Property

Firearms inside the workplace pose a potential threat to the safety and security of our employees. The carrying of a firearm of any kind while inside a SCKEDD building or leased space, a SCKEDD owned or leased vehicle, a vehicle rented by SCKEDD, or while conducting Company business, on-site or off-site in any other space or vehicle, is strictly prohibited. Violation of this policy will subject an employee to disciplinary action up to and including termination.

SCKEDD will not restrict an employee from transporting or storing lawfully possessed firearms in the employee's privately-owned locked vehicle, while the vehicle is in a Company designated parking area.

In the event SCKEDD believes an employee poses a risk of danger to themselves or others, SCKEDD reserves the right to make inquiries as to whether an employee has a weapon in a vehicle or in a storage space at SCKEDD offices or job sites.

Any employee who is aware of a firearm within the building, or is aware that an employee has a firearm in their possession while engaging in Company business off-site has an obligation to report this information immediately to his or her supervisor or Program Manager. It is the responsibility of Management and the Executive Director to do what is necessary to ensure the safety of all individuals.

For the purpose of this policy, "firearm" means any Firearm, Machine Gun, Rifle, Shotgun, or any other weapon as described in 26 CFR Section 5845 Definitions.

1.625: Drug Free Workplace

All employees are forbidden to manufacture, distribute, dispense, possess or use alcohol, illegal drugs or a controlled substance, that is not obtained legally, at any time anywhere on the organization's premises or within a company vehicle. Employees also are forbidden to engage in any sale or other transaction involving illegal drugs on the employer's premises. Violators will be subject to immediate discipline. Additionally, employees who are under the influence of alcohol or drugs on the job will be subject to discipline.

The organization has the right to search for illegal drugs, drug paraphernalia or alcohol on company property where there is reasonable suspicion to suspect that they are present. SCKEDD may search company and employee personal property including lockers, handbags, lunch boxes, other containers, or other personal effects of employees at any time. If deemed necessary by management, employees themselves may be asked to submit to a search. At no time will any employee be searched by or in the presence of a member of the opposite sex. An employee's refusal to cooperate with or submit to a search may be treated as serious insubordination that warrants immediate discipline.

Employees who appear to be in an impaired condition on the job may be asked by the Executive Director to submit to a test to determine whether they are under the influence of alcohol or illegal drugs. The types of tests that may be used include breathalyzer tests, blood tests, and urinalysis.

Any sale of illegal drugs during the work day or on the organization's premises will be treated as gross misconduct punishable by immediate discharge for the first offense. Any employee must notify the Executive Director of any criminal drug statute conviction no later than five days after such conviction. SCKEDD will take appropriate personnel action against any employee who is arrested for selling drugs while off duty, up to and including termination. SCKEDD must notify the appropriate federal grant agency(s) within ten calendar days after receiving notice from an employee or otherwise receive actual notice of such conviction. Notice shall include the identification number(s) of each affected grant.

SCKEDD, within 30 days of receiving notice of a conviction, will take one of the following actions:

- a. Take appropriate personnel action against such an employee, up to and including termination; or
- b. Require such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement or other appropriate agency.

SCKEDD does not provide drug counseling, rehabilitation and employee assistance programs. Employees needing help may go to the following websites: Substance Abuse & Mental Health Services Administration at or call 1-800-662-HELP. A second website is www.whitehousedrugpolicy.gov.

Employees who must use a prescription drug that causes adverse side effects (e.g. drowsiness or impaired reflexes or reaction time) should inform the Program Manager that they are taking such medication on the advice of a physician. Such employees are responsible for informing the Program Manager of the possible effects of the drug on performance and expected duration of use. If the prescription drug use could cause production or safety problems, the Program Manager may grant the employee PTO or temporarily assign the employee different duties.

1.650: Personal Appearance

The way you look, dress and act is vitally important to your organization. Due to the company's frequent interaction with the public, standards of personal appearance and personal apparel have been determined. A clean, neat appearance is expected of you.

Employees' attire while on our premises is to be appropriate to the extent that no distracting or disruptive attention or reaction on the part of others is anticipated or caused. Casual dress is not acceptable. Office employees are not allowed to wear casual clothes such as t-shirts, shorts, flip flops, items that have been torn or cut, athletic shoes, items that are too small, and items that are too big.

Jeans and athletic shoes and clothing may be worn when they are appropriate for the work being performed, and by office employees who are working outside of the office.

1.675: Personal Business at Work

The organization requests your cooperation in limiting outgoing or incoming personal telephone calls to an absolute minimum. Incoming or outgoing personal calls on company telephones are not permitted except in cases of emergency. There is a telephone located in the break room for personal use during break and meal periods.

Except in cases of emergency, employees are not permitted to have personal outside visitors during working hours.

Interoffice communications (including e-mail) should not be used for social conversations with other employees.

Under no circumstances should company equipment (including copy and fax machines) be used for personal reasons without express permission from your immediate supervisor. However, if you wish to use our equipment for projects in support of nonprofit community agencies and activities, you are encouraged to do so after normal business hours and with the prior approval of you supervisor. You will not be paid for the time dedicated to these activities.

To avoid the possibility of personal mail being lost or misdirected, and to insure privacy, employees are asked not to have their personal mail addressed to them at the organization.

1.700: Conflict of Interest

No employee, officer, or agent of SCKEDD may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

An employee shall not engage directly or indirectly in any financial transactions using information, which has been directly obtained from employment with SCKEDD. For example, an employee shall not use official information not available to the public, on such matters as a successful bid on a contract; nor shall an employee use official information not available to the public to inform friends, neighbors, etc., so that they may use it for speculative purposes.

Employees shall not have a direct or indirect, financial interest that is in conflict with their employment duties and responsibilities. However, in the event that an outside financial interest may not substantially affect the integrity of the official service or SCKEDD, the employee shall request administrative approval from the Executive Director, each time a matter arises to which the financial interest of the employee is affected.

1.725: Outside Activities

Employees are prohibited from engaging in outside employment, private business, or other activities, which might have an adverse effect on, or create a conflict of interest with SCKEDD.

1.750: Confidentiality of Information

All employees shall exercise the utmost discretion with regard to confidential company information including all matters of official business and records, confidential information of SCKEDD's loan applicants, confidential information of grant applicants, or confidential information of clients. Any employee who discloses confidential information will be subject to disciplinary action up to and including termination and legal action when appropriate, even if he or she does not actually benefit from the disclosed information.

1.775: Gratuities and Gifts

Employees of SCKEDD are prohibited from accepting gifts, kickbacks, and gratuities exceeding \$25.00 in value per instance, from persons receiving benefits or services from SCKEDD or from persons performing services under contract to SCKEDD or otherwise in a position to benefit from an employee action. Any gifts that are received in excess of \$25.00 will not be accepted. Any gifts received in excess of \$25.00 will become the property of SCKEDD and either distributed to all employees or inventoried and raffled off to employees for fundraising events, such as for the United Way. Any deviation from this policy will be considered a serious infraction of regulations and will be subject to disciplinary action up to and including termination.

1.800: Electronic Communication

SCKEDD provides its employees with an email system, telephones with voice mail, cell phones, a network connection, computers, and access to the Internet. The facilities used to provide this access represent a considerable commitment of SCKEDD's resources for telecommunications, networks, hardware, software, storage, etc. It is every employee's duty to use these resources responsibly, professionally, ethically and lawfully.

Ownership of Messages

The electronic communication systems, which include, but are not limited to, the telephone, electronic mail, voice mail, facsimiles, computers, laptop computers, the Internet and the World Wide Web, and all information stored on them are the property of SCKEDD and are provided at SCKEDD's expense. All information and messages that are created, sent, received, accessed, or stored on these systems constitute company records.

Business Use

The electronic communications systems are to be used primarily to conduct company business. Reasonable personal use of such systems is permitted, but must not interfere with an employee's productivity. Personal use should be limited to breaks, lunch and other non-working hours. Employees may not use the electronic communications systems for political causes, sports pools or other sorts of gambling, illegal activities, seeking/inquiring about job opportunities outside of the organization, list serves for non-work purposes, solicitations or advertisements for unrelated work purposes, or creating, possessing, uploading, downloading, accessing, transmitting, or distributing materials of a sexual or harassing nature. Employees may not use SCKEDD's electronic communications systems to post non-work related information, opinions, or comments to Internet discussion groups and other such forums. Employees are prohibited from passing off their views as representing those of SCKEDD.

No Presumption of Privacy

Although employees are expected to use passwords to access some of the electronic communications systems, such communications are not private and security cannot be guaranteed. In using the Internet and World Wide Web, employees should remember that all connections and sites visited may be monitored and recorded. Employees should assume that any communications – whether business-related or personal – that they create, send, receive, or store on their company's electronic communications systems may be read or heard by

someone other than the intended recipient. In particular, highly confidential or sensitive information should not be sent through e-mail, the Internet, or the World Wide Web. SCKEDD reserves the right to keep an employee's e-mail address active for a reasonable period of time following an employee's departure to ensure that important business communications reach them; SCKEDD will review such communications.

SCKEDD's Right to Monitor Messages

SCKEDD reserves the right to monitor, access, retrieve, read, and disclose to law enforcement officials or other third parties all messages created, sent, received, or stored on the electronic communications systems without prior notice to the originators and recipients of such messages. Authorized employees may monitor the electronic communications of employees to determine whether there have been any violations of law, breaches of confidentiality or security, communications harmful to the business interests of SCKEDD, or any violations of this policy and any other company policy.

Message Restrictions

Electronic communications may not contain content that a reasonable person would consider to be defamatory, offensive, harassing, disruptive, or derogatory, including but not limited to sexual comments or images, racial or ethnic slurs, or other comments or images that may offend someone on the basis of race, gender, national origin, political beliefs, or disability.

Prohibited Activities

Employees may not upload, download, or otherwise transmit copyrighted, trademarked, or patented material, trade secrets, or other confidential, private or proprietary information or materials in violation of any legal constraints. Employees may not upload, download or otherwise transmit any illegal information or materials. Employees may not use SCKEDD's electronic communications systems to gain unauthorized access to remote computers or other systems or to damage, alter, or disrupt such computers or systems in any way, nor may employees – without authorization – use someone else's code or password or disclose someone else's code or password, including their own. Employees may not enable unauthorized third parties to have access to or use the electronic communications systems, nor may employees otherwise jeopardize the security of SCKEDD's electronic communications systems.

Message Creation

Employees must use the utmost care in creating electronic communications. Even when a message has been deleted, it may still exist on a back-up system, be recreated, be printed out, or may have been forwarded to someone else without the creator's knowledge. As with paper records, proper care should be taken in creating electronic records, which may someday have to be produced in connection with legal and/or business needs.

Record Retention of Electronic Information

As with paper documents created and received by an employee, it is each employee's responsibility to ensure that those electronic messages that should be retained are in fact saved. Those messages that need not be retained should be deleted.

Viruses and Tampering

Any files downloaded from the Internet and any computer disks received from non-SCKEDD sources must be scanned with virus detection software before installation and execution. The intentional introduction of viruses, attempts to breach system security, or other malicious tampering with any of SCKEDD's electronic systems are expressly prohibited. Employees must immediately report any tampering, or other system breaches to their supervisor.

Purchasing

The standard purchase policies apply to all purchase activities conducted via the electronic communications systems.

Violations

Violations of this policy, including breaches of confidentiality or security, may result in suspension of some or all electronic communication privileges, disciplinary action, and even termination. SCKEDD reserves the right to hold the employee personally liable for any violations of this policy.

1.825: Official Contact with the Media and Other Outside Organizations

SCKEDD wishes to ensure that information provided to the media and other outside organizations is relayed accurately and in a timely fashion. Therefore, for those employees asked to respond to questions from the media or other outside organizations, the following guidelines shall apply:

1. The Executive Director is the official and primary staff spokesperson on all matters pertaining to SCKEDD. The Executive Director, may, from time to time, refer questions from the media or other outside organizations to specific employees.
2. In the event that the Executive Director has referred specific questions to a specific employee, that designated employee shall be considered to have the authority to relay information for purposes of publication.
3. Employees shall not publicize policy statements on any specific issue to the media or any other outside agencies. Any and all policy statements or positions taken by SCKEDD shall be made only by the Executive Director, or designee.
4. An employee shall immediately report all media and other contacts by outside organizations to the Executive Director.

Any deviation from this policy will be considered a serious infraction of regulations and will be subject to disciplinary action up to and including termination.

1.850: Tools and Equipment

Employees of SCKEDD are to treat Company tools, equipment, electronics, and other physical assets with the utmost of care. At no time may an employee remove a physical asset from the office, warehouse, truck, job site, or other company location without prior approval of the employee's Program Manager.

SCKEDD reserves the right to inspect company supplied toolboxes, bags, vehicles, or any other asset at any time for any reason.

1.875: Fundraising and Soliciting

Employees of SCKEDD are prohibited from fundraising activities or soliciting business outside of the scope of services offered by SCKEDD. Employees are allowed to post fundraising catalogs or solicit for fundraising activities within the break room during the employee's personal time.

2.000: YOUR EMPLOYMENT

2.050: Employment at Will

It is anticipated that your employment with SCKEDD will be rewarding and long term. Nevertheless, as an employee of the South Central Kansas Economic Development District, Inc. (SCKEDD), the employment relationship is one of mutual consent. The employment relationship may be terminated at the will of the employee or SCKEDD at any time, with or without cause, with or without notice, and for any reason, including no reason, not prohibited by law.

Furthermore, nothing in this personnel manual and no oral or written representation by any employee, official, or supervisor of this organization shall be construed as a contract of employment for any specified period of time, unless a written contract of employment is signed by the employee and the organization's Executive Director or President of the Board. Employment at SCKEDD is terminable at the will of either the employee or SCKEDD, at any time, for any reason with or without cause and with or without notice for any reason not prohibited by law.

Finally, these statements about the at-will nature of employment constitute the entire understanding between SCKEDD and its employees in reference to this subject.

2.100: Equal Employment Opportunity

SCKEDD is committed to providing equal employment opportunities for all employees and job applicants in accordance with federal laws. The organization endorses and follows this EEO policy in implementing all employment practices, policies and procedures.

SCKEDD will recruit, hire, train, promote, placement, discipline, transfers, and provide leaves of absence to all persons in all job titles and functions without regard to race, color, religion, national origin or ancestry, sex, gender, age, disability, veteran status, genetic information, citizenship status, or any other legally protected status under local, state, or federal law. The organization also will ensure that all personnel decisions and actions, including but not limited to compensation, benefits, transfers, promotions, layoffs, returns from layoff, discipline, terminations, company sponsored training, education, and social and recreation programs, will be administered without regard to race, color, religion, national origin or ancestry, sex, gender,

age, disability, veteran status, genetic information, citizenship status, or any other legally protected status under local, state, or federal law.

2.150: Employment of Relatives

Because hiring and retaining close relatives of present employees might raise questions regarding the objectivity of work assignments, performance appraisals and employee treatment, relatives of individuals currently on staff normally will not be offered employment with SCKEDD. Requests for exceptions may be made to the Executive Director. A relative is defined as any person related to the employee by blood, marriage or adoption.

2.200: Employment Classifications

There are three classifications of employees as follows:

REGULAR FULL-TIME - Any employee who works 30 hours or more per week.

REGULAR PART-TIME - Any employee who works up to, but less than 30 hours per week.

TEMPORARY - Any employee employed, full-time or part-time on a temporary basis, in a job established for a specific purpose, for a specific period of time, or for the duration of a specific project or group of assignments.

Employees will be asked to sign a statement recognizing their part-time or temporary status, making such employees ineligible for some benefits, see 9.300.

2.250: Performance Evaluations

Employees of SCKEDD will participate in annual performance evaluations with their supervisors, based on actual work performance. Casual and undocumented discussions between employees and their supervisors in between formal performance reviews will also be a part of the performance evaluation. Employees will be asked to sign the performance review form indicating that the review took place and not necessarily whether they agree or disagree with the contents.

Purpose

Performance evaluations are intended to provide support for the individual, to improve the performance of the individual by providing meaningful, constructive feedback on the performance, and to assist in the development and fulfillment of professional growth goals. Written performance evaluations may include commendation for good work, as well as specific recommendations for improvement. Performance evaluations help SCKEDD make important decisions about job placement, training and development, and pay increases. A satisfactory performance evaluation does not guarantee a pay increase nor does it alter, modify or amend the employment-at-will relationship between the employee and SCKEDD.

Ninety – Day Review

In order to allow employees to become acquainted with their new positions and for supervisors to be assured that employees are suited to their new positions, all new regular employees will have an initial performance review ninety days after commencing work, in which they will have an opportunity to discuss their performance evaluation with their supervisor and assess whether to continue the employment relationship. Employees are encouraged to ask questions and clarify important points with their supervisors informally as needed, as well as during the formal review process. Following the ninety-day review, new employees will participate in annual and semi-annual reviews as described below.

Annual Review

All employees have an annual job performance review that is conducted during the month of January. The review may include the following: work output, organization, work habits, communications, interpersonal skills, results of last year's objectives, setting new objectives for the coming year, an overall rating, and training and other assistance required to assist the employee in achieving the new objectives. As with the ninety-day review, employees will have the opportunity to discuss their performance with their supervisor, and to have the employee's written comments made part of the review and part of the permanent personnel file.

After the annual review is conducted by the Supervisor, the Executive Director reviews the evaluation with the employee and may award any merit increases.

Semi-Annual Progress Report

Semi-annual progress reviews are conducted during the month of July for all employees in order to determine how the employee is advancing towards their goals. If additional training, etc., is needed by the employee to meet their goals, their supervisor and the employee will work together to ensure training is obtained.

2.300: Wage and Salary Reviews

The staff is separated into two primary classifications: Salaried (exempt) and Hourly Wage Earners (non-exempt). The hourly earnings for Non-Exempt Earners are in 13 steps, with each step representing a 2.5% wage increase. Once the employee has reached the top pay level, then they will not receive a merit pay increase.

The Exempt Salary Classifications only have a minimum and maximum hourly rate. Each year when their evaluation is done they can earn from 0% to 3% pay increase. The maximum increase is limited to 3%. The percentage of increase is determined by the Program Manager's written evaluation, and agreed upon by the Executive Director and the Program Manager of the employee. In the case of a Program Manager it is the Executive Director's written evaluation of the employee.

Program Managers who are rated below a 3 must improve within a time frame agreed upon between themselves and the Executive Director. Failure to improve can result in termination of employment.

In addition to a pay increase prompted by an annual performance evaluation, the Executive Director has the discretion to approve a pay increase in these situations:

- With the recommendation of the Program Manager
- After the completion of a 90-day probationary period in which the employee was initially employed at a pay rate below the starting pay grade for the position. After 90 days, if the individual remains, he or she will receive a pay increase up to the starting pay grade wage or the negotiated level within the pay grade.
- The promotion of an employee.
- The employee receives a specialized certification that is necessary for them to do their jobs. Examples would include: CDBG Administrator's Certification (general or combined general/housing), Weatherization Housing Inspector, National Development Council Economic Development Finance Professional, Lead Based Paint Assessor, Journeyman's license, and Master's license.

The Executive Director is evaluated annually by SCKEDD's Officers. The time period for the evaluation is September 1 through August 31. The general rule for rating and percentage increase is the same as for other salaried staff. However, the Officers may at their discretion deviate from that salary schedule.

2.350: Promotions and Transfers

The goal of SCKEDD's promotion policy is to identify employees who have the skills or abilities needed for advancement and to give qualified employees an opportunity to be considered for job openings or promotions. SCKEDD does, however, reserve the right to recruit outside candidates who have the skills or experience for certain jobs.

Factors to be considered in the promotion or transfer of employees include education, experience in present and previous positions held within SCKEDD and in previous positions held with other employers, performance record, ability, character, skill and willingness to participate in training programs. The individual's personnel records shall be the official source of information.

Seniority will be a factor in the selection of employees for promotion and/or transfer only when two or more employees are equal in all other respects.

An employee who has been promoted or transferred shall be evaluated by the Executive Director or by his or her Program Manager at the end of six (6) months in the new position. A promoted or transferred employee who receives an overall evaluation below a rating of 3

(Competent: Performance is regularly competent and dependable) may continue in the position or be demoted, dismissed or transferred. If the employee continues in the same position, he or she will be evaluated again within ninety (90) days and shall either be retained, demoted, transferred or dismissed. The employee will participate in the regular schedule of annual and semi-annual reviews after they receive a rating of “3” or higher.

2.400: Termination

The employment relationship between SCKEDD and its employees is of an at-will nature. This means that the employment relationship may be terminated by either the organization or the employee at any time and for any reason not prohibited by law with or without cause.

Employee Resignation

It is expected that salaried employees will give four (4) weeks’ notice of intent to leave employment, and non-exempt employees will give two (2) weeks’ notice of intent to leave employment, when an employee voluntarily resigns. Any deviation from this expectation may not allow employee to collect severance pay or be eligible for rehire.

Employees who voluntarily resign should return all tools, equipment, vehicles, files, keys, or other SCKEDD property to SCKEDD within 5 business days of their last day of work, or three days prior to the receipt of their final direct deposit, whichever is earlier. Anything not returned to SCKEDD at that time will be charged against the employee’s final paycheck.

Eligibility for unemployment will be determined by the Kansas Department of Labor and will be based solely on the facts and circumstances of the resignation.

Employee Layoff

When conditions dictate that SCKEDD must reduce staff through a layoff, SCKEDD will determine which employee(s) shall be laid off at its sole discretion. Layoffs will be communicated to affected employee(s) at the earliest reasonable time.

Eligibility for unemployment benefits will be determined by the Kansas Department of Labor and will be based solely on the facts and circumstances of the layoff.

Involuntary Termination

An employee may be involuntarily terminated when SCKEDD determines that continued employment will not be to the benefit of the employee or to SCKEDD. Under normal circumstances an employee will be given a two-week notice or will remain on the payroll for two weeks without any further obligation required by the employee. The definition of normal circumstances is solely SCKEDD’s designation.

An employee who is involuntarily terminated will be asked to turn in all Company supplies, equipment, keys, fobs, or any other assets at the time of termination. Any assets not in the

employee's possession at the time of termination must be returned to SCKEDD within 5 business days of their last day of work, or three days prior to the receipt of their final direct deposit, whichever is earlier. Anything not returned to SCKEDD at that time will be charged against the employee's final paycheck.

Discharge

Discharge by SCKEDD is an immediate termination from employment initiated by SCKEDD. Normally it is for a serious or flagrant offense involving willful misconduct that violates standards outlined in SCKEDD's policy manual, constitution and bylaws; and laws of the state or federal government. Discharge may also occur after repeated offenses of less serious infractions, at the sole discretion of SCKEDD.

Exit Interview

An exit interview with the employee conducted by the Executive Director may be held shortly after receiving notice of resignation or termination. This opportunity will be used to clarify, as necessary, the circumstances for leaving, review any accrued benefits to be paid, checkout procedures, and final pay details.

Severance Payments

SCKEDD provides severance pay for any employee terminated at the convenience of the organization in lieu of four (4) weeks' advance notice in writing for salaried employees and in lieu of two (2) weeks' advance notice for hourly wage earners.

Severance pay will be calculated for the employee at the discretion of the Executive Director. Total amount of severance pay offered will depend on the employee's position and the facts and circumstances of the termination. Severance pay offered will be documented in an Employee Separation Agreement to be placed in the employee's permanent file.

Termination Pay

Upon termination, employees will turn in a final timesheet and be paid for actual hours worked through direct deposit. Employees will not be paid for banked sick leave. Employees may be paid for accrued Paid Time Off ("PTO") hours subject to the "Payment of PTO Upon Separation" clause of in section 3.150 Paid Time Off ("PTO")

2.450: Timesheets

- (1) Every SCKEDD employee is responsible for completing a Daily Time and Expense Sheet weekly. Employee will note daily activities, labor distribution, and any expenses incurred during the week. The Daily Time and Expense Sheets must have the employee's original signature and is submitted to the designated location for timesheets and routed for approval.

- (2) Expenses incurred in the prior week are to be detailed on the face of the Daily Time and Expense Sheet. Expenses must be pre-approved by your Program Manager or the Executive Director. Receipts should be initialed by the employee and attached. Claimed mileage expense must include a destination and purpose of travel to be approved.
- (3) The due date for timesheets is noon of the first weekly work day. This allows sufficient time for timesheets to be approved, payroll to be processed, and the direct deposit submitted to the bank. Frequent failure to submit timesheets on time could result in disciplinary action, up to and including termination.
- (4) When a non-exempt employee works less than their regularly scheduled hours (40 for a full time employee), adjustments must be made through the use of accumulated Paid Time Off (PTO), or Banked Sick Leave (BSL), if applicable.
- (5) Knowingly falsifying a timesheet is a serious infraction and may result in immediate termination of employment.
- (6) Any change or correction made in or on a timesheet should be initialed by the employee's Program Manager and the employee.
- (7) See SOPM Financial Management section 6(c).

2.500: Hours of Work, Breaks, and Meal Periods

Office Staff

The SCKEDD office will be open from 8:00 a.m. to 5:00 p.m. daily and closed between 12:00 noon and 1:00 p.m. All office doors are locked during the lunch hour, and telephone messages are taken over the office voicemail system. Non-exempt office employees are expected to be in the office during working hours. Exempt and professional employees are normally to be present or accounted for during working hours.

The normal work week for full time non-exempt office employees is 40 hours, Monday through Friday. Full-time non-exempt employees are allowed to take two 15-minute breaks each work day. Non-exempt employees who work at least 3 ½ hours daily are authorized a paid break of at least 15 minutes. The break should normally be taken as close to the middle of the work period as possible.

Non-exempt employees will not work during breaks, during lunch, begin work early, leave work early or work late unless their immediate supervisor has given them advance written approval.

Because SCKEDD does not have multiple employees for every area, the reality is breaks are taken when needed without a formally recognized "break period" being observed. Phones are answered and "walk-in" service provided during working hours. Employees may then take a

“break” when there is a lull in activity. It is not good customer service to ignore people during regular office hours, because an employee is on “break.”

Flex time is available for the months of June, July and August with written permission by the Executive Director. Flex time is defined as time worked other than what has been defined as normal working hours for exempt and non-exempt employees. Flex time at other times during the year is only with prior approval from the Executive Director.

Weatherization Crews, HVAC Repair and Install Crews, and Weatherization Housing Inspectors

Field employees working in weatherization or housing inspections work ten hours a day, Monday through Thursday from 7:00 a.m. to 5:30 p.m. All crew employees are expected to report to the warehouse no later than 7:00 a.m. each day, and ten hours of work are required each workday.

A mandatory half-hour lunch break must be taken each day, and this is unpaid time. No work is to be done during this time. All employees are entitled to take two fifteen minute paid breaks (one in the morning and one in the afternoon) each day. The crew’s workload will determine the time of the breaks.

All crew employees and non-exempt housing inspectors are encouraged to schedule doctor or dentist visits or other personal business on Fridays. Inspectors must notify their immediate supervisor and get permission from the Weatherization Director if this is not possible. For all others, if this is not possible and time must be taken out of the regularly scheduled workday, the crew leader, or acting crew leader, must be notified. The crew leader, or acting crew leader, will then notify the Weatherization Director, of the employee’s need to take time away from the regular work day. The employee must use PTO for time away from work and it must be taken in hourly increments.

At the discretion of the Weatherization Director, employees may come in early or stay late to make up missed time within the same work week, in lieu of using PTO, if there is a legitimate need for tasks that need to be done.

The 4-day workweek may be modified to allow the Air Sealing crew or the Insulation crew to work Tuesday through Thursday on occasion, if personal appointments cannot be scheduled on Friday. The Weatherization Director must be notified a minimum of 3 working days in advance if the crew needs a special schedule.

3.000: LEAVES OF ABSENCE

Leaves of absence with pay include paid time off, banked sick leave, and other leave (jury duty, military obligation, family medical leave, etc.). For the purposes of accumulation of certain types of leave, the following formula will be used in determining the months of service:

1. Employed on or before the fifteenth day of the month, one month’s credit.
2. Employed after the fifteenth day of the month, no credit.
3. Separated or dismissed on or before the fifteenth day of the month, no credit.

4. Separated or dismissed after the fifteenth day of the month, one month's credit.

All leave, whether with or without pay, will be recorded by the employee and entered into the Daily Time and Expense Sheet. The Daily Time and Expense Sheets will be updated to show a new balance for PTO on a weekly basis. Weatherization and HVAC crew's sign a daily timesheet at the end of each shift for hours worked and are not required to record leave time without pay.

A request for an extension of a leave of absence, when possible, must be made in writing prior to the expiration date of the original leave, and when appropriate, must be accompanied by a physician's written statement that certifies the need for the extension.

A leave of absence must be approved in advance, in writing, by the Program Manager and Executive Director. Employees on leave of absence must communicate with SCKEDD on a regular basis, at least once each month, regarding their status and anticipated return to work date. Failure to return to work on the first workday following the expiration of an approved leave of absence may be considered a voluntary termination.

Employees on leave of absence who seek or accept other employment without SCKEDD's prior written approval may be subject to disciplinary action, up to and including termination.

Employees who falsify the reason for their leave of absence may be subject to disciplinary action, up to and including termination.

3.025: Benefits During Leaves of Absence

Coverage under the SCKEDD's group employee benefit plans for extended leave of absence will be continued on the following basis:

Health & Dental Insurance

SCKEDD will continue to retain the employee on group Health and Dental plans for 26 full work weeks following the first day of absence. During this time, the employee is responsible for paying their share of the insurance cost. Should the employee fail to pay their share of the premium by the last date of the coverage month, the employee will be removed from the group and may elect to continue coverage through COBRA. After 26 weeks, the employee will be removed from the group and may elect continuation coverage through COBRA.

Life, Short Term and Long Term Disability

SCKEDD will continue to pay the premium for an employee on an approved Leave of Absence for 26 full work weeks following the first day of absence. After this time period, the employee may or may not be able to retain portability of their policy, depending on the rules and requirements of that policy.

Elective Deferrals

Employees who electively participate in another insurance program with premiums paid 100% by the employee may continue to participate in that program, provided they pay their premium

by the last day of the coverage month. Should the employee not pay by the last day of the coverage month, they will be dropped from that group benefit.

Retirement

SCKEDD will not contribute to an employee's 403(b) account while on a leave of absence that is not paid for by SCKEDD. The employee is responsible for arranging payments of employee's contributions and loan repayments to employee benefit plan premiums during the leave of absence period.

Paid Time Off (PTO)

Employees will not accrue PTO on unpaid leaves of absence.

Continuous Service

Employees will accrue continuous service during a leave of absence.

Lay-Off

Employees on leave of absence will be subject to lay off on the same basis as employees who are actively at work

3.050: Maternity Leave

If an employee is not eligible for leave provided by the Family and Medical Leave Act, pregnancy is considered proper grounds for a leave of absence without pay. An employee who becomes pregnant may continue to work until such time as the pregnancy interferes with the employee's work. Such time will be determined by the mutual consent of the employee and the Executive Director or by the written recommendation of the employee's personal physician.

If the employee desires, accumulated PTO may be used while the employee is on maternity leave. An employee on maternity leave is expected to return to work as soon as possible upon approval of the employee's physician. Failure on the part of an employee to return to work within a reasonable amount of time after childbirth may constitute grounds for dismissal.

Similar considerations, as listed in the above paragraphs, will be given for adoption.

3.100: Paternity Leave

If a male employee is not eligible for leave provided by the Family and Medical Leave Act, he may request paternity leave following the above outlined procedure as it relates to his spouse. He may use accumulated PTO or leave without pay.

Similar considerations will be given for adoption.

3.150: Paid Time Off (PTO)

Eligibility

All full and part-time employees of SCKEDD are eligible for Paid Time-Off (“PTO”). Contractual, seasonal, and temporary employees are not eligible for this benefit.

Annual Entitled and Required PTO Use

At the beginning of each SCKEDD Fiscal Year (July 1st, XXXX), eligible employees will immediately receive their total entitled Annual PTO hours.

The schedule below indicates, based on the Length of Continuous Service, the Annual PTO Hours a full-time employee is entitled to during the Fiscal Year and the respective Required PTO Use.

Full-time employees are those employees regularly scheduled to work forty (40) hours per week.

Length of Continuous Service	Annual PTO Hours (full-time employees)	Required PTO Use (full-time employees)
0 through 5 years	168 hours	112 hours
6 through 10 years	210 hours	130 hours
11 through 15 years	240 hours	160 hours
16 years and up	258 hours	178 hours

A full-time employee must use the balance of their “Required PTO Use” by the last full pay period of the Fiscal Year ending June 30, XXXX. Full-time employees not meeting the minimum usage requirement during the fiscal calendar year will forfeit the difference between the Required PTO Use and their actual PTO hours used.

For example, a full-time employee in their third year of continuous service uses only 60 hours of PTO, the employee forfeits 52 hours (112 hours – 60 hours = 52 hours).

Carryover

Full-time employees who fulfill the Required PTO Use for the Fiscal Year can carry over the difference between their total PTO hours used during the Fiscal Year and their entitled Annual PTO hours, plus any prior year carryovers.

For example, a full-time employee in their first year of continuous service uses 130 hours of PTO, the employee can carry over 38 hours (168 hours – 130 hours = 38 hours).

Full-time employees who have not realized the Required PTO Use for the Fiscal Year are not eligible to carry over PTO hours.

Excess Carryover

If, at the end of a Fiscal Year, a full-time employee is carrying over PTO hours greater than their entitled Annual PTO hours, the employee will be paid out for those hours, net of payroll taxes and withholdings.

For example, a full-time employee in their 6th Year of continuous service carrying over 215 PTO hours into the next fiscal year will be paid out for 5 hours (215 hours – 210 hours = 5 hours).

This employee will start the next Fiscal Year beginning July 1, XXXX with 210 annual entitled PTO hours and 210 PTO carryover hours.

Negative Paid Time Off

All employees are prohibited from expending PTO hours in excess of their annual entitled PTO hours.

Length of Continuous Service

An employee's length of continuous service is determined by the number of work anniversaries an employee has realized as of each SCKEDD Fiscal Year beginning July 1, XXXX. For example, an employee starting employment January 18, 2018 will have realized two work anniversaries as of the SCKEDD Fiscal Year beginning July 1, 2020, and achieved 2 years of continuous service.

If an employee leaves employment with SCKEDD and returns at a date, greater than twelve months, the employee's length of continuous service will reset and the employee is considered a new employee.

First Year of Employment

New employees, and returning employees with less than 1 year of current continuous service, are not eligible to schedule PTO within the first three months of employment, unless approved by the employee's Program Manager. Any scheduled time off that has been approved by the employee's Program Manager within the first three months of employment will be considered an unexcused absence. After three months, new employees and returning employee with less than 1 year of current continuous service are eligible to schedule their entitled Annual PTO.

Note that when a non-exempt employee works less than their regularly scheduled hours (40 for a full time employee), adjustments must be made through the use of accumulated Paid Time Off (PTO), or Banked Sick Leave (BSL), if applicable. (See Policy 2.450: Timesheets)

New full time and part time employees will receive a pro-rata number of Annual PTO Hours and Required PTO Use hours for their first year of employment. For example, a full time employee who's first workday is January 1st, XXXX will receive 84 Annual PTO Hours calculated as follows:

$$168 \text{ Annual PTO Hours} \times \frac{181 \text{ Days}^*}{365 \text{ Days}} = 83.50 \text{ Annual PTO Hours}$$

** 181 Days is the number of days between January 1st and June 30th.*

Their Required PTO Use under this example is calculated as follows:

$$112 \text{ Required PTO Use Hours} \times \frac{181 \text{ Days}^*}{365 \text{ Days}} = 55.50 \text{ Required PTO Hours}$$

** 181 Days is the number of days between January 1st and June 30th.*

Part Time Employees

Employees scheduled regularly to work less than 40 hours per week are part-time employees for the purposes of this policy.

Part-time employees are eligible to receive a pro-rata number of PTO hours per year and Required PTO Use.

For example, a part-time employee in their second year of continuous service, scheduled to work 25 hours per week is eligible to receive 105 PTO hours (25/40 X 168 hours = 105 hours) and their required PTO Use is 70 hours (25/40 X 112 hours = 70 hours).

If a part-time employee's scheduled number of hours per week changes during the year, both the eligible PTO hours and Required PTO hours will be adjusted accordingly.

Any PTO adjustments require authorization from the employee's program manager or the Executive Director. The program manager or Executive Director will provide written notification of the authorized adjustment to the payroll department.

Payment of PTO Hours upon Separation

PTO hours are not an earned benefit. However, should an employee resign and have satisfied the notice requirements for a voluntary resignation as per Section 2.400 of the SCKEDD Personnel Manual, the employee will receive payment for their accrued and unused Paid Time Off, up to a maximum of 160 hours for Exempt salaried employees and 80 hours for Non-Exempt hourly employees.

SCKEDD will not make payment for any unused PTO to employees who are terminated for a violation of company policy and/or regulations, or to employees who resign without appropriate notice.

3.200: Sick Leave

General Guidelines

Employees who become sick are responsible for notifying the office that they will not be in. Employees must also keep the office updated each day as to his/her ability to return to work.

PTO Use for Sick Leave

Employees may use their accumulated PTO when they become sick, are injured, or have scheduled doctors' appointments. If an employee has exhausted their PTO balance they will be required to take leave without pay.

Banked Sick Leave

Employees who had a traditional sick leave balance at the time of the PTO transition were able to keep their banked sick leave after the PTO transition. This balance has no cash value and will be canceled upon the date of termination. No cash payments will be paid for the unused portion, unless it qualifies under Policy Number 4.235 Termination Pay, which allows, at the discretion of the Executive Director, up to ten (10) days of banked sick leave to be paid to employees at their date of separation from the company.

Any absence due to sickness in excess of three (3) consecutive days will require a note from the doctor releasing the employee for work, which should be attached to the Daily Time Sheet, before the employee can be paid for sick leave out of their banked sick leave balance.

Banked sick leave may be used only in case of the employee's actual sickness, injury or scheduled doctors' appointment if this type of leave is available. Reserved sick leave is not to be used for the sickness of family members or for any other reason.

3.250: Holiday Leave

Employees of SCKEDD shall receive straight-time compensation for the following holidays observed by SCKEDD, observed on those days on which the Federal Government observes them:

New Year's Day	Labor Day
Martin Luther King's Birthday	Veterans Day
President's Day	Thanksgiving Day
Memorial Day	Friday after Thanksgiving
Independence Day	Christmas Day

SCKEDD reserves the right to change the number of paid holidays and which specific holidays will be observed.

Full-time Employees

Full-time employees are eligible for holiday immediately upon hire and must work the day immediately before and after the holiday to receive holiday, unless those days fall during a scheduled PTO absence. Holidays that fall during a scheduled PTO absence will be paid as a holiday and will not be charged against the employee's PTO account. Full-time employees will receive eight hours of pay for a holiday. Full-time employees who regularly work a ten hour day will be required to work an additional two hours as directed by their Program Manager.

Part-time Employees

Employees scheduled regularly to work less than 40 hours per week are part-time employees for the purposes of this policy.

Part-time employees are eligible to receive a pro-rata number of Holiday Leave hours based on the proportion of their regularly scheduled workweek to a 40-hour workweek, multiplied by 8. For example, if a part-time employee is scheduled to work 25 hours per week, he or she is eligible for 5 Holiday Leave hours on each holiday calculated as follows:

$$\frac{25 \text{ Scheduled Hours}}{40 \text{ Full Time Hours}} = 0.625 \times 8 \text{ hours} = 5 \text{ Holiday Leave hours}$$

Good Friday

Employees may arrange to trade one holiday for Good Friday with the Executive Director's written permission. Permission must be obtained no less than one week prior to the holiday in question and Good Friday.

3.300 Tardies

- (1) A non-exempt employee is considered tardy if the time the employee arrives to their work site ready to work is 15 minutes or more after their scheduled start time.
- (2) **Consequences:** The consequences of tardy accumulation within a rolling year (any consecutive twelve months) are as follows:
 - a. 1st through 3rd instance: Verbal warning by employee's direct supervisor
 - b. 4th through 6th instance: Written warning signed by Program Manager and Executive Director placed in employee's permanent personnel file on each occurrence
 - c. 7th Instance: Final written warning prior to termination
 - d. 8th Instance: Termination of employment
- (3) HR is to be notified each time an employee is tardy for tracking purposes by that employee's immediate supervisor.

3.350 Emergency Unscheduled Leave

Emergency unscheduled leave is defined as an absence that is not scheduled and approved by the employee's Program Manager or the Executive Director within the required five days of notice.

Consequences

The consequences of excessive emergency unscheduled leave are as follows:

1st through 5th instance: No consequences

6th instance: Verbal warning by employee's Program Manager

7th instance: Written warning signed by employee's Program Manager and the Executive Director to be placed in the employee's permanent personnel file.

8th instance: Suspension from work for three business days

9th instance: Employment termination

3.400 Other Leaves

This category may only be used on the Daily Time and Expense Sheet with the permission of the Executive Director. Other leave with pay will be used to code absence from the office occurring as a result of such matters as jury duty, military obligation, etc. Leave without pay may be granted by the Program Manager or Executive Director in writing to an employee who has exhausted all PTO, and is in need of time away from work.

Voting Leave

SCKEDD encourages employees to vote by allowing them time off during the workday. Employees who live outside of Wichita can leave work at 4:00 pm. Those who live in Wichita can either leave work at 4:00 pm, or take a 2-hour lunch from 12 to 2 pm. Employees will charge that hour in a manner consistent with how the rest of their weekly hours are charged.

Jury Duty

SCKEDD encourages each employee to serve their civic obligation of jury duty if he/she is called. While on jury duty or while appearing as a legally-qualified witness, SCKEDD will pay the employee the difference between the jury pay and his/her regular pay. The employee will receive their regular pay and endorse their Jury Duty payment check to SCKEDD. No use of PTO is required. Employees with charge their hours at the discretion of their Program Manager.

Military Leave

Employees who are inducted into the U.S. Armed Forces or who are reserve members of the U.S. Armed Forces or state militia groups will be granted leaves of absence for military service, training or other obligations in compliance with state and federal laws. These employees may use accrued PTO but are not required to do so. Employees are requested to notify their supervisors as soon as they are aware of the military obligation.

For the employee's reserve camp leave, the employee may receive the difference between his/her normal salary and the compensation received for military service. If the employee takes

his/her leave and PTO concurrently, he/she will receive his/her regular pay for his/her PTO and will not receive any additional benefits for his/her time at camp.

At the conclusion of the leave, employees generally have the right to return to the same position held prior to the leave or to positions with equivalent seniority, pay and benefits.

Bereavement Leave

Employees who experience a loss in their immediate family may take up to three days off with or without pay. An employee's immediate family include and is limited to:

- Parent(s) (biological, adoptive, or step)
- Spouse
- Child (biological, adopted, or step)
- Sibling (biological, adopted, step, or half)
- Grandparent
- Mother-in-law or Father-in-law

Leave for attendance of a funeral of a non-immediate family member or person with an especially close relationship to the employee may be granted with pay or without pay, with the approval of the employee's Program Manager or the Executive Director.

Inclement Weather

Missing work due to inclement weather when the office is open will be charged to the employee's PTO balance, if sufficient hours are available. If sufficient time has not been accrued to cover the hours of work missed, the employee will not be paid for missed hours.

If, at the discretion of the Executive Director, the office will be closed due to inclement weather, the employee will charge their time to the program(s) in which they normally work or in a manner consistent with their timesheet.

3.450 Termination from Leave

SCKEDD is not required to comply with the Family Medical Leave Act as it does not have 50 or more employees for each working day during each of 20 or more calendar workweeks in the current or preceding calendar year.

Employees who are on long-term leave will be considered an Inactive Employee for up to 26 weeks. During this time SCKEDD will pay benefits as prescribed in this Section. After the 26 week period, if the employee is not able to return to work at the same position with equivalent status, pay, benefits, and other employment terms, his or her employment will be terminated.

3.500: EMPLOYEE BENEFITS

SCKEDD maintains a benefit program to help meet the needs of its employees. The information in this section outlines your benefits as an employee of SCKEDD. These group benefits include:

- Participation in a group medical insurance plan
- Participation in the organization’s group term life, short-term disability and long-term disability insurance plans
- Participation in the organization’s retirement program.

For simplicity, this personnel manual merely brings these benefits to your attention. The terms and conditions of all such benefits are governed at all times by the complete provisions of the plans and insurance contracts or agreements under which the benefits are administered. Should a question arise concerning benefits, the terms of the insurance contracts and any formal plan documents will govern.

3.550: Group Benefit Plans

Health Insurance

SCKEDD participates at group rates in a health insurance plan. Upon employment, each employee who is considered full time as defined by the Affordable Care Act may voluntarily elect to participate in the health insurance plan through an automatic payroll deduction.

SCKEDD will pay a fixed cost toward the health insurance premium each month as follows:

Employee Only:	258.00
Employee/Spouse:	469.00
Employee/Dependents:	482.00
Family:	725.00

The amount of this fixed contribution provided by SCKEDD is limited to 85 percent of the individual employee’s health insurance policy total (excluding dental coverage).

Fixed benefit will be adjusted annually at the discretion of the Board of Directors.

No compensation will be allowed in lieu of the health insurance coverage should an employee choose not to take advantage of this benefit. No compensation will be allowed for excess fixed cost benefit should the employee’s premium be less than the amount of the fixed cost benefit.

COBRA

Employees, except those terminated for gross misconduct, are eligible for COBRA benefits when they leave employment with SCKEDD. Benefits are only available should SCKEDD continue to be enrolled in a group health plan that is COBRA-eligible.

Employees are responsible for paying 100% of their monthly premiums, plus any administrative fees imposed by the health insurance provider.

Group Life Insurance, Short Term Disability, Long Term Disability

SCKEDD provides all employees group life, long term disability and short term disability benefits, upon six months of continuous employment with SCKEDD. Contract employees are ineligible to receive this benefit.

An employee's life insurance benefit will be equal to twice an employee's annual salary, which will factor in the number of hours the employee is regularly scheduled to work each week, not including overtime.

The Life and Disability benefit provider may require the employee to complete a health assessment to determine insurability above and beyond a specified guarantee issue amount. Therefore, the Life benefit amount provided to each employee who is eligible will be equal to the lesser of twice the employee's annual salary or the amount guaranteed by the life insurance provider in consideration of an employee's required health assessment.

No compensation will be allowed in lieu of the employee benefit plan, should an employee choose not to take advantage of this benefit.

Group life insurance benefits in excess of a certain dollar amount may be taxable to an employee and therefore included in an employee's W-2. Employees who do not wish to create this taxable event may elect to receive a limited amount of life insurance.

3.600: Retirement Program

All SCKEDD employees are eligible to participate in a Tax Shelter Annuity (TSA) plan when they begin employment. Employees may contribute a fixed dollar amount each week or a percentage of their gross pay each week to their account.

Full Time Employees

SCKEDD will contribute 7.5% of gross income earned by full time employees to their TSA account to begin on the next entry date following twelve months of continuous work by the employee. Entry dates are July 1st and January 1st. No match is required by full time employees to receive this benefit.

No compensation will be allowed in lieu of the TSA contribution should an employee choose not to take advantage of the benefit.

Employees are immediately fully vested in all employer contributions to the employee's 403(b) account.

Part-Time Employees

Part time employees are eligible for SCKEDD's contribution of 7.5% to begin on the next available entry date following 1,000 hours of continuous employment. Part time employees must also match at least \$200.00 to be eligible for this benefit.

Part-time employees who participate in the TSA must inform SCKEDD if they are participating in any other retirement programs (403B, 401K, 457 or Individual Retirement Account), and if their contributions in those programs plus their deductions at SCKEDD total in excess of the maximum allowable by IRS guidelines.

No compensation will be allowed in lieu of the TSA contribution should an employee choose not to take advantage of the benefit.

Employees are immediately fully vested in all employer contributions to the employee's 403(b) account.

3.650: Workers' Compensation Insurance

SCKEDD maintains Worker's Compensation coverage in compliance with applicable laws and regulations. Any employee injured while in the service of SCKEDD must file a full report with his or her Program Manager and the Executive Director immediately. The information is then relayed to SCKEDD's insurance agent for processing.

3.700: Dental Insurance

SCKEDD can arrange for dental insurance at group rates with the full cost of the premium paid for by the employee through automatic payroll deductions.

3.750: Supplemental Insurance Coverage

SCKEDD provides optional supplemental insurance coverage. The premium is paid by the employee through automatic payroll deductions.

3.800: Continuing Education Assistance

SCKEDD encourages its employees to participate in a variety of career development and educational activities. SCKEDD expects these activities to enhance the employee's performance and professional abilities. SCKEDD cannot guarantee that participation in formal education will entitle the employee to automatic advancement, a different job assignment, or pay increase.

An exempt employee attending a seminar after normal business hours shall not receive additional pay or compensatory time for attending career development and educational activities.

Mandatory Training

SCKEDD has several positions which require certification and for which there is mandatory training. SCKEDD will pay 100% of the costs for the employee to attend the training one time only. Failing to gain the required certification can result in the employee losing their employment with SCKEDD. If the employee wants to retake the certification course he/she must pay all expenses and retake the course and test on their own time. Examples of Certifications that are needed by some SCKEDD employees: Certified Housing Inspectors, Certified CDBG Administrators, National Development Council Economic Development Finance

Professional, HQS Certification, QCI Certification, HVAC Master's License, and HVAC Journeyman's License.

Due to the very high cost in obtaining the Economic Development Finance Professional certification, employees gaining this certification must sign an agreement that, once they have completed the certification, they will continue working for SCKEDD for a period no less than one year. Should they leave earlier than one year, they must reimburse SCKEDD for all its expenses in providing the employee the training.

Mandatory Continuing Education

SCKEDD is involved in several programs that require some of its employees to be certified by different agencies in order to perform their jobs. These certifications may also require continuing education. SCKEDD will pay 100% of the continuing education costs. Examples of required continuing education include, but are not limited to: Certified CDBG Administrators, HVAC – Masters License, HVAC – Journeyman License.

When testing is required as part of the continuing education, SCKEDD will only pay for the employee to attend the continuing education instruction and testing one time. If the employee fails the test, he/she is responsible for all time and expenses to retake the test. In some cases a loss of the certification will mean the employee may also be released from employment.

Seminars

Seminars conducted by accredited and/or recognized organizations that will enhance an employee's job knowledge and skills will be considered for payment by SCKEDD. Employees must initially present seminar information to his/her Program Manager. Final approval must be obtained from the Executive Director prior to registration. Approval will be based on application of knowledge gained for the employee's position, employee's length of service, quality, cost and length of the seminar, and current budgetary constraints.

If approved, SCKEDD will pay the entire cost of the seminar and the other associated costs of attending the seminar.

Academic Study

Employees who have completed one year of service to SCKEDD are eligible for the Book Assistance Program.

Employees who are taking academic or technical training classes from accredited colleges, universities or technical schools, which benefit SCKEDD will be reimbursed for their book(s). Employees must first obtain approval from their Program Manager(s) and the Executive Director; must earn at least a "B"/3.0 grade point in the class; and they must continue to work for SCKEDD for one (1) year following the completion of the class. The reimbursement occurs when the employee provides a receipt for the book(s) and proof of their final grade. Should the employee fail to continue to work for SCKEDD for a one-year period, the cost of the book(s) will be deducted from the employee's final pay check.

SCKEDD will assist its employees in pursuing additional education up to a maximum of five (5) courses per SCKEDD fiscal year.

3.850: Vacation Leave Donation Policy

Eligible employees may voluntarily donate a portion of their accrued PTO balance to be converted to cash to financially assist another employee who has exhausted their PTO balance and any banked sick leave, due to his/her extended illness or disability or of the employee's spouse, parent, child, sibling, grandparent, or grandchild or in-law or step-relative in one of these relationships.

An employee can also be eligible due to a catastrophic casualty loss or emergency leave.

Eligibility

All full-time or regular part-time employees who have completed the 90 day review period will be considered eligible to participate in this program.

Procedure

Donations of accrued vacation must be in whole hours, with a minimum of four hours per donation, a separate form must be completed for each pay period in which a donation is desired.

The donating employee shall specify the employee to receive the value of the donation. Prior to preceding the first donation(s) to an employee, SCKEDD will verify the eligibility of the named recipient (i.e. employee status and exhaustion of PTO and banked sick leave) and request the individual's written consent to receive donations. Banked sick leave can only be used if the employee is ill or injured. No donations will be processed until this written authorization is received. The authorization will remain valid until the individual revokes it or he/she becomes ineligible to participate in the program.

Catastrophic Casualty Loss is a serious financial loss suffered by the employee due to a terrorist attack, fire, or other natural disaster, including severe damage or destruction of the employee's primary residence, regardless if it has been declared a major disaster or emergency by the President of the United States.

The donated vacation leave will be converted to dollars by SCKEDD by multiplying the number of hours donated by the donor's hourly base pay rate at the time of processing. The resulting amount, less mandatory withholding (specified below), will be paid to the designated recipient.

Under a similar program, the IRS has ruled that these payments are to be considered wages, and therefore taxable income to the recipient. As a result, the payments will be included in the annual Form W-2 prepared for the recipient and State and Federal income tax and FICA/Medicare tax and Supplemental Retirement contributions depending on the eligibility of the recipient, will be withheld by SCKEDD at the time of payment. The IRS has also ruled that the donating employee realizes no income and incurs no tax deductible expense or loss, either upon donation or payment to the recipient.

SCKEDD will not inform the recipient of the names of those donating hours or the number of hours donated.

The donations processed for a recipient each pay period shall be limited to the amount equal to that individual's regular gross earnings per pay period (i.e. his/her current hourly base rate multiplied by his/her schedule hours of work per pay period). In the event donations exceed this limit, they will be processed in order of the date on the donation authorization form, with the earliest date processed first. Excess donations will be held until the following pay period(s) and processed at that time.

Once a donation has been processed, neither the donor nor the recipient may revoke the transaction, even if it has not yet been paid.

4.000: COMPENSATION

4.050: Payroll Periods and Payment

Payroll at SCKEDD is based on a seven-day work week beginning on Monday and ending on Sunday. SCKEDD employees are paid the following Friday.

New employees are encouraged to use Direct Deposit to receive their pay. Employees have until the Monday following their first work week to provide a voided check or documentation from their financial institution indicating their account's routing (ABA) number, account number, and whether the account is a checking account or a savings account.

Employees who wish to change their account information must provide a new voided check or new document from their financial institution on the Monday prior to the Friday in which the change will be effective.

Employees who are unable to provide sufficient Direct Deposit documentation, at the discretion of the CFO, will receive a paper payroll check or a payroll card.

An employee who loses a paper payroll check will be charged a \$30.00 replacement fee to cover bank charges associated with the stop payment.

4.100: Advances

Salary advances are not permitted.

4.150: Wage and Salaries Review

The Executive Director shall be responsible for maintaining the fairness and adequacy of an overall pay plan and shall submit recommendations to the Officers for that plan and for such changes as are necessary from time to time. Any such pay plan shall be first approved by the Board of Directors before implementation.

Minimum wage laws and wages/salaries of similar positions in the local area or other districts may be considered in setting employee compensation. Marital status, gender, age, perceived financial need, or any other protected classifications are not to be considered when establishing employee compensation or when determining subsequent wage/salary increases.

Merit increases may be awarded as part of the employee's Performance Review. (See Performance Review 2.505.)

4.200: Cost of Living Adjustments (COLA)

Annually, and effective at the beginning of each fiscal year, July 1, each employee's salary may be adjusted to reflect changes in the cost of living. Such changes are not automatic and are subject to the annual budget process and funding availability. If funding is available, a full or partial COLA will be suggested by the Executive Director at the time of the budget preparation. Before taking effect, the COLA must be approved by the Board of Directors at SCKEDD's annual meeting.

Cost of living adjustments will be applied equitably to all employees and shall not exceed the national average of the Consumer Price Index for All Urban Consumers (CPI-U) for the time period of December to December. The CPI-U is obtained from the U.S. Department of Labor, Bureau of Labor Statistics.

4.250: Payroll Deductions

By law, SCKEDD is required to deduct, where applicable, state and federal withholding taxes, Federal Insurance Contributions Act (FICA), and garnishment from an employee's pay.

In addition, upon written authorization by the employee, SCKEDD may take deductions from the employee's paycheck for:

1. The employee's share of SCKEDD's medical insurance
2. The employee's share of the tax sheltered annuity
3. Employee's Dental Insurance
4. Employee's Supplemental insurance
5. Employee savings accounts
6. Dependent life insurance.
7. Expense advance repayment
8. Others as approved

Employees requesting a deduction from their pay should submit a signed **Employee Voluntary Salary Reduction Agreement**.

4.300: Garnishments

Garnishments are court ordered repayments of financial obligations by an individual. When so ordered, SCKEDD must deduct the amount from the employee's pay and remit it to the designated entity.

4.350: FLSA Classification & Overtime

- (1) As an employee of SCKEDD, you are either Exempt or Non-Exempt under the Fair Labor Standards Act. This act sets requirements for minimum wage and overtime compensation. The job description that you have agreed to specifies whether you are exempt or non-exempt. This is determined not by your job title but by your job responsibilities.
- (2) Non-Exempt Employees: Per FLSA guidelines, all non-exempt employees are eligible for overtime pay at 1 1/2 times the straight time rate (regular hourly wage). Overtime must be approved by the Executive Director or employee's Program Manager in advance. Overtime not approved must be paid, but unapproved overtime may result in disciplinary action, up to and including termination. When completing your timesheet, please indicate clearly which project code caused you to incur overtime. If you are not sure, you will need to consult your immediate supervisor.
- (3) A Non-Exempt employee who incurs overtime in a pay period including charges to Holiday Leave, PTO, or Banked Sick Leave will be paid straight time up until he or she incurs 40 hours of non-leave pay. Any overtime in excess of 40 hours of non-leave pay will be paid at 1.5 times the straight time rate. Non-Exempt (hourly) employees will not be paid for any hours that he or she did not work. For example, if an employee leaves two hours before the scheduled shift ending, he or she must take PTO for those two hours or they will be unpaid.
- (4) Exempt Employees: Employees exempt from FLSA requirements may be eligible to receive overtime pay depending on their annual compensation. Generally, these employees receive a fixed salary amount in each pay period, regardless of how many hours are actually worked. Employees in this classification must meet certain tests imposed by the Department of Labor to be considered exempt.
- (5) A deduction of hours from an exempt employee may be incurred in the following situations:
 - a. An exempt employee is absent from work for one or more full days for personal reasons other than sickness or disability;
 - b. An exempt employee is absent from work for absences of one or more full days due to sickness or disability if the deduction is made in accordance with a bona fide plan, policy or practice of providing paid sick leave
 - c. For penalties imposed in good faith for infractions of safety rules of major significance

- d. For unpaid disciplinary suspensions of one or more full days imposed in good faith for workplace conduct rule infractions.

(6) Flex Week: In the event that an exempt or non-exempt employee works beyond their regularly scheduled hours, time off may be requested or required at a one-to-one rate during the same work week at the discretion of the employee's Program Manager or the Executive Director, so that the employee does not exceed 40 hours.

4.375: Compensation During Travel

Employees will receive compensation for travel time consistent with FLSA requirements and CFR Title 29, part 785, as referenced below.

In general, compensable time during travel follows the rules outlined below. Note that these rules apply only to non-exempt employees and exempt employees who are eligible to receive overtime compensation:

1. Time spent traveling from home to the office or directly to a job site within the District is not considered work time and will not be paid, even if traveling with a SCKEDD owned vehicle.
2. Time spent traveling from home to a work site outside of the District in a special one-day assignment is considered compensable time.
3. Time spent traveling between jobsites or between a jobsite and the office is considered compensable work time.
4. If an employee travels away from home overnight, he or she will be compensated for any travel time as a passenger which occurs during regular work hours (even if these hours occur on non-working days).
5. If an employee is required to drive, he or she will be compensated for those hours regardless of when they occur. If, however, public transportation is available and the employee chooses to drive instead, this time is only compensable if it occurs during normal working hours (even if on a non-working day).

Please ask your manager for clarification if there is a special situation before traveling.

4.400: Travel and Other Expenses

To be eligible for travel and other expense reimbursements, the Daily Time and Expense Sheet, together with signed and itemized supporting documentation, must be submitted within thirty (30) days of incurring the expense, except for extenuating circumstances as determined by the Executive Director.

4.450: Meal Reimbursement

Employees and Board members will be reimbursed for travel or other expenses incurred in the furtherance of SCKEDD's business. Employees will be paid Per Diem at the Kansas per Diem rates when on official business outside of SCKEDD's 14-county region. Employees may be paid actual cost when on official business within SCKEDD's 14-county region if the Executive

Director approves the expense. Signed itemized receipts are required, and are attached to the employee's SCKEDD's Daily Time and Expense Sheet.

No payment of per diem or actual cost for meals is to be made if that payment is in violation of the grant award to which the employee is working under when the expense was incurred.

4.500: Mileage Reimbursement

SCKEDD employees may be eligible to use the company owned car, a personal automobile, or a rental car to conduct company business. See **section 6.400** for details.

4.550: Air Transportation

When air transportation for employees or Board members is necessary due to time constraints or distance, the Executive Director, or designee, shall make transportation arrangements, at the least possible cost to SCKEDD. Other considerations besides cost must be approved by the Executive Director.

4.600: Accommodations

Any travel outside the District or travel which requires an overnight stay will require the permission of the Executive Director. Convenience to the traveler in the selection of a hotel site will be considered.

Within reason, employees and Board members will be reimbursed for actual expenses associated with the cost of traveling on SCKEDD business outside the District. Should a spouse accompany the employee or Board member, reimbursement will only be made for the employee or Board member.

All expenses must be documented or apply to the standards established by the U.S. Department of Commerce.

4.650: Reimbursement for Incurred Expense

If the employee incurs an expense while doing work on behalf of SCKEDD, the employee must complete a SCKEDD Daily Time and Expense Sheet prior to reimbursement. Signed itemized receipts for all expenditures must be attached to the Expense Record.

Board members must submit signed itemized receipts for all expenditures.

4.700: Travel Advances

If a cash advance for travel or seminar/workshop expenses is needed, the employee must submit a written proposal to their Program Manager. Every effort will be made by SCKEDD to pay as many of these costs as possible in advance. The proposal must contain specific amounts for the fees for the seminar/workshop, hotel accommodations, mileage, and all other expenses that the employee expects to incur. The Program Manager must approve this

proposal before an employee may receive a cash advance. An employee who is given a travel advance must still complete an expense record as itemized in 5.525 above.

4.750: Weatherization Incentive Program

The incentive program is only for those individuals who work for the Weatherization Program. The measurements take only into account the work that was done under the Weatherization grants from July 1st through June 30th.

Those individuals, who work for the Weatherization Program for less than 100% of the weatherization grant year, or who have worked in the program less than 100% of the time, and are working for SCKEDD as of June 30th of the grant year, will receive a prorated bonus based upon the percentage of the year and payroll hours that they worked in the Weatherization Program.

Weatherization individuals who are on probation as a result of a low evaluation are not eligible for the incentive program for the grant year in which the probation occurred.

Evaluation Measures:

During each weatherization grant year, a State of Kansas Weatherization Representative(s) monitors SCKEDD’s weatherization program. The monitoring covers the paperwork required by the grant, and visiting homes that were weatherized. The home visits check the quality of the work that was done, and if the proper weatherization measures were done to the home. The monitor then writes a letter listing any findings and corrective measures. Both the Weatherization Inspectors and Weatherization Secretary(s) and Administrative Assistant(s) will be evaluated for performance based partially upon the monitor’s letter. Each year’s Weatherization Grant has a specific production goal. For the purposes of the incentive program, SCKEDD’s original Weatherization Program Production Goal must be achieved for all the Weatherization staff to qualify for the incentive program.

The amount of the incentive bonus will be based on the two previous paragraphs and the merits of the employee based on his evaluation and his time with the program. The following table will describe the tiers:

Employee Performance Rating	Performance Incentive Amount			
	Yr. 1-5	Yr. 6-10	Yr. 11-15	After Yr. 15
Overall Evaluation Rating of 5	\$750	\$1,500	\$2,500	\$3,000
Overall Evaluation Rating of 4	\$500	\$1000	\$1,750	\$2,500
Overall Evaluation Rating of 3	\$250	\$500	N/A	N/A

Incentive Pay Taxes

Incentive pay is gross income to the recipient and fully taxable. Taxes applicable to incentive pay are: FICA at 7.65% of gross amount, Federal income taxes and Kansas income taxes. Tax amounts are to be collected and remitted to the respective tax authorities in a timely manner.

Taxes will be withheld on the total incentive pay received in the final pay period of the weatherization grant. To do this, all taxes are paid on the total gross earnings for the time sheet submitted for the final week of the weatherization grant and the total incentive pay added together. The net pay received by ACH for the final week of the weatherization grant will be the computed net pay less the incentive pay already received.

5.000: DISCIPLINE AND GRIEVANCE

5.100: Discipline and Termination Procedures

SCKEDD's progressive discipline policy and procedure is designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior and/or performance issues. Outlined below are the steps of the progressive discipline policy and procedure. It is important to note that the severity of the offense may warrant not following a sequence of reminder-warning-reprimand-penalty, and that the disciplinary action taken may begin at any level. A reprimand, for example, could be given for a serious first offense, and immediate dismissal could result without prior warning or suspension in the case of significant acts of misconduct or serious dereliction of duty as determined by SCKEDD at its sole discretion.

5.200: Progressive Disciplinary Systems

Failure to follow SCKEDD's policies regarding job performance may result in disciplinary action, up to and including termination of employment. The procedures below are intended to be a guide. Depending on the infraction, progress steps may be repeated or not utilized. Verbal warnings may be repeated or the termination step could be immediately taken.

Verbal Warning

For other than major infractions, which can result in immediate termination, employees will first be verbally counseled about the problem with the intent of clearing up any misunderstanding and establishing behavior expected in the future. This verbal warning will be documented by the employee's supervisor noting that the discussion took place, the date, and the subject. Continued violation of policies will result in written notification to the employee of unacceptable action, and may lead to ineligibility for merit increases, probation, suspension, or termination.

Employees Counseling

The second step in the counseling procedure will be a personnel memo. The personnel memo is a tool to help SCKEDD communicate more effectively with employees. It will be used to advise, warn, or otherwise notify employees of performance or conduct that is not acceptable. Employees who receive a personnel memo about unacceptable performance or conduct are encouraged to take advantage of the opportunity to improve, in order to avoid the need for further disciplinary action. Employees will be asked to sign the memo indicating that the

memo was seen and may also indicate disagreement with the content of the memo. Continued violation of policies will result in ineligibility for merit increases, probation, suspension, or termination.

2nd Employees Counseling

Continued violations will necessitate a second written warning and a mandatory probation period. A letter or memo will be prepared advising the employee of the reason for the probation, the length of probation, and any special conditions required to return from probation. A copy of this memo will be given to the employee. The memo will also indicate that unless performance improves or compliance with policies is met within a defined period of time, the next step will be termination. The employee will be asked to sign the memo as proof of receipt. This employee is no longer eligible for merit increases or promotion until the conditions of the probation are met.

Final Step

If the probationary requirements are not met the final step in the disciplinary process will be termination. It is hoped that the progressive counseling procedures as outlined above will assist employees in meeting expectations and this step can be avoided.

Depending on the infraction, progress steps may be repeated or not utilized. Verbal warnings may be repeated or the termination step could be immediately taken.

5.300: Employee Grievances

SCKEDD recognizes that occasionally employees may become dissatisfied with its practices, policies, or other work situations. SCKEDD encourages a quick and reasonable resolution of any such situations, difficulties or complaints. The following steps are suggested guidelines for the employee to ensure that the situations, difficulty, or complaint is most effectively and efficiently handled.

First Step

Where possible the employee is to first orally bring the matter to their immediate supervisor's attention. (A full discussion and understanding of the matter by both the employee and supervisor is essential at this step.) The matter should be put in writing by the supervisor at this time, and signed by both parties. The signatures state that the report is accurate in terms of what each party has said and agreed to.

Second Step

If the grievance is not resolved between the employee and the immediate supervisor or if an employee wishes to bypass a discussion with the immediate supervisor, he/ she may discuss the matter with their Program Manager. The matter should be put in writing and signed by both parties. The signatures are stating that the report is accurate in terms of what each party has said and agreed to.

Third Step

If the grievance is still not resolved, the employee will put the grievance in written form and send it to the Executive Director who will convene a meeting with the employee and their immediate supervisor to discuss the grievance. Executive Director's decision shall be final.

Executive Director

A grievance against the Executive Director may be brought to the attention of the Board of Directors by an employee either in writing or verbally.

6.000: WORKING TOGETHER

6.050: Introduction

At SCKEDD it is important that all employees work together as a team so that the rights and interests of both SCKEDD and employees are assured. Common sense, good judgment and acceptable personal behavior on the part of all employees will make SCKEDD a desirable place to work.

6.100: Drug Testing Policy for Persons Who Drive SCKEDD Vehicles

SCKEDD is committed to achieving and maintaining a safe and productive work environment for all employees. This includes providing a drug-free, healthful, safe, and secure work environment. SCKEDD will not tolerate the use of alcohol or drugs on premises, nor will SCKEDD allow employees to work while they are under the influence of alcohol or drugs. Each employee is expected and required to report to work in an appropriate mental and physical condition to perform his or her assigned duties.

To help ensure a safe and healthful working environment, employees may be asked to provide samples (such as urine, saliva, hair, or breath tests) to identify the illicit or illegal use of drugs and alcohol.

SCKEDD performs drug tests in the following situations:

- Pre-employment,
- For-cause,
- Random or unannounced, and/or
- Under contractual stipulations.

SCKEDD reserves the right to conduct random, no-notice testing of current employees at any time it feels such actions are appropriate. Refusal to submit to drug testing may result in disciplinary action, up to and including termination of employment.

Weatherization Program Manager is responsible for the drug testing policy. Weatherization Program Manager will determine which types of tests are used, when they are used for-cause, and on whom they are used for-cause, with consideration given to applicable state laws. Prohibited substances shall include: methamphetamines/amphetamines, cocaine, opiates, phencyclidine (PCP), and marijuana. Alcohol tolerance is 0.00%.

Random sampling tests will be done on a quarterly basis, Via Christi Occupational & Environmental Medicine will randomly select employees for testing, perform the testing, and will report results directly to Weatherization Program Manager. Per DOT regulations, 50% of drivers must be tested annually for drugs and 10% of drivers for alcohol. SCKEDD is increasing the scope of this policy to include all persons who drive SCKEDD vehicles.

Any employee with a drug or alcohol problem is encouraged to come forward to seek help at any time.

Procedure

Copies of the drug testing policy will be provided to all employees. All employees will read, understand, and abide by the tenets of this policy. Employees will be asked to sign an acknowledgement form indicating that they have received a copy of the drug testing policy. Questions concerning this policy or its administration should be directed to Weatherization Program Manager.

All employees will be required to sign a release authorization giving the company access to the results of the required tests. Employees refusing to sign the release may be terminated, as may those refusing to be tested and employees who attempt to adulterate specimens or provide fraudulent specimens (not his or her own).

The following are examples of for-cause situations in which employees may be required to submit to testing:

- An employee's behavior matches an accepted profile of being under the influence of alcohol or drugs.
- An employee is involved in a self-inflicted injury or accident requiring medical attention.
- An employee causes the injury of another employee who required medical attention.
- An employee causes a non-injury property accident.

Any employee who is observed coming to or returning to the job in an obviously impaired condition shall be removed from the workplace at once. A responsible supervisor shall provide or arrange for transportation for the employee. Local police may be notified if the employee insists on driving while in an impaired condition.

Any employee who tests positive will need to follow the following steps to maintain employment. Failure to comply with any of the steps outlined will result in immediate termination. Please direct any and all questions concerning SCKEDD's drug policy to your Program Manager.

Employees will have five days upon notification of failure to pass a drug screen to decide if they will take the necessary steps to maintain employment at SCKEDD. If SCKEDD is not provided a response in writing within five working days of receiving notification of failure to pass a drug screen, the employee will be terminated immediately. If the employee's decision is made to complete a drug and alcohol evaluation process and complete the prescribed treatment, the

employee will have 30 calendar days to start the process. The employee will remain suspended without pay until they can provide documentation indicating they have completed the screening and have started the prescribed treatment. The employee must also provide a clean drug screen before returning to work.

- Employee will be suspended immediately upon notification of failed drug screen; the employee will not be able to utilize accumulated sick leave or vacation time during their suspension. Employees are able to return from suspension when they have completed the screening, have started the prescribed treatment, and provide a clean drug screen. Documentation of the evaluation and treatment will need to be provided to SCKEDD.
- Employee is responsible for setting up and attending a drug and alcohol evaluation and attending the prescribed treatment program.
- Employee will be subject to random drug screening as SCKEDD's discretion and expense for a period of 24 months. Any positive test results will be cause for immediate termination.
- Employee is responsible financially for all aspects of evaluation, treatment and testing.
- Scheduling of treatment will need to be arranged in a manner where it does not conflict with current work schedule.

Failure to comply with any of the above steps will result in immediate termination.

Employees who test positive and who believe the test was in error may request a re-test of the original specimen.

SCKEDD has contracted with Via Christi Occupational & Environmental Medicine which is certified to conduct the testing. Employees will be notified verbally of scheduled or random testing dates, times & location(s).

Additional Information

In accordance with the federal "Drug-Free Workplace Act of 1988" employees are advised of their obligation to notify their supervisor within five days of any conviction for criminal drug activity occurring within the workplace.

SCKEDD recognizes that alcohol/drug addiction is a treatable illness. It is the employee's responsibility to seek assistance prior to reaching a point where judgment, performance or behavior has led to imminent disciplinary action. Employees who complete treatment may be subject to random drug screening for a period of two years at the employer's discretion. Any positive test results will be cause for immediate termination.

6.150: Workplace Safety

SCKEDD is committed to providing a safe environment for employees and visitors. In order to provide a safe work place, access to work areas may be limited to those with a legitimate business interest.

6.200: Lost and Found

Employees should not bring large sums of money, jewelry or other valuables to work. SCKEDD will not be responsible for personal property that is lost, damaged, stolen or destroyed.

Employees that find personal belongings that have been lost by another person should turn them in to their supervisor.

6.250: Smoking

Smoking and the use of tobacco products is prohibited in the building and the areas immediately around all entrances, in accordance with Kansas state law. This policy is established to provide a smoke-free environment for employees and for visitors to the building.

Smoking and the use of tobacco products is prohibited in a client's home, SCKEDD's offices, and warehouse, and in SCKEDD's vehicles.

Use of cigarettes and tobacco products are only allowed during scheduled breaks. They are not to be discarded on the property surrounding the client's home or on the property surrounding SCKEDD's warehouse, but are to be placed only in proper receptacles.

6.300: Access to SCKEDD Property

It is important that SCKEDD have access at all times to SCKEDD property, as well as other records, documents, and files. As a result, certain management employees reserve the right to access employee offices, work stations, filing cabinets, desks, and any other SCKEDD property at its discretion, with or without advance notice or consent.

Many of SCKEDD's files and records are of a confidential nature and discretion will be exercised when viewing such records or files. Confidential materials should not be copied or removed from SCKEDD.

Employee Access to Premises

After an appropriate vesting period, SCKEDD employees are offered a magnetic access card, which can be used to access the SCKEDD facility. The employee's Program Manager or the Executive Director will indicate the dates of the week and the times that the employee may access the SCKEDD facility.

Should an employee lose his or her magnetic access card, he or she will be charged a \$5.00 replacement fee out of his or her next payroll check. Should an employee terminate employment with SCKEDD and fail to return his or her magnetic access card, he or she will be charged a \$5.00 lost card fee out of his or her next payroll check.

The Executive Director will appoint an employee to be responsible for maintaining the access control system for the doors. This person will also be responsible for locking the doors on holidays and days the office is closed for other reasons.

6.350: Use of SCKEDD Telephones

From time to time it may be necessary for employees to make and receive personal calls on SCKEDD phones. However, these calls should be limited to no more than 5 minutes in length, and should be made, whenever possible, during scheduled break and meal periods.

Employees are expected to use good judgment and common sense when it comes to personal phone calls.

Employees are not permitted to use company cellular telephones while driving. The only exception to this rule will be if the vehicle being driven has a hands-free telephone operating system and the employee is using that system.

Employees who violate this policy may be subject to disciplinary action.

6.400: Use of SCKEDD Vehicles

SCKEDD Car

1. SCKEDD has available the use of a company car to be used for business purposes only. The following policies are to be adhered to in reference to the car.
2. A shared calendar has been set up "SCKEDD Car Calendar" that can be used for you to reserve the use of the vehicle. In a situation where two people need to use the car on the same day at the same time, the individual who needs to drive the furthest will be able to use it.
3. In the glove compartment of the car is a mileage log that needs to be filled out each time the car is used. Indicate the starting mileage and the ending mileage and calculate the total miles driven. Also write what program the car was used for and include an element code. Once per month the mileage book is to be photocopied and saved in a master file.
4. A gas card through our fuel card provider will be provided inside the car. When you use this at the pump it will ask you for an odometer reading and a driver ID. Please be very careful when you type in the odometer reading as this will be used to reconcile with the log book. The driver ID is the last six digits of your social security number. Do not share your driver ID with anyone as you are responsible for all fuel charges made with your driver ID. Please do not leave any less than ½ of a tank of fuel in the gas tank when you return from your trip.
5. Insurance on the vehicle is carried on the Weatherization vehicle policy through our insurance agent. Maintenance on the vehicle will be performed on an as-needed basis. Registration of the vehicle will occur once per year and will take place at the time other non-DOT vehicles are registered with weatherization. The car is not eligible for property tax exemption.
6. All expenses incurred for gasoline, registration, insurance, repairs, and maintenance are to be charged to local. When mileage occurs, local is to be reimbursed based on the

standard IRS mileage rate less the cost recovery component. For 2014, the mileage rate is 34 cents per mile (56 cents standard mileage rate less 22 cents depreciation). At the end of each fiscal year, the amount of standard mileage paid will be compared with actual vehicle expenses. If amount received under the mileage rate exceeds expenses, programs that used the vehicle during the year will be reimbursed pro-rata. If the amount of mileage is less than total expenses, programs that used the vehicle during the year will be charged pro-rata.

7. If, for the convenience of SCKEDD, it would be better for you to take the car home to be kept overnight, you may do so with the approval of your Program Manager. The car must be kept secure from weather, theft, or other hazards.
8. The vehicle is to be cleaned out each time you fill up the car with gasoline. Please also wash the windows, if necessary, during fill up.
9. To ensure the vehicle lasts for a long time, please report any indicator lights, maintenance issues, or unusual mechanical issues as soon as possible.
10. One set of keys is to be stored at the main office in a location specified by the Executive Director. A second set of to be kept at the warehouse for maintenance purposes.
11. If you experience trouble with the car while driving, a roadside assistance policy has been provided with the car. Information on who to contact is in the glove box. In the unlikely event that you lock the keys in the car, do not break the window. Instead, contact your manager for instructions.
12. Any parking tickets, traffic violations, or other fines incurred while operating the vehicle will be the responsibility of the person who incurred such violations. Payment of fines by SCKEDD will be reimbursed to SCKEDD by a payroll deduction.
13. Use of the SCKEDD car is to be made in conjunction with the acceptance of and adherence to the SCKEDD Vehicle Use Policy.
14. If the SCKEDD car is available for use by an employee and that employee elects to take his or her own personal vehicle instead, he or she is only eligible to charge a SCKEDD program the same mileage rate that is charged when the SCKEDD car is used.

Personal Vehicle Use

1. An employee who travels from home to a location (temporary) other than the regular work location (office), remains there all day and then returns home shall be entitled to claim as business miles the lesser of the distance between home and the temporary location or the distance between the office and the temporary location (round trip in each case).
2. An employee who visits a temporary location either on the way to the office or on the way home from the office, or during the course of the day travels round trip between the

office and temporary location, shall be entitled to claim as business miles the round trip miles traveled, reduced by the round trip miles normally incurred in traveling between home and office.

Other SCKEDD Vehicles

1. Vehicle use Eligibility

- a. Employees with “outside the office” responsibilities requiring automobile travel may be eligible to use a company vehicle or receive reimbursement for the use of other than a Company provided vehicle. Assigned Company vehicles or reimbursement for the use of other than a Company provided vehicle must be approved by: (a) Executive Director or (b) Program manager. The Company reserves the right to prohibit employees with unsatisfactory safety or traffic violation records from operating Company vehicles, and to withhold authority from such employees to use any vehicle for Company business. For purposes of the policy, business miles include all miles driven to carry out authorized job responsibilities in the normal and customary course of an employee's employment. Business miles do not include daily/regular commuting miles between an employee's home and regular or temporary office/location.
- b. Non Company Owned Vehicle Expense. For the purpose of determining automobile expense reimbursement under various Company policies, business miles are further defined as follows:
- c. A determination of vehicle expense form must be filled out prior to claiming mileage from your personal vehicle. This form will determine which method (claiming mileage or driving a rental car) is more cost effective. This form must be approved by the Executive Director and Program Manager to be eligible for reimbursement for the mileage or the rental. Mileage reimbursement will be paid and no form is required for round trips under 100 business miles.
- d. If an employee fills out a determination of vehicle expense form and determines renting a vehicle is the more cost effective method. The employee does have the option of driving his qualified personal vehicle for the same reimbursement amount of the rental vehicle. This request must be approved by the Executive Director and Program Manager to be eligible for reimbursement. Mileage reimbursement will be paid and no form is required for round trips under 100 business miles.
- e. Assigned Company Vehicles. Company vehicles may be assigned to outside field or service employees. These employees are those who (a) normal job responsibilities require them to carry tools, inspection equipment, an inventory of service supplies and spare parts, or (b) who are required to be available 24 hours a day 7 days a week. The use of company vehicles is limited to business miles and de minimus personal use as defined by the IRS. Personal use is not permitted except on a de minimus basis (such as a stop for a personal errand

that is done between business locations). In those instances where the employee is authorized to use the Company vehicle in commuting to and from his/her home and the permanent or temporary work location which satisfies the requirements of the Commuting Rule defined in the IRS Fringe Benefit Valuation Rules publication 15-B, the per trip rate required will be added to his/her W-2 as taxable income. No DOT certified vehicles will be allowed for commuter use.

- f. Maintenance and Upkeep. Employees with a company provided vehicle will maintain those vehicles in an above average condition. Regular cleaning (defined as at least once a month or anytime the vehicle has a heavy accumulation of dirt or grime on the exterior from muddy roads, snow, or salt) of the interior and exterior is required and is eligible as a reimbursable expense. Employees with a Company assigned vehicle are responsible for complying with the manufacturer's preventative maintenance schedule so as to keep all warranties in force. The Company will reimburse the employee for preventative maintenance as well as emergency repairs. If a major repair is necessary consult with your program manager for guidance on what is required to complete the repair. If the employee does not follow the appropriate preventative maintenance program for Company provided vehicles, the employee will be expected to pay for otherwise preventable repairs. SCKEDD does have accounts for vehicle care and maintenance at different businesses in the Wichita area. A list of those businesses will be provided to anyone assigned a company vehicle.
- g. Authorized Drivers. Only employees with valid Kansas driver's licenses may be authorized to operate Company assigned vehicles. The operation of the Company provided vehicle is limited to (1) the assigned driver, and (2) other Company employees (as required in the performance of Company business) with the approval of the Program manager, and as permitted by the Company's applicable insurance policies and any applicable restrictions.
- h. For an employee to be eligible to drive a company owned DOT rated vehicle the driver must first be able to pass a DOT physical. The employee must also receive DOT driving instruction from our current training provider and pass a DOT drivers test provided by SCKEDD's current training provider. If SCKEDD exceeds 15 DOT certified drivers they are subject to drug screen as part of their physical required by DOT.
- i. Employees who are approved for and receive reimbursement for use of his/her own vehicle or rental vehicle pursuant to this policy are authorized to use the vehicle for Company business only if he/she maintains a valid driver's license and insurance coverage of at least \$10,000 property damage/ \$25,000 per person bodily injury/\$50,000 bodily injury per accident or \$85,000 all persons all property combined single limit. The termination or suspension of a valid driver's license and/or reduction of insurance coverage below the aforementioned levels must be immediately reported to those authorizing such allowance and use.

- j. All authorized drivers of company provided vehicles are subject to random no notice drug testing. See personnel manual 7.310 Drug Testing Policy for Persons Who Drive SCKEDD Vehicles.
 - k. Safety Requirements. SCKEDD strives to provide a drug free work environment. There will be no alcohol or drug use while operating a company assigned vehicle. Any employee who is taking a doctor prescribed medication must inform his Program Manager he is taking the medication and provide a doctor's note or information sheet, stating it is safe to operate a motor vehicle while on this medication.
 - l. Seat/shoulder belts shall be worn at all times while operating or travelling in motor vehicles during Company business.
 - m. Employees are not permitted to use cellular telephones while driving. The only exception to this rule will be if the vehicle has a hands free telephone operating device and the employee is using this system. Refer to the personnel manual (8.5 Use of SCKEDD Telephones)
2. Accident and Liability for Damage.

- a. All accidents involving Company provided vehicles occurring during the course of business or the commute home must be reported as indicated herein:
- b. All accidents, damage or theft must be immediately reported and a completed Accident/Loss Report must be submitted to the Program Manager or Production Coordinator in no later than the next business day following the incident.
- c. In the event that a DOT certified vehicle is involved in an accident. The driver is required to call our DOT training provider and follow their instructions.
- d. The police force having jurisdiction must be notified immediately, unless they are present at the accident/loss site. A copy of their written report must be obtained and forwarded to the Program Manager as soon as practicably possible.
- e. When serious bodily injury or a fatality is involved, the employee must immediately notify the Program Manager. In the event of injury or fatality to any employee, the Program Manager and Executive Director must be notified immediately.
- f. In the event that the loss involves theft or damage of or to a Company vehicle, it is the responsibility of the assigned driver to report the loss to the Program manager.
- g. The employee assigned a Company vehicle is responsible for all damage occurring while the vehicle is operated by an unauthorized driver, unless the unauthorized driver is operating the vehicle without the permission or consent of

the employee. SCKEDD would consider any use by a family member as having permission. This use would be considered unauthorized and the employee would be responsible for all damage or loss.

- h. All company provided vehicles must be protected against weather damage or theft and stored in an enclosed & secure area such as a garage or a SCKEDD facility. If the assigned vehicle is not stored in such a way and is damaged or stolen the employee assigned the vehicle is responsible for all repairs or loss. If the assigned employee does not have access to a garage to secure the company assigned vehicle at his or her home, arrangements must be made to park the vehicle inside a SCKEDD facility.
- i. The employee assigned a Company vehicle is responsible for damage occurring while the vehicle is operated by the employee up to the amount of the insurance deductible, if damage is caused by the employee's negligence (an at fault accident). If damage is caused by gross negligence or willful misconduct, the employee is fully responsible for the damage.
- j. Any employee involved in an injury accident or a non injury property accident will be subject to a drug test. See personnel manual 7.310. Drug Testing Policy for People Who Operate SCKEDD Vehicles.
- k. All accidents involving rental vehicles or vehicle receiving mileage reimbursements during the course of business must be reported as indicated herein:
- l. All accidents which occur during the course of business must be immediately reported and a completed Accident/Loss Report must be submitted to the Executive Director and Program Manager no later than the next business day following the accident.
- m. Your insurance company must be notified immediately. SCKEDD will have no responsibility for loss on any personal vehicle. SCKEDD does have an insurance policy for rental cars. You must have the name of the agent and the company that carries the policy. Our agent will handle the claim from there. Ask your Program Manager for a copy of the information.
- n. The police force having jurisdiction must be notified immediately unless they are present at the accident/loss site.
- o. A copy of their written report must be obtained and forwarded to the Executive Director and Program Manager, the appropriate individual and your insurance company.
- p. When serious injury or fatality is involved, in addition to notifying your insurance company, the employee must immediately notify Executive Director and Program Manager and Production Coordinator. In the event of injury or fatality to any

employee, the Program Manager and Executive Director must be notified immediately.

Operation of Vehicles

1. The Company assumes no responsibility for, nor will the employee be reimbursed for, any fines incurred for traffic or parking violations. The employee/driver is expected to obey the traffic laws and drive safely.
2. Any employee operating a DOT certified vehicle must do all qualifying inspections prior to leaving the warehouse or temporary site location. The employee must comply with all DOT regulations, obey the traffic laws and drive safely. The driver will assume all responsibility for any fines associated with a failed DOT inspection.

Reimbursable Expenses

1. Any employee with an assigned vehicle will not be permitted to use a personal vehicle for business use and have a mileage reimbursement charge. There shall be no personal vehicles allowed at a temporary location during scheduled business hours. There will be no exceptions.
2. If the employee is eligible and a company owned vehicle is available. The employee may use a company vehicle for the purpose of conducting SCKEDD business. This use is limited to business miles only. De minimis personal use is not permitted in this situation. For such use, the employee is responsible for tracking the mileage and charging it to the appropriate program.
3. Any employee with a valid driver's license and insurance coverage of at least \$10,000 property damage/ \$25,000 per person bodily injury/\$50,000 bodily injury per accident or \$85,000 all persons all property combined single limit may be authorized to use his/her own vehicle in the performance of Company business if a) the round trip business miles are under 100 or b) a determination of vehicle expense form is filled out and this method is found to be the most cost effective. Employees will be reimbursed for business miles driven at a fixed rate (following the IRS guidelines) which may be adjusted from time to time.
4. Drivers of Company provided vehicles will be reimbursed for all fuel, maintenance, and for repair when authorized in advance by their Program manager.
5. Employees will be reimbursed for business-related parking fees (but not parking fines) and turnpike, bridge and tunnel tolls related to business travel. Receipts should be submitted in support of such expenses whenever obtainable. Receipts should be signed /initialed and dated prior to submission. If no receipt was retained please attach a brief explanation of the charge with a date and signature.

Employee Responsibilities

1. For Company provided vehicles, prepare a Condition of Vehicle Report annually. The report should be submitted to the Program manager.
2. For Company provided vehicles, maintain a daily log of mileage driven and submit monthly to your program Manager. The city location and the client name are to be listed on the log when the purpose of the travel was to perform an inspection or perform specific work. The daily log must also include a column documenting the number of times the vehicle was used to commute.
3. All non-weatherization use of any vehicle will be tracked monthly and journal entries performed for the mileage adjustment allowance per mile in effect at that time.

Any violations of this policy are subject to disciplinary action, up to and including termination

6.450: Employee Parking

Employees park at their own risk and SCKEDD will not be responsible for theft or damage to any vehicles parked on or near SCKEDD property or at locations away from SCKEDD while on company business. Also, SCKEDD will not be responsible for personal property left in vehicles that is lost, damaged, stolen, or destroyed.

6.500: SCKEDD Bulletin Boards

Posted information on employee bulletin boards is for the benefit of all employees. SCKEDD reserves the right to monitor and limit posted information on the bulletin boards. Employees may find posters that explain state and federal law, as well as updated information about SCKEDD's policies and procedures on employee bulletin boards. Employees are responsible for checking SCKEDD's bulletin boards on a regular basis and for reading all posted materials.

6.550: References

It is against the policy of SCKEDD to provide letters of recommendation for any employee. A neutral reference providing date of employment and position title only may be provided to a potential employer.

6.600: Heat Stress Policy

SCKEDD is committed to the health and safety of its staff, with the objective to provide a safe and healthful work environment. In keeping with this objective SCKEDD establishes the attached procedures to address and minimize the detrimental effects of excessive heat on SCKEDD employees who are required to work in high heat environments during periods of elevated temperatures. This policy applies to all SCKEDD employees who are required to work in the above described conditions.

Any questions regarding the implementation of the attached procedures should be referred to the Weatherization Program Manager.

General Information

Working in environments of extreme temperatures can lead to heat-related illnesses and injuries. Several factors influence the risk of the illnesses and injuries, including but not limited to the following:

Ambient Temperature: This is the naturally occurring temperature. When working indoors, heating, ventilation and air conditioning systems can be used to control the temperature and limit the risk of heat or cold related illnesses and injuries. Working in conditions of temperature extremes outdoors requires the implementation of other types of controls to limit the risk of illness or injury

Relative Humidity (RH): This is the ratio of the actual amount of moisture in the air compared to the amount of moisture the air could hold if completely saturated at the same temperature. Elevated relative humidity levels increase the sensed temperature impact; cold temperatures feel colder and hot temperatures feel hotter when humidity levels are elevated above 60% RH. (See Table 1 below.)

Work Activity: As employees expend more energy, the body's internal metabolic heat production rises. This increases stress on the cardiovascular system to regulate body temperature (i.e. by increasing blood flow to skin). Work-related factors that influence heat stress include work rate, level of physical effort, and duration of activity.

Clothing: Clothing adds insulation to the body. During hot weather, layers of clothing will increase our level of discomfort and increase the risk of suffering heat related illness or injury. Selecting the appropriate clothing for the anticipated work activity will reduce the probability of the occurrence of these incidents. Other factors that may increase the risk of heat-related disorders include additional equipment, the use of a respirator, or other personal protective equipment (PPE).

Personal Characteristics: Characteristics such as age, weight, previous heat stress injury, underlying medical conditions (e.g. diabetes, cardiovascular disorders, chronic pulmonary disease, and thyroid disorders), medication use and overall health and physical fitness contribute to an employee's susceptibility of contracting a heat-related illness.

Table 1: Apparent temperature, Heat Stress Index (HSI)*

Relative Humidity	70	75	80	85	90	95	100	105	110	115
0%	64	69	73	78	83	87	91	95	99	103
10%	65	70	75	80	85	90	95	100	105	111
20%	66	72	77	82	87	93	99	105	112	120
30%	67	73	78	84	90	96	104	113	123	135
40%	68	74	79	86	93	101	110	123	137	151
50%	69	75	81	88	96	107	120	135	150	
60%	70	76	82	90	100	114	132	149		

70%	70	77	85	93	106	124	144			
80%	71	78	86	97	113	136		Extreme Danger		
90%	71	79	88	102	122					
100%	72	80	91	108						

Category	Apparent Temperature (F)	Dangers
Extreme Danger	Greater than 120	Heat stroke imminent
Danger	105 – 120	Heat exhaustion likely
Extreme Caution	90 – 105	Heat cramps, exhaustion possible
Caution	80 -90	Exercise more fatiguing

Monitoring for Signs and Symptoms of Heat Stress

Supervisors, co-workers and employees themselves are all responsible for monitoring for the signs and symptoms of heat-related illnesses. See the above table for signs and symptoms of heat related illnesses. Supervisors and co-workers are often in the best position to observe the on-set of heat related illnesses in co-workers.

- When heat stress risks are present supervisors should check workers regularly (by observation and questions) for signs and symptoms of heat stress.
- Monitor yourself for the signs and symptoms of heat-related illnesses, such as taking your own pulse.
- When working in heat, use a buddy system. Monitor the condition of your co-workers and have someone do the same for you.
- Supervisors should check to ensure that employees are self-monitoring and ask for their determinations.

Heat Related Disorders

The primary ways the human body regulates high temperatures are through blood flow and sweating. Blood is circulated to the skin, increasing the skin temperature and allowing the body to give off the excess heat through the skin. When the body senses the heat loss due to increased blood circulation is not enough to cool the body sweating occurs. Evaporation of the sweat cools the skin and eliminates large quantities of heat from the body.

If the body is unable to release excess heat, it will store it. When this happens, the body's core temperature rises and the heart rate increases. If the body continues to store heat the person may begin to have difficulty concentrating, may become irritable and lose the desire to drink fluids.

Listed in Table 2 below are the common heat-related disorders, along with the accompanying symptoms and appropriate first aid treatment.

Table 2: Signs, Symptoms, and treatment of Heat Related Disorders

Heat-Related Illness First Aid and Emergency Response Procedures		
Heat-Related Illness	Signs and Symptoms	First Aid and Emergency Response Procedures
Dehydration	<ul style="list-style-type: none"> • Loss of work capacity • Delayed response to stimuli • Fatigue • Dry Mouth 	<ul style="list-style-type: none"> • Rest • Drink plenty of fluids such as water or sports drinks • Get medical evaluation if severe
Heat Rash	<ul style="list-style-type: none"> • Red, itchy skin • Bumpy skin • Skin infection 	<ul style="list-style-type: none"> • Apply cool water or compress to rash • Keep affected area dry
Heat Cramps	<ul style="list-style-type: none"> • Muscle cramps or spasms • Grasping the affected area • Abnormal body posture 	<ul style="list-style-type: none"> • Drink water to hydrate body • Rest in a cool, shaded area • Massage affected muscles • Get medical attention in cramps persist
Heat Exhaustion	<ul style="list-style-type: none"> • High pulse rate • Extreme sweating • Pale face • Insecure gait • Headache • Clammy and moist skin • Weakness • Fatigue • Dizziness 	<ul style="list-style-type: none"> • CALL 911* • Move to shade and loosen clothing • Start rapid cooling with fan, water mister or ice packs • Lay flat and elevate feet • Drink small amounts of water to hydrate and cool body
Heat Stroke	<ul style="list-style-type: none"> • Any of the above, but more severe • Hot, dry skin (25-50% of cases) • Altered mental status with confusion and agitation • Can progress to loss of consciousness and seizures 	<ul style="list-style-type: none"> • CALL 911* • Immediately remove from work area • Start rapid cooling with fan, water mister or ice packs • Lay flat and elevate feet • If conscious give sips of water • Monitor airway and breathing

Preventative Controls

Controls are mechanisms that are implemented to minimize or eliminate exposures to hazards, such as heat. There are three types of controls that can be implemented: Administrative, Engineering and Employee self-monitoring. The following are types of controls that may be used to reduce exposure to heat hazards and heat-related illnesses and injuries. Each person and situation is unique, so controls and their applications may vary.

Administrative Controls

Administrative controls are strategies used by supervisors to limit exposures to a hazard. For example changes to work schedules can limit the amount of time an employee is exposed to the elevated temperatures. The following are all examples of administrative controls:

1. Training – This is the key to good work practices. Unless all employees understand the reasons the chances of a program succeeding are greatly reduced. A good heat-stress training program should include the following:
 - a. Knowledge of the hazards of heat stress;
 - b. Recognition of predisposing factors, danger signs, and symptoms;
 - c. Awareness of first-aid procedures for, and the potential health effects of, heat stroke;
 - d. Employee responsibilities in avoiding heat stress;
 - e. How to provide directions to work location;
 - f. Dangers of using drugs, including therapeutic ones, and alcohol in hot work environments
 - g. Use of protective clothing.
2. Acclimatization - Employees need to adapt to new temperatures. This adaptation period is usually 5 days. New employees and employees returning from an absence of two weeks or more should have a 3-5 day period of acclimatization. This period should begin with 50% of the normal work load the first day and gradually build up to 100% on the last day.
3. Work Conditions - Check weather conditions frequently during the day and adjust the work schedule. It might be appropriate to change the actual hours of work to minimize working during the heat of summer months. Heavy work should be scheduled for the cooler hours of the day.
4. Work/Rest Cycles - Heavy and minimal work activities should be alternated. Tasks should be rotated among workers. Employees should be allowed sufficient breaks in a cool area to avoid heat stress and promote recovery. Shade should be provided.

Employees who feel as though they are suffering from heat related disorders shall be given recovery breaks in a shaded area and provided first aid treatment appropriate for their symptoms.

5. Fluid Intake - Cool fluids such as water or electrolyte replacement drinks need to be conveniently available to workers so they can drink about 8 oz. of liquids every 20 minutes. The ideal temperature for liquids should be 50 - 60 F. For remote outdoor work locations this means providing these fluids in such a way that can be transported by employees with them to the location. There should either be enough fluids on hand for all employees or the ability and procedures to replenish this supply throughout the day.
6. Personal Protective Equipment – During work in hot environments, workers should use the lightest weight or breathable protective garments that give adequate protection. Shorts may be considered but when selecting appropriate clothing consider the work you will be doing and any other hazards associated with the job. It is strongly recommended that workers use sun block with adequate protection

Engineering Controls

Engineering controls are physical changes made to the work environment. Heat may be controlled through general ventilation and spot cooling by local exhaust ventilation at the point of high heat production. Shielding may be needed for protection against radiant heat sources. Another control measures would be the use of fans to create air flow. Outdoor work areas must have a shaded area accessible to the employees. Shaded areas can be created by using tarps or canopies. To be considered “shade” the employee must not cast a shadow while in the shade.

Employee Self-Monitoring

Employees who work in high heat environments during periods of elevated temperatures have the following responsibilities:

- Participate in heat stress training. Learn the signs and symptoms of heat stress, as well as the risk factors and first-aid treatments.
- Take extra precaution if you are at high risk. High risk factors include being older, overweight, overexertion, and chronic medical conditions including diabetes, heart or lung disease, thyroid disease, or high blood pressure. If you take medications you should check with your doctor to see if any of the medications put you at a higher risk for heat-related disorders.
- Compliance with this policy and procedure. Following the preventative measures listed in this policy as well as the County’s Heat Stress Training.
- Take time to acclimate to the heat and/or humidity. You will have a greater tolerance for heat if you limit your physical activity until you have become accustomed to the heat.
- Stay hydrated by drinking small amounts of cool water frequently throughout the day. Consider periodically supplementing some of your water with a sports beverage to

ensure the minerals and electrolytes your body needs. Be aware of sports beverages as they contain high levels of salts and sugar, check with your physician before consuming these.

- Wear appropriate clothing. Choose light weight, light colored loose-fitting clothing.
- Monitoring self for signs and symptoms of heat-related disorders.
- Pace yourself.

Contacting Emergency Medical Services

When contacting emergency medical services staff should give clear and concise directions to the work location. If working in locations without physical street addresses staff should be familiar with information such as the closest cross streets, etc. Please remember those taking the directions or responding to calls for emergency services may not be familiar with references such as “Old Man Johnson’s place”.

7.000: JOB DESCRIPTIONS

In order to mutually understand what is expected of a new employee and for what the employee will be held accountable, a job description is utilized.

Exempt (Salaried) Positions

Executive Director
Program Manager
Housing Inspector I
Controller
Development Coordinator I
Development Coordinator II
Housing Inspector II

Non-Exempt (Wage Earning) Positions

Master’s License, HVAC
Journeyman’s License, HVAC
Crew Lead
Assistant Crew Lead
Administrative Assistance
Secretary
HVAC Technician
Crew Member II
Crew Member I
Part-Time Administrative Aide

Certain job positions are exempt from coverage under the **Fair Labor Standards Act (FLSA)**, which governs the payment of minimum wage and overtime. Some of the types of positions that are exempt from the FLSA are those of a managerial, administrative or a professional nature, although job titles do not control classification as exempt or non-exempt from the FLSA.

Non-exempt positions are under the Fair Labor Standards Act (FLSA). They are governed by the payment of the minimum wage and overtime.

8.000: FORMS

1. Employment Application
2. Paid Time Off Request Form
3. 90-day Performance Review
4. Semi-Annual Performance Review
5. Annual Performance Review
6. Computer/Printer Repair Request
7. Employee Credit Card Agreement
8. Employee Voluntary Salary Reduction Agreement
9. Daily Time and Expense Sheet (Timesheet)

9.000: EMPLOYEE STATEMENTS OF ACKNOWLEDGEMENT AND AGREEMENT

9.100: Employee Statement of Acknowledgement

I have received a copy of SCKEDD’s Personnel Manual and have read or had it read to me carefully. I further understand all matters set forth in SCKEDD’s Personnel Manual and agree to abide by and adhere to SCKEDD’s policies during my employment with SCKEDD. I further understand and agree that any provision of SCKEDD’s Personnel Manual may be amended, revised, or eliminated at any time by SCKEDD.

I understand that my employment with SCKEDD is not for a specified length of time. Rather, I understand and agree that my employment is terminable at will so that both SCKEDD and I remain free to choose to end our work relationship at any time, with or without cause. Likewise, I understand and acknowledge that nothing in SCKEDD’s Personnel Manual in any way creates an express or implied contract of employment between SCKEDD on the one part, and me, on the other part.

I understand that it is my responsibility to maintain and keep my personnel manual updated as new policies are created and distributed and/or policies are deleted or changed.

I hereby acknowledge receipt of SCKEDD’s Personnel Manual.

Employee's Name (Please Print) _____

Employee's Signature _____

Date _____

9.200: Drug Free Workplace Acknowledgement

I understand that it is SCKEDD’s policy to maintain a drug free workplace and SCKEDD’s Drug and Alcohol Policy located in SCKEDD’s Personnel Manual.

As an employee of the South Central Kansas Economic Development District, Inc. (SCKEDD), I hereby certify that I have received a copy of SCKEDD’s Personnel Manual and in it a copy of SCKEDD’s policy regarding the maintenance of a drug-free workplace. I realize that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited on this employer’s premises or while conducting SCKEDD’s business. A violation of this policy can subject me to discipline up to and including termination. I realize that as a condition of employment on all federal contract(s) or grant(s), I must abide by the terms of this policy and will notify the employer of any criminal drug conviction for a violation occurring in the workplace no later than five (5) days after such conviction. I further realize that federal law mandates that the employer communicate this conviction to the contracting or granting federal agency(s), and I hereby waive any and all claims that may arise for conveying this information to the federal agency.

Employee’s Name (Please Print): _____

Employee’s Signature: _____

Date: _____

9.300: Part-Time Employee Acknowledgement

I understand that I am a part-time employee of SCKEDD and am therefore not eligible for all of the same benefits as a full time-employee.

I understand my benefits as a part-time employee are covered under Section 3.000 of SCKEDD's Personnel Manual.

Employee's Name (Please Print): _____

Employee's Signature: _____

Date: _____

9.400 Confidentiality Agreement

This Confidentiality Agreement is made and entered into this _____ day of _____, 20__ by and between _____ hereinafter referred to as “Employee” and the South Central Kansas Economic Development District, Inc., hereinafter referred to as “SCKEDD.”

WHEREAS, Employee is currently in the employment of SCKEDD, and

WHEREAS, Employee and SCKEDD acknowledge during Employee’s continued employment, Employee will be possessing proprietary and confidential information of SCKEDD, its loan applicants or clients on a continuing and on-going basis, and

WHEREAS, because of the nature of SCKEDD’s confidential information, the Employee understands a condition of employment is the Employee’s execution and observance of the terms of this Confidentiality Agreement.

NOW THEREFORE:

1. The term “Confidential Information” means any business records, plans, surveys, documents, applications, information or material which is proprietary to SCKEDD, its loan applicants, clients, or future affiliate organizations, whether or not owned or developed by SCKEDD or its future affiliates.
2. The Employee acknowledges that all of SCKEDD’s information, records, plans, studies, and surveys, as well as all of SCKEDD’s proprietary information are “confidential information,” except such information which is in the public domain or authorized by the client. The Employee understands that the confidential information is fully confidential, that dissemination of the confidential information would be detrimental to SCKEDD and may project a conflict of interest between the interest of SCKEDD and a third party including the appearance of a conflict of interest and Employee further acknowledges that all of the confidential information is the exclusive property of SCKEDD.
3. The Employee shall not, during the term of the Employee’s employment by SCKEDD or any time thereafter, directly or indirectly furnish or divulge any confidential information or proprietary information to any person, firm, corporation whatsoever, or use confidential information of SCKEDD, its loan applicants, or clients in any way except as may be necessary for the fulfillment of Employee’s duties as an Employee of SCKEDD.
4. Upon termination of the Employee’s employment with SCKEDD, the Employee shall immediately return to SCKEDD all confidential information and proprietary information belonging to SCKEDD including, but not limited to, computer readable discs, CDs, flash drives, software, tapes, originals and copies of any information or proprietary information of SCKEDD, its loan applicants or clients. The Employee shall also return such items at

any time during the Employee's employment upon the request of SCKEDD.

5. SCKEDD and the Employee acknowledge that damages may not be an adequate remedy for breach of confidentiality and non-disclosure obligations, and that SCKEDD may have recourse to injunctive or other equitable relief without needing to prove the threat of harm or damage.

EMPLOYER:

EMPLOYEE:

South Central Kansas Economic
Development District, Inc.

Title:

9.500 Heat Stress Acknowledgment

For Weatherization Field Workers

I, _____ (Employee Name), acknowledge that I have read and understand the South Central Kansas Economic Development District, Inc.'s Heat Stress Prevention and Hot Weather Policy. I agree to adhere to this agreement in its entirety and will ensure that employees working under my direction adhere to this Policy. I understand that if I violate the rules set forth in this Policy, I may face legal, punitive, or corrective action up to, and including, termination of employment.

Name: _____

Signature: _____

Date: _____