

Tri-County Opportunities Industrialization Center

OIC Employee Handbook

Issue Date: January 1, 2001

Table of Contents

No. Policy	Page
INTRODUCTION	
020 Employee Welcome Message	
030 Organization Description	
040 Introductory Statement	
051 Employee Acknowledgement Form	
EMPLOYMENT	
102 Employee Relations	1
103 Equal Employment Opportunity	2
105 Personal Relationships in the Workplace	3
107 Immigration Law Compliance	4
110 Outside Employment	5
EMPLOYMENT STATUS & RECORDS	
201 Employment Categories	6
202 Access to Personnel Files	8
204 Personnel Data Changes	10
205 Introductory Period	11
208 Employment Applications	13
209 Performance Evaluation	15
EMPLOYEE BENEFIT PROGRAMS	
301 Employee Benefits	16
303 Vacation Benefits	17
305 Holidays	19
306 Workers' Compensation Insurance	20
307 Sick Leave Benefits	21
311 Jury Duty	22
313 Benefits Continuation (COBRA)	23
381 Pay Policies	24
TIMEKEEPING/PAYROLL	
401 Timekeeping	26
403 Paydays	27
405 Employment Termination	28
410 Pay Setoffs	30

OIC Employee Handbook

WORK CONDITIONS & HOURS

502	Work Schedules	31
504	Use of Phone and Mail Systems	33
505	Smoking	34
508	Use of Equipment and Vehicles	35
510	Emergency Closings	36
512	Business Travel Expenses	37
514	Visitors in the Workplace	41
516	Computer and E-mail Usage	42
520	Telecommuting	44
582	Information Request	45
587	School Van Policy	46
588	Staff Development and Training	52
589	Cancellation of Classes/Substitute Coverage	53

LEAVES OF ABSENCE

602	Family Leave	54
680	Special Leave	56
681	Absence Without Leave	57

EMPLOYEE CONDUCT & DISCIPLINARY ACTION

701	Employee Conduct and Work Rules	58
702	Drug and Alcohol Use	60
703	Sexual and Other Unlawful Harassment	61
704	Tardiness and Absentism	62
708	Resignation	64
716	Progressive Discipline	65
718	Problem Resolution	67
781	Ethics	70

On behalf of your colleagues, I welcome you to Tri-County OIC and wish you every success here. We believe that each employee contributes directly to Tri-County OICs success and we hope you will take pride in being a member of our team.

This handbook was developed to describe some of the expectations of our employees and to outline the policies, programs, and benefits available to eligible employees. Employees should familiarize themselves with the contents of the employee handbook as soon as possible, for it will answer many questions about employment with Tri-County OIC.

We hope that your experience here will be challenging, enjoyable, and rewarding. Again, welcome!

Sincerely,

Clarence C. Morrison
Chairman
Board of Directors

Jeffrey Woodyard
Executive Director

ORGANIZATION DESCRIPTION

Mission Statement

Tri-County Opportunities Industrialization Center (OIC) has embraced the Program Improvement Team (PIT) initiative envisioned by the Pennsylvania Department of Education (PDE). The Program Improvement Teams primary objective is to ensure our delivery system emphasizes quality, accountability and flexibility. The Team strives to “measure performance by the quality of education its learners receive” (PDE, Project EQuAL) by capitalizing on the input and experience of administrators, practitioners, support staff, volunteers and the community.

Services Provided

Tri-County OIC is a non-profit community-based organization that provides adult education, vocational training, and support services to out-of-school adults in Dauphin, Cumberland and Perry counties. Currently Tri-County OIC offers these classes and services:

- Outreach and Recruitment
- Academic Placement Testing
- Basic Literacy Skills
- Basic Life Skills
- Adult Basic Education
- GED Test Preparation
- Academic Counseling
- Nurse Aide Training
- Job Counseling
- Job Development
- Homebound Tutoring
- Workplace Literacy
- Commercial Driver's License Test Preparation
- Family Literacy
- Vocational Training

Telecommunications Education
Computer Assisted Learning
Welfare-to-Work Training

Tri-County OIC is located at 2107 North 6th Street, Harrisburg, PA 17110. Additional service delivery sites are located in these cities:

Harrisburg
Steelton
Lykens
Camp Hill
Hershey
East Pennsboro
Lewisberry
New Bloomfield

Tri-County OIC's History

OICs of America --- The Beginning

Opportunities Industrialization Centers of America is a network of employment and training programs bound together by a common commitment -- serving the unemployed, underemployed, and undereducated. The first OIC was founded in 1964 in Philadelphia by Dr. Leon Howard Sullivan, Chairman of the Board of Directors of OICI/A. From its beginnings in an abandoned jailhouse, OIC has grown into a movement which serves the disadvantaged and underskilled of all races and backgrounds in over 100 affiliates across this country and several affiliates and interest groups in England, Africa, and Poland.

The philosophy of self-help and the OIC system of developing the "whole person" enables individuals to become self-sufficient, productive workers. Each OIC represents its community and strives to meet the needs of the local labor market by preparing trainees for the workforce. The uniqueness of OIC is found in its ability to serve those who traditionally are thought of as the least skilled, the least motivated and the most at risk.

Through the commitment and dedication of the local OICs, over 1,000,000 trainees have obtained skills that have led to employment, received encouragement that has fostered self-pride and improved their chances for success and the success of the next generation.

Tri-County OIC --- The Beginning

In an effort to meet the vocational and academic training needs of the unemployed and underemployed in the Harrisburg area, the late Reverend Franklin L. Henley founded Tri-County OIC in 1965. Aware of the frustrations of the poor people of Harrisburg, Reverend Henley had heard of a grass roots manpower-training program which had started a year earlier in Philadelphia. This program offered hope, opportunity, and employment potential through academic remediation and vocational training to many who previously had been discouraged because they were considered untrainable and unemployable.

In November 1965, Reverend Henley called together the Black ministers of Dauphin County. During this meeting he explained the OIC philosophy and received a commitment from the ministers to start an OIC program in Harrisburg.

The following January, a kick-off rally was held at St. Paul Baptist Church. Fifteen hundred dollars was raised and another \$20,000 was pledged to start the OIC program. Support for the project grew from the private and public sector. Others who were concerned about the plight of the disenfranchised in Harrisburg joined in the effort.

Within two months classes began. The Harrisburg OIC became the second such organization in the state and the third in the nation. In March of 1966, Mr. George Smith was hired as the first Executive Director.

From its meager beginnings, OIC has grown into a full service adult education provider. With sites in over 15 locations, OIC offers recruitment, outreach, basic literacy skills training, vocational skills training, job development, counseling and placement services to over 600 students each year.

OIC remains a grass-roots organization that changes to meet the needs of students while maintaining the philosophy of its founder -- Reverend Franklin L. Henley. OIC believes in the right of every person to live a life of dignity and self-respect. OIC offers every person the opportunity to begin to claim that right.

Organizational Structure

This organizational structure broadly represents the major categories of workers, by job functions, at Tri-County OIC. Staff are assigned supervisors based on their job functions and their funding sources. Staff who are not clear as to the chain-of-command in their work area should see the Executive Director.

OIC Employee Handbook

Board of Directors
Executive Director
Outreach Coordinator
Project Coordinators/Supervisors
Counselors/Case Managers
Instructors - Level I
Instructors - Level II
Program Aides
Administrative Assistants (Fiscal - Program Support)

INTRODUCTORY STATEMENT

This handbook is designed to acquaint you with Tri-County OIC and provide you with information about working conditions, employee benefits and some of the policies affecting your employment. You should read, understand and comply with all provisions of the handbook. It describes many of your responsibilities as an employee and outlines the programs developed by Tri-County OIC to benefit employees.

No employee handbook can anticipate every circumstance or question about policy. As Tri-County OIC continues to grow, the need may arise and Tri-County OIC reserves the right to revise, supplement, or rescind any policies or portion of the handbook from time to time as it deems appropriate, in its sole and absolute discretion. The only exception to any changes is our employment-at-will policy permitting you or Tri-County OIC to end our relationship for any reason at any time. Employees will, of course, be notified of such changes to the handbook as they occur.

All references to the Executive Director, or other specific staff persons, shall be understood to mean "and/or his/her designee."

EMPLOYEE ACKNOWLEDGEMENT FORM

The employee handbook describes important information about Tri-County OIC, and I understand that I should consult the Executive Director regarding any questions not answered in the handbook.

Since the information, policies and benefits described here are necessarily subject to change, I acknowledge that revisions to the handbook may occur. All such changes will be communicated through official notices, and I understand that revised information may supersede, modify or eliminate existing policies. Only the Executive Director, with the approval of the Board of Directors, of Tri-County OIC has the ability to adopt any revisions to the policies in this handbook.

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

EMPLOYEE'S SIGNATURE

DATE

EMPLOYEE'S NAME
(TYPED OR PRINTED)

102 Employee Relations

EMPLOYEE RELATIONS

Tri-County OIC believes that the work conditions, wages and benefits it offers to its employees are competitive with those offered by other employers in this area and in this industry. If employees have concerns about work conditions or compensation, they are strongly encouraged to express these concerns openly and directly to their supervisors.

Our experience has shown that when employees deal openly and directly with supervisors, the work environment can be excellent, communications can be clear and attitudes can be positive. We believe that Tri-County OIC amply demonstrates its commitment to employees by responding effectively to employee concerns.

103 Equal Employment Opportunity

EQUAL EMPLOYMENT OPPORTUNITY

In order to provide equal employment and advancement opportunities to all individuals, employment decisions at Tri-County OIC will be based on merit, qualifications and abilities. Tri-County OIC does not discriminate in employment opportunities or practices on the basis of race, color, religion, sex, national origin, age or any other characteristic protected by law.

This policy governs all aspects of employment, including selection, job assignment, compensation, discipline, termination and access to benefits and training.

Employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate supervisor. Employees can raise concerns and make reports without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

105 Personal Relationships in the Workplace

HIRING OF RELATIVES

The employment of relatives in the same area of an organization may cause serious conflicts and problems with favoritism and employee morale. In addition to claims of partiality in treatment at work, personal conflicts from outside the work environment can be carried into day-to-day working relationships.

Relatives of persons currently employed by Tri-County OIC may be hired only if they will not be working directly for or supervising a relative or will not occupy a position in the same line of authority within the organization. This policy applies to any relative, higher or lower in the organization, who has the authority to review employment decisions. Tri-County OIC employees cannot be transferred into such a reporting relationship.

If the relative relationship is established after employment, the individuals concerned will decide who is to be transferred. If that decision is not made within 30 calendar days, management will decide.

In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, the parties may be separated by reassignment or terminated from employment.

For the purposes of this policy, a relative is any person who is related by blood or marriage, or whose relationship with the employee is similar to that of persons who are related by blood or marriage.

107 Immigration Law Compliance

IMMIGRATION LAW COMPLIANCE

Tri-County OIC is committed to employing only United States citizens and aliens who are authorized to work in the United States and does not unlawfully discriminate on the basis of citizenship or national origin.

In compliance with the Immigration Reform and Control Act of 1986, each new employee, as a condition of employment, must complete the Employment Eligibility Verification Form I-9 and present documentation establishing identity and employment eligibility. Former employees who are rehired must also complete the form if they have not completed an I-9 with Tri-County OIC within the past three years, or if their previous I-9 is no longer retained or valid.

Employees may raise questions or complaints about immigration law compliance without fear of reprisal.

110 *Outside Employment*

OUTSIDE EMPLOYMENT

An employee may hold a job with another organization as long as he or she satisfactorily performs his or her job responsibilities with Tri-County OIC. All employees will be judged by the same performance standards and will be subject to Tri-County OIC's scheduling demands, regardless of any existing outside work requirements.

If Tri-County OIC determines that an employee's outside work interferes with performance or the ability to meet the requirements of Tri-County OIC as they are modified from time to time, the employee may be asked to terminate the outside employment if he or she wishes to remain with Tri-County OIC.

Outside employment will present a conflict of interest if it has an adverse impact on Tri-County OIC. Employees will not use Tri-County OIC information, material or other resources for personal gain under any circumstances, except when such gain is authorized compensation for official services on behalf of Tri-County OIC.

201 Employment Categories

EMPLOYMENT CATEGORIES

It is the intent of Tri-County OIC to clarify the definitions of employment classifications so that employees understand their employment status and benefit eligibility. These classifications do not guarantee employment for any specified period of time. Accordingly, the right to terminate the employment relationship at will at any time is retained by both the employee and Tri-County OIC.

The purpose of classifying the various positions within Tri-County OIC is to organize them into distinct clusters, according to similarities in responsibility and qualification, to show equity within the position classifications in order to maintain a complete, accurate and equitable system. On occasion, an employee may be asked to review and/or complete his/her own position description. This review will, after evaluation and attestation by the supervisor and/or Executive Director, then be used as official information in the evaluation of that position classification.

Reclassification of an employee may result if, following evaluation, it is determined that changes in job content are significant enough to require changing the employee to another position class. If an employee feels that the duties and responsibilities presently being performed are not accurately and completely described by the present position classification, this opinion should be brought to the attention of his/her supervisor. If the supervisor, following this consultation with the employee, thinks that an evaluation of the classification is justified, the supervisor should so notify the Executive Director, in writing.

In the event that an employee feels that an evaluation of his/her position was unjustly denied by the supervisor, the employee may appeal directly to the Executive Director (or his/her Tri-County OIC designee). The Executive Director or designee will evaluate the duties and responsibilities of the position in question and make a recommendation to the board of directors which will make a final resolution.

TEMPORARY RECLASSIFICATION PAY

The Executive Director will notify an employee assigned to a higher classification on a temporary basis in writing. Whenever the employee is assigned the duties of the higher classification, the employee shall be compensated at the rate of the higher classification for all

the hours worked. Upon return to the employee's regular position, the employee shall be entitled to any increments he/she would have been entitled, had he/she remained in his/her regular position.

Generally an employee will belong to one of the following employment category:

REGULAR FULL-TIME employees are those who are not in a temporary or introductory status and who are regularly scheduled to work Tri-County OIC's full-time schedule. Generally, they are eligible for Tri-County OIC's benefit package, subject to the terms, conditions and limitations of each benefit program

TEMPORARY employees are those who are hired as interim replacements, to temporarily supplement the work force, or to assist in the completion of a specific project. Employment assignments in this category are of a limited duration. Employment beyond any initially stated period does not in any way imply a change in employment status. Temporary employees retain that status unless and until notified of a change. While temporary employees receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Tri-County OIC's other benefit programs.

CASUAL employees are those who have established an employment relationship with Tri-County OIC but who are assigned to work on an intermittent and/or unpredictable basis. While they receive all legally mandated benefits (such as workers' compensation insurance and Social Security), they are ineligible for all of Tri-County OIC's other benefit programs.

VOLUNTEERS As is applicable, the word employee can be construed to mean volunteers as well.

The salaries and rates of payment discussed elsewhere in this manual are for full-time employees. A regular work schedule of less than 37 1/2 hours per week shall be construed as part-time employment, and the actual compensation therefore shall be proportionately reduced. Part-time employees are not eligible for any of the normal Tri-County OIC benefits, A temporary employee is one who works up to 37 1/2 hours a week, but who is hired for only a specific length of time (e.g. summer employment), or a specific demonstration project. The Executive Director based on need, but not to exceed one year shall determine the term of employment of a temporary employee. Temporary employees are not eligible for the usual Tri-County OIC benefits.

202 Access to Personnel Files

ACCESS TO PERSONNEL FILES

Tri-County OIC maintains a personnel file on each employee. The personnel file includes such information as the employee's job application, resume, records of training, documentation of performance appraisals, salary increases and other employment records.

Personnel files are the property of Tri-County OIC, and access to the information they contain is restricted. Generally, only supervisors and management personnel of Tri-County OIC who have a legitimate reason to review information in a file are allowed to do so.

Employees who wish to review their own file should contact the Executive Director. With reasonable advance notice, employees may review their own personnel files in Tri-County OIC's offices and in the presence of an individual appointed by Tri-County OIC to maintain the files.

The following procedure will be observed regarding review of personnel files that are maintained under the supervision of the Executive Director.

1. An employee has the right to review his/her own file during business hours, for any reason after having given prior written or verbal notice to the Executive Director.
2. All files will be reviewed during business hours, in the office of the Executive Director or Personnel Officer.
3. No files will leave the office of the Executive Director or Personnel Officer except to be reviewed by the Board of Directors in the event that a formal grievance is filed.
4. Supervisors may review files of any employees under their supervision, or those who have applied for transfer to the supervisor's division.
5. Unauthorized staff members are prohibited access to staff personnel files without the express approval of the Executive Director and the staff member involved.
6. Personnel files will contain: the completed application form or resume, personnel reference

OIC Employee Handbook

letters, class specifications, annual employee evaluations, updated increment information, W-4 forms, and other official personnel information as discussed in this manual.

204 Personnel Data Changes

PERSONNEL DATA CHANGES

It is the responsibility of each employee to promptly notify Tri-County OIC of any changes in personnel data. Personal mailing addresses, telephone numbers, number and names of dependents, individuals to be contacted in the event of an emergency, educational accomplishments, and other such status reports should be accurate and current at all times. If any personnel data has changed notify the Executive Director.

205 Introductory Period

INTRODUCTORY PERIOD

The introductory period is intended to give new employees the opportunity to demonstrate their ability to achieve a satisfactory level of performance and to determine whether the new position meets their expectations. Tri-County OIC uses this period to evaluate employee capabilities, work habits and overall performance. Either the employee or Tri-County OIC may end the employment relationship at will at any time during or after the introductory period, with or without cause or advance notice.

During a new employee's first month of employment, he or she shall attend an orientation session or sessions conducted by the supervisor or Executive Director. The orientation program will generally provide information on what the employee can expect from Tri-County OIC (including EEO information) and the benefits to which the employees are entitled. The orientation will include a question and answer period.

Supervisors are the employee's main source of information. In accord with the open communication policy, employees are encouraged to discuss their questions and concerns with their supervisors. It is the responsibility of the supervisor to help their employees whether by working with the employee toward solving the problem or by referring the employee to the appropriate resources.

All employees hired to permanent, full-time positions serve a probationary period of six months. All other employees hired will serve a 90-day probationary period. The probationary period is the span of time during which an employee is evaluated by his/her supervisor for performance of the duties in the position, and on those qualities which comprise the overall makeup of an employee. These include such characteristics as quality of work, dependability, initiative, timeliness, etc. Supervisors rate all new employees after six months. Performance evaluation focuses the attention of employees on the level of performance expected and communicates the measure of performance to them.

The information is used as a basis for making any changes that are necessary. Employees will meet with their supervisor to discuss their evaluations at this time. The employee may, forthwith, comment in writing on any evaluation item or comment made in the meeting with his/her supervisor. The supervisor will document all evaluation meetings held with the employee. Both

the supervisor and the employee will sign the written evaluation. A copy of the evaluation will be forwarded to the Executive Director for review and comment within ten days of the evaluation meeting, and a copy will be placed in the employee's personnel file.

If at any time during the probationary period an employee is performing in an unsatisfactory manner, and it is determined that the performance probably will not improve to a satisfactory level, the employee will be released without recourse to the grievance procedure. The reasons for separation of any employee who is within the probationary period will be submitted to the Executive Director, and will be placed in the employee's personnel file.

Employees reclassified with no raise in pay will be subject to a three month probationary period. Employees promoted to a higher classification, or lateral transfer with the attendant raise in pay, will be subject to a three month probationary period. However, unsatisfactory performance will result in demotion to the employee's former position and rate with recourse to the grievance procedure. If the position or a comparable position is available, an employee may return to his/her former position and rate with recourse to the grievance procedure. If the position or a comparable position is available, an employee may return to his/her former position and rate without prejudice.

If the evaluation at the end of either type of probationary period indicates satisfactory performance, the employee will achieve the status of permanent employee in that position and will be so notified by the Executive Director. The probationary period should be viewed as a trial, not only by Tri-County OIC, but also by the employee. If at any time during the probationary period an employee becomes dissatisfied with his/her position and does not feel that the situation is going to improve to his/her satisfaction, the employee may resign (or revert to his/her position) without prejudice, if the position or a comparable position is available.

Upon satisfactory completion of the introductory period, employees enter the "regular" employment classification.

During the introductory period, new employees are eligible for those benefits that are required by law, such as workers, compensation insurance and Social Security. They may also be eligible for other Tri-County OIC-provided benefits, subject to the terms and conditions of each benefits program. Employees should read the information for each specific benefits program for the details on eligibility requirements.

208 Employment Applications

EMPLOYMENT APPLICATIONS & VACANCIES

Tri-County OIC relies upon the accuracy of information contained in the employment application, as well as the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in Tri-County OIC's exclusion of the individual from further consideration for employment or, if the person has been hired, termination of employment.

It is the responsibility of each supervisor to report promptly to the office of the Executive Director any vacancies that may occur. If it is known in advance that a position will become vacant through resignation, retirement, or other cause, the Executive Director must be sent a written notice prior to the time the incumbent will leave the position (see "Registrations"). A notice of all job openings (listing the title, salary qualifications, and a brief description of the position) will be posted at Tri-County OIC for at least three days prior to being submitted to outside recruitment sources, so that all employees have an opportunity to apply for transfer or advancement into the vacant position. Employees applying for vacancies in-house and upon the meeting minimum qualifications required for the position by its job class or description will be interviewed by the Executive Director within 5 days following posting. At the completion of interviews, the Executive Director will notify those applicants interviewed, of the intent to hire or intent to interview other qualified applicants. If the position is not filled in-house and after reviewing previous applicants, and applications on file, notice of the vacancy will be sent to such "outside" recruitment sources as newspapers, personnel offices, colleges and universities, the Pennsylvania Employment Service, and community based organizations.

A person seeking employment must complete an application for employment, transfer or promotion, whichever is applicable. The Personnel Officer will review all applications for each job classification. Upon receiving a notice of vacant position, the Executive Director will determine the appropriate method of selection, and subsequently interview the highest qualified applicants seeking the vacant position. It is the responsibility of the Executive Director to notify all of the highest qualified applicants to schedule a time and date for the employment interview.

Any number of applicants may be interviewed. If, in any case, an applicant is found to be unacceptable for employment, the Executive Director will interview new applicants and the process will begin again. The Executive Director and supervisor affected will conduct the

interviews. The supervisor will make recommendations to the Executive Director, who with Board approval, has final responsibility in selecting and assigning staff members. The Executive Director and supervisor must document each employment interview and record the reasons applicants were found acceptable or unacceptable. The Executive Director will inform each applicant who has been interviewed of the action taken with regard to his or her application for employment. The person selected to fill the position will be notified by the Executive Director, by letter, and instructed on when and where to report for duty.

209 Performance Evaluation

PERFORMANCE EVALUATION

Supervisors and employees are strongly encouraged to discuss job performance and goals on an informal, day-to-day basis. A formal written performance evaluation will be conducted at the end of an employee's initial period of hire, known as the introductory period. Additional formal performance evaluations are conducted to provide both supervisors and employees the opportunity to discuss job tasks, identify and correct weaknesses, encourage and recognize strengths, and discuss positive, purposeful approaches for meeting goals.

The performance of all employees is generally evaluated according to an ongoing 12-month cycle, beginning at the fiscal-year end. Employees are asked to complete a self-evaluation form. This form, in addition to others, may serve as the employee's staff development plan for the upcoming year. In addition, the self-evaluation allows the employer to identify staff training needs. The employees supervisor will review self-evaluations. The supervisors will work with individual employees to assure that staff is meeting the expectations for performance, quality and customer service.

Tri-County OIC awards merit-based pay adjustments in an effort to recognize truly superior employee performance. The decision to award such an adjustment is dependent upon numerous factors, including the information documented by this formal performance evaluation process.

301 Employee Benefits

EMPLOYEE BENEFITS

Eligible employees at Tri-County OIC are provided a wide range of benefits. A number of the programs (such as Social Security, workers' compensation, state disability, and unemployment insurance) cover all employees in the manner prescribed by law.

Benefits eligibility is dependent upon a variety of factors, including employee classification. Your supervisor can identify the programs for which you are eligible. Details of many of these programs can be found elsewhere in the employee handbook.

The following benefit programs are available to eligible employees:

- Educational Leave
- Family Leave
- Flextime Scheduling
- Holidays
- Jury Duty Leave
- Life Insurance
- Long-Term Disability
- Major Medical Insurance
- Medical Insurance
- Medical Leave
- Personal Leave
- Sick Leave Benefits
- Vacation Benefits
- Annuity Plan
- Christmas Club

Some benefit programs require contributions from the employee, but most are fully paid by Tri-County OIC.

303 *Vacation Benefits*

VACATION BENEFITS

Vacation time off with pay is available to eligible employees to provide opportunities for rest, relaxation, and personal pursuits. Employees in the following employment classification(s) are eligible to earn and use vacation time as described in this policy:

Regular full-time employees
Special full-time employees

The amount of paid vacation time employees receive each year increases with the length of their employment as shown in the following schedule.

VACATION EARNING SCHEDULE

Initial eligibility
07 days

02-05 years
10 days

06-10 years
15 days

11-15 years
20 days

16-20 years
25 days

21+ years
30 days

The length of eligible service is calculated on the basis of a "benefit year." The benefit year is defined as a calendar year. For purposes of this policy, a calendar year begins January 1 and ends

December 31. This is the 12-month period that begins when the employee starts to earn vacation time. An employee's benefit year may be extended for any significant leave of absence except military leave of absence. Military leave has no effect on this calculation. (See individual leave of absence policies for more information.)

Once employees enter an eligible employment classification, they begin to earn paid vacation time according to the schedule. They can request use of vacation time after it is earned.

Paid vacation time can be used in minimum increments of one day. To take vacation, employees should request advance approval from their supervisors. Requests will be reviewed based on a number of factors, including business needs and staffing requirements.

Vacation time off is paid at the employee's base pay rate at the time of vacation. It does not include overtime or any special forms of compensation such as incentives, commissions, bonuses, or shift differentials.

As stated above, employees are encouraged to use available paid vacation time for rest, relaxation, and personal pursuits. In the event that available vacation is not used by the end of the benefit year, employees will forfeit the unused time.

Upon termination of employment, employees will be paid for unused vacation time that has been earned through the last day of work. However, if Tri-County OIC, in its sole discretion, terminates employment for cause, forfeiture of unused vacation time may result.

305 Holidays

HOLIDAYS

Tri-County OIC will grant holiday time off to all employees on the holidays listed below.

New Year's Day (January 1)
Martin Luther King, Jr. - Day (3rd Monday in January)
Presidents' Day (3rd Monday in February)
Good Friday (Friday before Easter)
Easter Monday (Monday after Easter)
Memorial Day (last Monday in May)
Independence Day (July 4)
Labor Day (1st Monday in September)
Columbus Day (2nd Monday in October)
Veterans' Day (November 11)
Thanksgiving (4th Thursday in November)
Day after Thanksgiving
Christmas Eve (December 24)
Christmas (December 25)
New Year's Eve (December 31)

In addition, the Executive Director can establish special holidays, or in-service days provided that such days shall not adversely affect Tri-County OIC's ability to serve its constituency.

Tri-County OIC will grant paid holiday time off to all eligible employees immediately upon assignment to an eligible employment classification. Holiday pay will be calculated based on the employee's straight-time pay rate (as of the date of the holiday) times the number of hours the employee would otherwise have worked on that day. Eligible employee classification(s):

Regular full-time employees
Special full-time employees

Holidays falling during periods of annual leave will not be counted as annual leave.

306 Workers' Compensation Insurance

WORKERS' COMPENSATION INSURANCE

Tri-County OIC provides a comprehensive workers, compensation insurance program at no cost to employees. This program covers any injury or illness sustained in the course of employment that requires medical, surgical, or hospital treatment. Subject to applicable legal requirements, workers' compensation insurance provides benefits after a short waiting period or, if the employee is hospitalized, immediately.

Employees who sustain work-related injuries or illnesses should inform their supervisor immediately. No matter how minor an on-the-job injury may appear, it is important that it be reported immediately. This will enable an eligible employee to qualify for coverage as quickly as possible.

307 Sick Leave Benefits

SICK LEAVE BENEFITS

Tri-County OIC provides paid sick leave benefits to all eligible employees for periods of temporary absence due to illnesses or injuries. Eligible employee classification(s):

Regular full-time employees
Special full-time employees

Eligible employees will accrue sick leave benefits at the rate of 12 days per year (1 day for every full month of service). Sick leave benefits are calculated on the basis of a "benefit year." The benefit year is defined as a calendar year. For purposes of this policy, a calendar year begins January 1 and ends December 31.

Paid sick leave can be used in minimum increments of one-half day. Eligible employees may use sick leave benefits for an absence due to their own illness or injury or that of a family member.

Employees who are unable to report to work due to illness or injury should notify their direct supervisor before the scheduled start of their workday if possible. The direct supervisor must also be contacted on each additional day of absence.

Sick leave benefits will be calculated based on the employee's base pay rate at the time of absence and will not include any special forms of compensation, such as incentives, commissions, bonuses, or shift differentials.

Unused sick leave benefits will be allowed to accumulate until the employee has accrued a total of 12 calendar days worth of sick leave benefits. If the employee's benefits reach this maximum, further accrual of sick leave benefits will be suspended until the employee has reduced the balance below the limit.

Sick leave benefits are intended solely to provide income protection in the event of illness or injury, and may not be used for any other absence. Unused sick leave benefits will not be paid to employees while they are employed or upon termination of employment.

311 Jury Duty

JURY DUTY

Tri-County OIC encourages employees to fulfill their civic responsibilities by serving jury duty when required. Employees in an eligible classification may request up to two weeks of paid jury duty leave over any one year period.

Jury duty pay will be calculated on the employee's base pay rate times the number of hours the employee would otherwise have worked on the day of absence. Employee classifications that qualify for paid jury duty leave are:

Regular full-time employees
Special full-time employees

If employees are required to serve jury duty beyond the period of paid jury duty leave, they may use any available paid time off (for example, vacation benefits) or may request an unpaid jury duty leave of absence.

Employees must show the jury duty summons to their supervisor as soon as possible so that the supervisor may make arrangements to accommodate their absence. Of course, employees are expected to report for work whenever the court schedule permits.

Either Tri-County OIC or the employee may request an excuse from jury duty if, in Tri-County OIC's judgment, the employee's absence would create serious operational difficulties.

Tri-County OIC will continue to provide health insurance benefits for the full term of the jury duty absence.

Vacation, sick leave, and holiday benefits, will continue to accrue during unpaid jury duty leave.

313 *Benefits Continuation (COBRA)*

BENEFITS CONTINUATION (COBRA)

The federal Consolidated Omnibus Budget Reconciliation Act (COBRA) gives employees and their qualified beneficiaries the opportunity to continue health insurance coverage under OIC's health plan when a "qualifying event" would normally result in the loss of eligibility. Some common qualifying events are resignation, termination of employment, or death of an employee; a reduction in an employee's hours or a leave of absence; an employee's divorce or legal separation; and a dependent child no longer meeting eligibility requirements.

Under COBRA, the employee or beneficiary pays the full cost of coverage at Tri-County OIC's group rates plus an administration fee. Tri-County OIC provides each eligible employee with a written notice describing rights granted under COBRA when the employee becomes eligible for coverage under Tri-County OIC's health insurance plan. The notice contains important information about the employee's rights and obligations.

381 Pay Policies

PAY POLICIES

Pay levels for Tri-County OIC jobs are determined in accord with a systemic evaluation of duties and responsibilities, internal consistency, with outside agencies, recruitment and retention competitiveness, within the mandated guidelines of any applicable funding sources. Tri-County OIC's pay plan consists of pay ranges. Each job classification will be allocated a pay range. Each employee will receive a pay within the pay range as recommended by the Executive Director.

PAYROLL DEDUCTIONS

The following deductions must be automatically taken from an personnel salary and wages every pay period (or annually as mandated):

1. Federal Withholding Tax: the amount of this deduction depends on the amount of pay and on the number of dependents an employee claims or the specific percent or dollar requested withheld.
2. Pennsylvania Income Tax: (At statutory rate).
3. Local Wage Tax: (At statutory rate).
4. FICA/Social Security (At statutory rate).
5. Unemployment Compensation (At statutory rate).
6. Occupational Privilege Tax (At statutory rate).
7. All other adjudicated deductions and any additional benefits that may be offered by Tri-County OIC. Questions regarding deductions and benefits should be directed to the fiscal department or to the Executive Director.

INCREMENTS

There are two types of pay increments, other than promotions, that may be awarded to Tri-County OIC personnel. These are: (1) cost of living increments; and (2) merit increases.

COST OF LIVING INCREMENT

This increment is made to all employees, and is an adjustment of each salary range and step. A

cost of living increment may be recommended annually by the Executive Director to the Board of Directors. This increment, if approved by the Board of Directors, is effective July 1 or on the date specified.

MERIT INCREMENT

This increase, in recognition of outstanding performance of a particular employee, is not automatically granted. It is an increase of one or more steps in the pay range. Merit increments are awarded by the Executive Director upon the recommendation of the employee's supervisor and at the approval of the Board. Such an increase may be awarded anytime during the said year. Before the Board meeting, prior to an employee's anniversary date, the employee's supervisor submits to the Executive Director a completed performance evaluation report. The supervisor notes whether he/she recommends a merit increase at that time. The anniversary date of an employee is one year from the date of hire.

In the event an employee is promoted into a higher pay range or receives a pay increase of more than one step, the employee's anniversary date will be the date of such promotion or increase. Merit increases are part of the Tri-County OIC's merit system in its efforts to stimulate a high degree of professional competence among its personnel. Under this system, the comparative merit of achievement of an employee governs both the selection and advancement of employees.

401 Timekeeping

Accurately recording time worked is the responsibility of every OIC employee. Federal and state laws require Tri-County OIC to keep an accurate record of time worked in order to calculate employee pay and benefits. Time worked is all the time actually spent on the job performing assigned duties.

Employees should accurately record the time they begin and end their work, as well as the beginning and ending time of each meal period. They should also record the beginning and ending time of any split shift or departure from work for personal reasons. Overtime work, if allowed, must always be approved before it is performed.

Altering, falsifying, tampering with time records, or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment.

It is the employees' responsibility to sign their time records to certify the accuracy of all time recorded. The supervisor may be required to review and then initial the time record before submitting it for payroll processing. Employees should keep a copy of their timesheets should any discrepancy in compensation arise.

OIC uses a timesheet to record employee hours. This time sheet, which can be located at the OIC web site, must be completed, signed and submitted no later than the Saturday which ends each 2-week pay period.

Electronic submission of time (email, fax) must be followed up with a signed timesheet and submitted prior to the release of the employee's paycheck.

Employees who fail to follow this policy will be subject to the following:

- *Part-time* employees who fail to submit the required timesheets for the current pay period will have their hours added to the next pay period if they submit the late timesheet by the due date for the said next pay period.
- *Full-time/Special* employees who fail to submit the required timesheets for the current pay period will have their paychecks held until such time that the late timesheet is submitted.

As required by law, OIC will reimburse employees for all time due and payable upon their retirement, resignation, or termination from employment.

403 Paydays

PAYDAYS

All employees are paid biweekly on every other Thursday. Each paycheck will include earnings for all work performed through the end of the previous payroll period.

In the event that a regularly scheduled payday falls on a day off such as a weekend or holiday, employees will receive pay on the last day of work before the regularly scheduled payday.

If a regular payday falls during an employee's vacation, the employee's paycheck will be available upon his or her return from vacation.

Paychecks are deposited into the employee's mailbox by no later than 3PM. on the designated payday. Arrangements for mailing checks should be made prior to payday.

405 Employment Termination

EMPLOYMENT TERMINATION

Termination of employment is an inevitable part of personnel activity within any organization, and many of the reasons for termination are routine. Below are examples of some of the most common circumstances under which employment is terminated:

RESIGNATION - voluntary employment termination initiated by an employee.

All employees who voluntarily terminate their employment must notify Tri-County OIC as far in advance as possible of their resignation date. This allows time for the recruitment, selection and training of the employees' replacements. This also allows for the transitional training and the scheduling of exit interviews. A written memo must be sent to the Executive Director, with a copy to the employee's supervisor, stating the effective resignation date and reason for termination.

DISCHARGE - involuntary employment termination initiated by the organization.

LAYOFF - involuntary employment termination initiated by the organization for non-disciplinary reasons.

Tri-County OIC may layoff employees for reasons of curtailment of work or lack of funds. No permanent employees shall be laid off while there is a temporary employee performing duties for which the regular employee is qualified. The Executive Director shall determine both the cause for which layoff will occur, and position classifications affected, in accord with Tri-County OIC's need. Individuals affected will be selected on the basis of their relative proficiency and length of service.

Employees being laid off shall be paid for all annual leave credits for which they are eligible according to the rules governing such leave.

RETIREMENT - voluntary employment termination initiated by the employee meeting age, length of service, and any other criteria for retirement from the organization.

410 Pay Setoffs

PAY DEDUCTIONS AND SETOFFS

The law requires that Tri-County OIC make certain deductions from every employee's compensation. Among these are applicable federal, state, and local income taxes. Tri-County OIC also must deduct Social Security taxes on each employee's earnings up to a specified limit that is called the Social Security "wage base." Tri-County OIC matches the amount of Social Security taxes paid by each employee.

Tri-County OIC offers programs and benefits beyond those required by law. Eligible employees may voluntarily authorize deductions from their pay checks to cover the costs of participation in these programs.

Pay setoffs (garnishment) are pay deductions taken by Tri-County OIC, usually to help pay off a debt or obligation to Tri-County OIC or others.

If you have questions concerning why deductions were made from your paycheck or how they were calculated, the Executive Director can assist in having your questions answered.

502 Work Schedules

WORK SCHEDULES

Work schedules for employees vary throughout our organization. Supervisors will advise employees of their individual work schedules. Staffing needs and operational demands may necessitate variations in starting and ending times, as well as variations in the total hours that may be scheduled each day and week.

Flexible scheduling, or flextime, is available in some cases to allow employees to vary their starting and ending times each day within established limits. Flextime may be possible if a mutually workable schedule can be negotiated with the supervisor involved.

However, such issues as staffing needs, the employees performance, and the nature of the job will be considered before approval of flextime. Employees should consult their supervisor to request participation in the flextime program.

The normal workweek is 37 1/2 hours. The office is open officially 8:30AM to 7:30PM, Monday through Thursday, 9:00AM to 5:00PM on Friday and 10:00AM to 3:00pm on Saturday. However, the Executive Director may approve other operating hours.

The Executive Director must give written approval prior to all overtime work. Compensation for overtime work will be given to employees, in the form of compensatory leave, credited in half-hour increments, as worked. The Executive Director or the employee's supervisor must also authorize use of compensatory leave. Compensatory leave will, when authorized, be expended in no less than half-hour intervals or multiples thereof.

Compensatory time may be accrued up to a total of 37 1/2 hours (5-day workweek), credited as earned, to be used prior to the end of each fiscal year. However, the Executive Director may approve compensatory time be carried over into the next fiscal year, because of workload. The benefits and circumstances described in this section are for full-time employees only.

Each employee will have an individual work schedule that details the time, location and project for which he/she is responsible. These schedules will be updated as often as necessary to reflect accurate time on tasks. Employees supervisor will be responsible for developing and maintaining these schedules for each of his/her subordinate workers.

In order to maintain a work environment that meets the needs of our constituents, flex time employees may be required to modify their schedule to assure full coverage of program operations and to accommodate special activities, events or circumstances.

504 Use of Phone and Mail Systems

USE OF PHONE AND MAIL SYSTEMS

Employees may be required to reimburse Tri-County OIC for any charges resulting from their personal use of the telephone.

The use of Tri-County OIC-paid postage for personal correspondence is not permitted.

All staff are required to assist in answering the telephone. To ensure effective telephone communications, employees should always use the approved greeting and speak in a courteous and professional manner. Please confirm information received from the caller, and hang up only after the caller has done so. Telephone messages should be given to the appropriate staff in a timely manner. Telephone message pads are available and should be used to record and distribute messages.

Students (current or past) are to be discouraged from using the telephone for non-school related activities. Students are not allowed to use any telephone in a staff office without a staff member present. Students should use the telephone at the receptionist's desk or the telephone in the job development office. Students should use the telephone only during their designated break period, except for emergencies.

Students are not allowed to use the mail or fax system unless such use has been approved by a staff member and is part of the student's training or job search activities.

505 Smoking

SMOKING

In keeping with Tri-County OIC's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace.

This policy applies equally to all employees, customers, and visitors.

508 Use of Equipment and Vehicles

Equipment and vehicles essential in accomplishing job duties are expensive and may be difficult to replace. When using property, employees are expected to exercise care, perform required maintenance, and follow all operating instructions, safety standards, and guidelines.

Please notify the supervisor if any equipment, machines, tools, or vehicles appear to be damaged, defective, or in need of repair. Prompt reporting of damages, defects, and the need for repairs could prevent deterioration of equipment and possible injury to employees or others. The supervisor can answer any questions about an employee's responsibility for maintenance and care of equipment or vehicles used on the job.

The improper, careless, negligent, destructive, or unsafe use or operation of equipment or vehicles, as well as excessive or avoidable traffic and parking violations, can result in disciplinary action, up to and including termination of employment.

510 Emergency Closings

EMERGENCY CLOSINGS

At times, emergencies such as severe weather, fires, power failures, or earthquakes, can disrupt company operations. In extreme cases, these circumstances may require the closing of a work facility. In the event that such an emergency occurs during non-working hours, local radio and/or television stations will be asked to broadcast notification of the closing.

When operations are officially closed due to emergency conditions, the time off from scheduled work will be unpaid. However, with supervisory approval, employees may use available paid leave time, such as unused vacation benefits. Employees in essential operations may be asked to work on a day when operations are officially closed. In these circumstances, employees who work will receive regular pay.

512 Business Travel Expenses

BUSINESS TRAVEL EXPENSES

The travel policy applies to travel both within and outside the geographic area of Tri-County OIC. Employees must complete a travel voucher form to receive reimbursement for expenses. The travel voucher is not to be used to report requests for reimbursement of time.

Tri-County OIC will reimburse employees for reasonable business travel expenses incurred while on assignments away from the normal work location only if such expenses are reimbursable expenses in Tri-County OIC's individual contracts. Your supervisor must approve all business travel in advance.

Employees whose travel plans have been approved are responsible for making their own travel arrangements. When approved, the actual costs of travel, meals, lodging, and Tri-County OIC will reimburse other expenses directly related to accomplishing business travel objectives. Employees are expected to limit expenses to reasonable amounts.

Employees must travel a minimum of 50 miles in one direction, per reimbursable activity, to be eligible for reimbursement. Any travel in one direction that is less than 50 miles must be approved prior to submitting a request for reimbursement.

Expenses that generally will be reimbursed include the following:

IN-AREA TRAVEL

This is defined as travel within the geographic areas of the governmental jurisdiction comprising Tri-County OIC. Employees are limited to claims for mileage and expenses related to driving (tolls, parking fees) when using private automobiles. Reimbursement is at the same rate as out-of-area travel (.30 cents/ mile). Reimbursement for meals and related expenses is not permitted without prior approval of the Executive Director.

OUT-OF-AREA TRAVEL

The Executive Director must approve all out-of-area travel, the method of such travel and other accommodations in advance.

TRANSPORTATION

The most economical and efficient form of transportation should be used, as determined by the Executive Director according to the nature and urgency of the travel; the number of persons making the trip; the distance to be traveled; and the relative cost of alternative modes; including time involved.

LODGING

When lodging is required while traveling out-of-the-area, lodging expenses will be reimbursed up to a per them limit of \$35.00, except:

-When a higher amount is approved in advance by the Executive Director due to the unusual circumstances of the travel assignment (for example, when attending a conference or other activity which requires participants to use certain place of lodging).

-Or for travel to a designated high-rate geographical area. Receipts for lodgings must be represented for reimbursement.

MEALS

Meals and tips will be reimbursed up to a per them limit of \$24.00. Tips may not exceed 15% of the meal expense. Receipts are required for meal expenses except those under \$5.00, which are not reasonably receiptable.

INCIDENTAL EXPENSES

Such other incidental expenses as are necessary to the conduct of the official business in question will also be reimbursed. These might include: ferry, bridge, road and tunnel tolls; conferences and convention registration fees; taxi and ground transportation fees. Receipts are also required where reasonably attainable.

TRAVEL ADVANCES

An employee may secure an advance of funds to cover estimated costs of travel expenses by presenting to the financial department an approved travel advance form, listing estimated costs and other necessary information. Training education request forms must also be approved and submitted to the finance department before OIC staff members attend any staff development

activities.

STUDENT OUTREACH AND SUPPORT

An employee whose job requires that he/she travel to conduct the following approved activities as described in their job descriptions are eligible for reimbursement:(1) home visits, (2) transporting students to/from job interviews or other support service-related activities, and (3) travel to pick up supplies for program use.

SETTLEMENT

All local travel requests for reimbursement must be submitted at least once a month. Out-of-town travel reimbursement requests listing actual costs, and receipts must be submitted to the finance department within 5 days of the return trip.

Employees who are involved in an accident while traveling on business must promptly report the incident to their immediate supervisor. Vehicles owned, leased, or rented by Tri-County OIC may not be used for personal use without prior approval.

When travel is completed, employees should submit completed travel expense reports within 5 days. Receipts for all individual expenses of five dollars or more should accompany reports.

Employees should contact their supervisor for guidance and assistance on procedures related to travel arrangements, expense reports, reimbursement for specific expenses, or any other business travel issues.

Abuse of this business travel expenses policy, including falsifying expense reports to reflect costs not incurred by the employee, can be grounds for disciplinary action, up to and including termination of employment.

Expenses that are generally non-reimbursable include the following:

Travel to and from main office site to attend meetings, submit reports or data, pick up mail, and travel between class sites to perform assigned instruction, counseling, or management activities.

514 Visitors in the Workplace

VISITORS IN THE WORKPLACE

To provide for the safety and security of employees and the facilities at Tri-County OIC, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances.

Because of safety and security reasons, family and friends of employees are discouraged from visiting. In cases of emergency, employees will be called to meet any visitor outside their work area.

All visitors should enter Tri-County OIC at the reception area. Authorized visitors will receive directions or be escorted to their destination. Employees are responsible for the conduct and safety of their visitors.

If an unauthorized individual is observed on Tri-County OIC's premise, employees should immediately notify their supervisor or, if necessary, direct the individual to the reception area.

Staff should use discretion when visitors ask to see or speak to staff or students. If the visitor is unknown, you should ask him/her to wait by the front desk -until the staff/student is located. Staff should escort their visitor to their final destination. Students should meet their visitor at the receptionist desk.

This general policy does not represent all possible circumstances and staff are asked to make every effort to maintain the confidentiality of students.

516 Computer and E-mail Usage

COMPUTER AND E-MAIL USAGE

Computers, computer files, the E-mail system, and software furnished to employees are Tri-County OIC property intended for business use. Employees should not use a password, access a file, or retrieve any stored communication without authorization. To ensure compliance with this policy, computer and E-mail usage may be monitored.

Any staff member can use computers that are the property of Tri-County OIC, if available, without restrictions. Employees are asked to respect the office boundaries of coworkers and exhibit standard courtesy when using computers outside your traditional work area. Management may at anytime designate certain computers as "off-limits" due to the confidentiality of the information contained therein.

OIC strives to maintain a workplace free of harassment and sensitive to the diversity of its employees. Therefore, OIC prohibits the use of computers and the E-mail system in ways that are disruptive, offensive to others, or harmful to morale.

For example, the display or transmission of sexually explicit images, messages, and cartoons is not allowed. Other such misuse includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment or showing disrespect for others.

OIC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, OIC does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on networks or on multiple machines according to the software license agreement. OIC prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Technical Point of Contact or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

E-mail may not be used to solicit others for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Tri-County OIC purchases and licenses the use of various computer software for business purposes and does not own the copyright to this software or its related documentation. Unless authorized by the software developer, Tri-County OIC does not have the right to reproduce such software for use on more than one computer.

Employees may only use software on local area networks or on multiple machines according to the software license agreement. Tri-County OIC prohibits the illegal duplication of software and its related documentation.

Employees should notify their immediate supervisor, the Vice President of Human Resources or any member of management upon learning of violations of this policy. Employees who violate this policy will be subject to disciplinary action, up to and including termination of employment.

520 Telecommuting

TELECOMUTING

Telecommuting is the practice of working at home or at a site near the home instead of physically traveling to a central workplace. It is a work alternative that Tri-County OIC may offer to some employees when it would benefit both the organization and the employee.

Employees who believe telecommuting can enhance their ability to get the job done should submit a written request to their managers proposing how it will benefit Tri-County OIC and themselves. The request should explain how they will be accountable and responsible, what equipment is necessary, and how communication barriers will be overcome.

The decision to approve a telecommuting arrangement will be based on factors such as position and job duties, performance history, related work skills, and the impact on the organization.

The employee's compensation, benefits, work status, work responsibilities, and the amount of time the employee is expected to work per day or per pay period will not change due to participation in the telecommuting program (unless otherwise agreed upon in writing).

The employee's at-home work hours will conform to a schedule agreed upon by the employee and his or her supervisor. If such a schedule has not been agreed upon, the employee's work hours will be assumed to be the same as they were before the employee began telecommuting. Changes to this schedule must be reviewed and approved in advance by the employee's supervisor.

Telecommuting is an alternative method of meeting the needs of the organization and is not a universal employee benefit. As such, Tri-County OIC has the right to refuse to make telecommuting available to an employee and to terminate a telecommuting arrangement at any time.

582 Information Request

INFORMATION REQUEST

From time-to-time Tri-County OIC staff will receive request for student and staff information from outside agencies, service providers, and family members. Information on students and staff is confidential and should be treated as such.

Students are asked to sign a release of information statement as part of the initial intake procedure. This release allows staff to meet most requests for information.

Staff should refer all requests for student information to the appropriate designated staff person. See your supervisor for a list of these people. Staff should refer requests for information regarding other staff members to the Executive Director.

Staff are asked to use discretion and consider the reasonableness and source of the request before releasing information.

587 School Van Policy

Introduction

Tri-County OIC School Department seeks to create and maintain an effective and efficient school van transportation program for all eligible students and families. This school van policy details OIC's efforts to support a safe, equitable and cost-effective school van transportation program.

The provisions of this policy, including student eligibility for van service and OIC's obligations, shall be subjected to review and revision on an annual and ongoing basis.

Policy Goals

Safety – Safety will remain a top priority for the transportation of students and families. This includes students and families waiting for vans and students and families riding on school vans. All students and families eligible to take the van will be assigned pickup locations that are closest to their homes.

Efficiency – Tri-County OIC provides van transportation to eligible students and families. (*See definition of eligibility below*). It is very important that vans remain on schedule and minimize inefficient routing. Therefore, wherever possible vans shall follow main thoroughfares and will not enter streets to pickup/discharge students.

Equity and Consistency – Changes to school van stops will not be made to accommodate personal needs. Decisions on van routes and stops will be made in way that is not arbitrary or capricious. Consistency is a consideration in all decisions in an effort to be fair to all students we serve in our various programs.

Support – OIC provides transportation as a support service. It is our goal to provide those students who have limited or no access to transportation services as a means by which they can attend sanctioned school activities in order to complete their training goals. It is also the goal of OIC to support, through transportation, non-classroom activities, such as community events, fairs, field trips, recreational and educational outings.

Responsibility of Students and Parents

While Tri-County OIC provides school van transportation for some students and families, it does not provide transportation for all students and families nor does OIC provide supervision of students and families as they walk to and from van stops and wait at van stops. It is the responsibility of students and parents as they walk to and from van stops and school and, in

general, to be responsible for their personal safety. Parents should understand that Students, parents, and children riding on a who ride the school van must obey all regulations and requests of the driver or they will forfeit their privilege of riding on the school van. Parents are responsible for the behavior of their children on the school van.

Parents should use the seat belts and children should use the appropriate size car or booster seats for their children.

Van Routes / Van Stops

Door to door transportation of students cannot always be provided. Students and families may be asked to meet the van at a specified safe location for pickup. Where required, special needs students and families may be provided with “curbside” transportation service. OIC cannot always consider factors that are associated with individual family or parental personal situations and may not be able to accommodate individual work schedules or childcare arrangements.

Van Route Guidelines

1. All van routes shall be established in such a manner as to avoid unnecessary turns, turn-arounds, or deviation from a "straight-line" route. All routes shall wherever possible be established along major through streets. "Straight-line" routing implies that vans will not enter unnecessarily into subdivisions, zig-zag along city streets, and will make only a minimum number of stops.
2. Generally, school vans will not enter cul-de-sacs or dead end streets.
3. Vans are routed on city or state maintained roads only.
4. Van drivers will be required to conform to the approved van routes and van drivers will not be permitted to deviate from the established van route or van pickups unless the driver has received approval from an OIC manager.

All van routes shall be established in such a manner as to avoid unnecessary turns, turn-arounds, or deviation from a "straight-line" route. All routes shall wherever possible be established along major through streets. "Straight-line" routing implies that vans will not enter unnecessarily into subdivisions, zig-zag along city streets, and will make only a minimum number of stops.

- Generally, school vans will not enter cul-de-sacs or dead end streets.
- Vans are routed on city or state maintained roads only.

- Van drivers will be required to conform to the approved van routes and van drivers will not be permitted to deviate from the established van route or van pickups unless the driver has received approval from an OIC manager. Van Stop Guidelines
1. Tri-County OIC management, along with the van drivers, will establish the approved van stops and
 - a) Visibility – Van stops should provide sufficient sight distance for approaching motorists who must stop at the van stop location;
 - b) Grade – Stop locations should not be located on the grade of a hill, where avoidable;
 - c) Waiting Area – Van stops must provide adequate waiting areas for children. Additionally the waiting area is to be free of debris, tall grass, shrubs, etc., or any other hazard that could obstruct the view of a motorist in seeing children at the school van stop in daylight or dusk.
 - d) Distance to Student’s Home - Walking distance for students to a van stop should not exceed five tenths (5/10) of a mile. This distance may be facilitated by easement walkway.
 2. Once established, van stops and pickups will be modified only under the following conditions:
 - a) Safety concern - conditions at the established van stop do not meet the van stop selection criteria as defined by the transportation policy guidelines.
 - b) Change in student roster – students enter and leave the OIC program regularly. This student flow will cause management to adjust the van stops and pickups frequently. Any changes to the student roster that require a change in the van routes will be approved by OIC management and conveyed to the appropriate van driver(s).

Delegation of Authority and Responsibilities

OIC Management – The role of OIC management shall be to see that the transportation policy is adhered to and is maintained on an annual and ongoing basis to reflect changes in OIC programs, services and needs. In addition, OIC management will maintain the proper levels of insurance coverage, have in its possessions copies of all licenses of drivers, duplicate copies of van keys and copies of registration, inspections, and vehicle repair logs.

OIC Family Literacy Coordinator – In addition to providing decision making on the

transportation policy and transportation services, the Family Literacy Coordinator shall identify van stops and coordinate students needing transportation with the van drivers, determine with the van drivers if van stop or pickups are feasible for the route, coordinate the scheduling of van drivers, report to the executive director any problems and concerns relative to this transportation policy.

OIC Van Drivers – Van drivers are responsible for the safety of the van riders and for the safety and maintenance of the van. Van drivers have the authority to refuse any student or family transportation if he/she feels that allowing the student or family to ride the bus could contribute to an unsafe situation for other riders. Any such refusals must be reported to a member of the management team. Van drivers have the authority to refuel the bus as needed, clean or have the van cleaned, initiate minor repairs (*see definition below*), and to have the van inspected for tags and licensure. Van drivers are responsible for completing the mileage log each time they use the van. Drivers are responsible for returning the keys to the designated key drop location. Each driver is responsible for returning the van in working condition (seats installed, seat belts in place, re-fueled, and cleaned.) Van drivers must have a first aid kit, fire extinguisher and appropriate roadside repair supplies at all times.

Laidlaw Transit – This company has agreed to allow the OIC van(s) to be parked at their facility located at 1950 Crooked Hill Road. This company has the authority to move any of the OIC vans for safety, construction, or any other reason that they deem necessary to conduct their business.

School Transportation Safety

Student/Parent/Guardian Responsibilities for Transportation Safety

- Become familiar with OIC's rules and policies, regulations, and principles of school van safety.
- Assist your children in understanding safety rules and encourage them to abide by them.
- Recognize your responsibilities for the actions of your students/children.
- Support safe riding practices and reasonable discipline efforts.
- Respect the rights and privileges of others.
- Communicate safety concerns to school officials.

- Support all efforts to improve school van safety.
- Maintain a no eating and no drinking policy on the van.
- Wear seat belts or other restraints and booster seats as directed by the van driver.

Definitions

Eligibility – These groups are eligible to ride the van subject to availability and space. The groups are listed in order of their priority access to van transportation. Priority of available seats on the OIC vans is given to parents and children attending OIC classes. If the van capacity is reached with families, non family adult students will be assisted with finding public transportation.

1. Enrolled family literacy adults and children
2. Enrolled adult education adults
3. Non-enrolled adults and children seeking enrollment
4. Volunteer staff and tutors
5. General community members
6. OIC staff and children

Minor Repairs – Any repair estimated to be under \$100.

General Transportation Information, Questions Andand Concerns

Tri-County OIC's general number is 717-238-7318. General questions or inquiries about OIC's transportation services can be directed to any member of the management team. Specific questions about access to transportation services or specific issues related to these policies should be directed to the Family Literacy Coordinator.

Students who are otherwise ineligible or unable to ride the OIC van may be eligible for other transportation support services including Capital Area Transit bus passes and/or public taxi transportation reimbursement. Contact your instructor or counselor for these support services.

588 Staff Development and Training

Staff are required to participate in staff development and program improvement activities. Employees will be required to assist their supervisor in developing an individual staff development/training plan. All training plans must be approved by management before they are implemented. Individual staff development/training plans will reflect the needs of the agency, the needs of the staff, the needs of the students, and/or the needs of the agency's collaborators and community partners.

Except for in house OIC training, employees must receive written approval from their supervisor to attend training or workshops. If the employee is requesting reimbursement for expenses, they must follow Policy # 512 *Business Travel Expenses*.

589 Cancellation of Classes/Substitute Coverage

OIC strives to maintain consistency and reliability in instructional delivery. There is an expectation that classes will be held during the times that they are scheduled and will not be changed or cancelled without following the proper policy guidelines. Both teachers and management have a responsibility to assure that instructional delivery continues uninterrupted.

Only supervisors, managers or board members have the authority to cancel instructional classes. Cancellation may occur for any number of reasons: lack of staff, lack of student transportation, site closings or remodeling, inclement weather, school-wide meetings, natural disasters, etc.

Cancellations due to inclement weather will be posted on several local news and radio stations. Staff and students can view ABC 27 Snow Watch to determine if classes have been cancelled due to inclement weather.

If classes are cancelled with prior notice (one week), teachers are responsible for notifying their students. Notification can be done in person, by telephone or by postcard.

Teachers who request and attend an approved training are responsible for finding a substitute for their class. Management is responsible for assisting teachers to find appropriate substitutes.

Teachers are responsible for providing lessons plans or lesson overviews for substitute instructors.

602 Family Leave

FAMILY LEAVE

Tri-County OIC provides family leave of absence without pay to eligible employees who wish to take time off from work duties to fulfill family obligations relating directly to childbirth, adoption, or placement of a foster child; or to care for a child, spouse, or parent with a serious health condition. A serious health condition means an illness, injury, impairment, or physical or mental condition that involves inpatient care in a hospital, hospice, or residential medical care facility; or continuing treatment by a health care provider.

Employees in the following employment classifications are eligible to request family leave as described in this policy:

All employees

Eligible employees should make requests for family leave to their supervisors at least 30 days in advance of foreseeable events and as soon as possible for unforeseeable events.

Employees requesting family leave related to the serious health condition of a child, spouse, or parent may be required to submit a health care provider's statement verifying the need for a family leave to provide care, its beginning and expected ending dates, and the estimated time required.

Eligible employees may request up to a maximum of 12 weeks of family leave within any 12-month period. Any combination of family leave and medical leave may not exceed this maximum limit. If this initial period of absence proves insufficient, consideration will be given to a written request for a single extension of no more than 30 calendar days. Employees will be required to first use any accrued paid leave time before taking unpaid family leave. Married employee couples may be restricted to a combined total of 12 weeks leave within any 12-month period for childbirth, adoption, or placement of a foster child; or to care for a parent with a serious health condition.

Subject to the terms, conditions, and limitations of the applicable plans, Tri-County OIC will provide health insurance benefits until the end of the month in which the approved family leave begins. At that time, employees will become responsible for the full costs of these benefits if

they wish coverage to continue. When the employee returns from family leave, Tri-County OIC will again provide benefits according to the applicable plans.

Benefit accruals, such as vacation, sick leave, or holiday benefits, will be suspended during the leave and will resume upon return to active employment.

So that an employee's return to work can be properly scheduled, an employee on family leave is requested to provide Tri-County OIC with at least two weeks advance notice of the date the employee intends to return to work. When a family leave ends, the employee will be reinstated to the same position, if it is available, or to an equivalent position for which the employee is qualified.

If an employee fails to report to work promptly at the end of the approved leave period, Tri-County OIC will assume that the employee has resigned.

680 Special Leave

SPECIAL LEAVE

An extended leave may be granted to an employee for such special reasons as advanced education or pregnancy, upon the employee's written request to the Executive Director and approved by the Board of Directors. No pay is received during special leave. Such leave does permit an employee's employment record to be considered as continuous.

At the expiration of the special leave, the employee is reinstated to his/her original position at the same salary as when the leave began plus any cost of living increments that were approved in the interim. His/her supervisor upon return will evaluate an employee who is eligible for a merit increment. Such a leave of absence may be granted for a period of time greater than one month, and are granted or denied ultimately by the Board of Directors.

681 Absence Without Leave

ABSENCE WITHOUT LEAVE

From time to time, it will be necessary for an employee to be absent for various reasons. The leave policies and procedures are explained earlier in the manual. Although a full-time employee is entitled to this leave, it must be taken so as to not disrupt Tri-County OIC business. Therefore, an employee must schedule leave with his/her supervisor (or the Executive Director) as far in advance as possible, so that workloads can be adjusted. This should be done when leave without pay is requested.

If an employee is physically unable to notify Tri-County OIC, he/she should have a relative or friend make the notification on the employee's behalf. Failure to comply with leave authorization procedures will result in the employee's being "absent without leave". Absence without leave results in the employee's pay being proportionately reduced.

If an employee is absent without authorized leave for one day and has not contacted Tri-County OIC by 5:00PM on that day, the supervisor may then immediately document this fact and recommend action to be taken in a written memo to the Executive Director.

If the employee is then absent without authorized leave for a period of three working days, and has not contacted Tri-County OIC by 5:00PM of the third day of work. The Executive Director will notify the employee at his/her last known home address, indicating that the employee may be dismissed effective as of the last actual day worked. This dismissal is subject to review within ten working days from the date the letter was sent.

If there was no response from the employee by the above stated deadline, the Executive Director will send a second certified letter to the employee's last known home address, indicating that the employee has been dismissed effective the last actual day worked.

701 Employee Conduct and Work Rules

EMPLOYEE CONDUCT & WORK RULES

To ensure orderly operations and provide the best possible work environment, Tri-County OIC expects employees to follow rules of conduct that will protect the interests and safety of all employees and the organization.

It is not possible to list all the forms of behavior that are considered unacceptable in the workplace. The following are examples of infractions of rules of conduct that may result in disciplinary action, up to and including termination of employment:

- Theft or inappropriate removal or possession of property
- Falsification of time keeping records
- Working under the influence of alcohol or illegal drugs
- Possession, distribution, sale, transfer, or use of alcohol or illegal drugs in the workplace, while on duty, or while operating employer-owned vehicles or equipment
- Fighting or threatening violence in the workplace
- Boisterous or disruptive activity in the workplace
- Negligence or improper conduct leading to damage of employer-owned or customer-owned property
- Insubordination or other disrespectful conduct
- Violation of safety or health rules
- Smoking in prohibited areas
- Sexual or other unlawful or unwelcome harassment
- Possession of dangerous or unauthorized materials, such as explosives or firearms, in the workplace
- Excessive absenteeism or any absence without notice
- Unauthorized absence from work station during the workday
- Unauthorized use of telephones, mail system, or other employer-owned equipment
- Unauthorized disclosure of business "secrets" or confidential information
- Violation of personnel policies
- Unsatisfactory performance or conduct

Employment with Tri-County OIC is at the mutual consent of Tri-County OIC and the employee, and either party may terminate that relationship at any time, with or without cause, and with or

without advance notice.

702 Drug and Alcohol Use

DRUG AND ALCOHOL USE

It is Tri-County OIC's desire to provide a drug-free, healthful, and safe workplace. To promote this goal, employees are required to report to work in appropriate mental and physical condition to perform their jobs in a satisfactory manner.

While on Tri-County OIC premises and while conducting business-related activities off Tri-County OIC premises, no employee may use, possess, distribute, sell, or be under the influence of alcohol or illegal drugs. The legal use of prescribed drugs is permitted on the job only if it does not impair an employee's ability to perform the essential functions of the job effectively and in a safe manner that does not endanger other individuals in the workplace.

Violations of this policy may lead to disciplinary action, up to and including immediate termination of employment, and/or required participation in a substance abuse rehabilitation or treatment program. Such violations may also have legal consequences.

Tri-County OIC, realizing the value of retaining skilled staff members, will make every effort (including referrals to appropriate rehabilitation agencies) to work with employees who may have alcohol or drug problems. Rehabilitation, rather than discipline, is the end sought.

Employees with questions or concerns about substance dependency or abuse are encouraged to use the resources of the Employee Assistance Program. They may also wish to discuss these matters with their supervisor to receive assistance or referrals to appropriate resources in the community.

703 Sexual and Other Unlawful Harassment

SEXUAL AND OTHER UNLAWFUL HARRASSMENT

Tri-County OIC is committed to providing a work environment that is free of discrimination and unlawful harassment. Actions, words, jokes, or comments based on an individual's sex, race, ethnicity, age, religion, or any other legally protected characteristic will not be tolerated. As an example, sexual harassment (both overt and subtle) is a form of employee misconduct that is demeaning to another person, undermines the integrity of the employment relationship, and is strictly prohibited.

Any employee who wants to report an incident of sexual or other unlawful harassment should promptly report the matter to his or her supervisor. If the supervisor is unavailable or the employee believes it would be inappropriate to contact that person, the employee should immediately contact the Executive Director or any other member of management. Employees can raise concerns and make reports without fear of reprisal.

Any supervisor or manager who becomes aware of possible sexual or other unlawful harassment should promptly advise the Executive Director or any member of management who will handle the matter in a timely and confidential manner.

Anyone engaging in sexual or other unlawful harassment will be subject to disciplinary action, up to and including termination of employment.

704 Tardiness and Absentism

TARDINESS AND ABSEENTISM

To maintain a safe and productive work environment, Tri-County OIC expects employees to be reliable and to be punctual in reporting for scheduled work. Absenteeism and tardiness place a burden on other employees and on Tri-County OIC. In the rare instances when employees cannot avoid being late to work or are unable to work as scheduled, they should notify their supervisor as soon as possible in advance of the anticipated tardiness or absence. The supervisor is responsible for notifying the affected staff of any changes in assignments, responsibilities, or staffing resulting from worker absenteeism or tardiness.

Poor attendance and excessive tardiness are disruptive. Either may lead to disciplinary action, up to and including termination of employment.

Tardiness is defined as reporting late for work more than 10 minutes after a scheduled activity (class, meeting, training, orientation, etc.), and failure to notify the appropriate supervisor or administrator of your intended tardiness. Absenteeism, without cause, is defined as failure to report for work and failure to notify the appropriate supervisor or administrator of your intended absenteeism.

The following sanctions (consistent with Policy No. 716: Progressive Discipline) will be imposed for tardiness and absenteeism without cause.

1st incident	-	1st verbal warning
2nd incident	-	2nd verbal warning
3rd incident	-	1st written warning
4th incident	-	2nd written warning and 2
day suspension		
5th incident	-	termination

Failure to report for work without notification or cause will result in an immediate written warning and 2 day suspension. The second incident of failure to report for work will result in termination.

Incidents of tardiness and absenteeism will be tracked on an individual employee calendar.

Employees records of such incidences will be erased at the end of 6 consecutive months, the date of the first incident being used as the beginning 6-month period pursuant to Policy 716: Progress Discipline. Subsequent breaches of this policy will result in disciplinary action beginning with Step 1.

Patterns of absenteeism will be documented. Patterns of absenteeism are defined as an employees failure to report to work on repeated similar days or times more than twice within a months time period without a doctors excuse. Such patterns will result in the disciplinary action as described above.

The employees immediate supervisor has authority to issue and initiate any and all of the above actions. Employees have the right to grieve any action as indicated in Policy 718: Problem Resolution.

Tri-County OIC 238-7318

Supervisor's No.

708 Resignation

RESIGNATION

Resignation is a voluntary act initiated by the employee to terminate employment with Tri-County OIC. Although advance notice is not required, Tri-County OIC requests at least four weeks' written notice of resignation from full-time employees and two weeks' notice from part-time employees.

A written memo should be sent to the Executive Director, with a copy to the employee's supervisor, stating the effective resignation date and reason for the resignation.

716 Progressive Discipline

PROGRESSIVE DISCIPLINE

The purpose of this policy is to state Tri-County OIC's position on administering equitable and consistent discipline for unsatisfactory conduct in the workplace. The best disciplinary measure is the one that does not have to be enforced and comes from good leadership and fair supervision at all employment levels.

Tri-County OIC's own best interest lies in ensuring fair treatment of all employees and in making certain that disciplinary actions are prompt, uniform, and impartial. The major purpose of any disciplinary action is to correct the problem, prevent recurrence, and prepare the employee for satisfactory service in the future.

Disciplinary action may call for any of four steps -- verbal warning (A supervisor may verbally reprimand an employee for just cause), written warning (Written reprimands, for just causes, must be both presented to the employee and copied to the employee's personnel folder), suspension with or without pay (An employee may be suspended, without pay, for just cause.

The Executive Director, in consultation with the employees supervisor takes such action. For all suspensions, a written notice, including cause, should be transmitted to the employee at least 15 days prior to the effective date of the demotion. This notice must specify cause, and a copy must be placed in the employee's personnel folder. A demotion can not be used for disciplinary action when: the employee to be demoted does not qualify for a lower position; or when the employee to be demoted would displace, in order to create a vacancy, another employee in the lower position class. There may be circumstances when one or more steps are bypassed.

Progressive discipline means that, with respect to most disciplinary problems, these steps will normally be followed:

- A 1st offense requires a documented verbal warning
- A 2nd offense requires a documented verbal warning
- A 3rd offense requires a documented written warning
- A 4th offense requires a documented written warning and 2-day suspension
- A 5th offense will result in termination.

Employees records of such incidences will be erased at the end of 6 consecutive months, the date of the first incident being used as the beginning 6-month period pursuant to Policy 716: Progress Discipline. Subsequent breaches of this policy will result in disciplinary action beginning with Step 1.

The employees immediate supervisor has authority to issue and initiate any and all of the above actions. Employees have the right to grieve any action as indicated in Policy No. 718: Problem Resolution.

Tri-County OIC recognizes that there are certain types of employee problems that are serious enough to justify either a suspension, or, in extreme situations, termination of employment, without going through the usual progressive discipline steps.

The following are among the just causes for taking disciplinary action.

1. Offensive and/or abusive language or conduct toward the public, Tri-County OIC and related officials, employees or persons.
2. Insubordination (unwillingness to submit to authority)
3. Failure to adequately perform the duties and responsibilities of the position.
4. Negligence in care and handling of Tri-County OIC property.
5. Conviction of any criminal offenses.
6. Willful violations of any provision of the Tri-County OIC rules, regulations or procedures.
7. Habitual tardiness or absence.
8. Working under the influence of alcohol or narcotics.
9. Possession of illegal drugs.
10. Providing false information.
11. Use the OIC name, funds, staff, volunteers, clients or facilities for political reasons.

It is impossible to list every type of behavior that may be deemed a serious offense, therefore OIC reserves the right to include other non-stated problems that may result in immediate suspension or termination of employment. All such problems are not all necessarily serious offenses, but may be examples of unsatisfactory conduct that will trigger progressive discipline.

By using progressive discipline, we hope that most employee Problems can be corrected at an early stage, benefiting both the employee and Tri-County OIC.

718 Problem Resolution

PROBLEM RESOLUTION

Tri-County OIC is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and frank atmosphere in which any problem, complaint, suggestion, or question receives a timely response from Tri-County OIC supervisors and management. Tri-County OIC practices an informal policy that encourages two-way communication between employee and supervisor. If professional or personal problems arise which affect a persons ability to perform his/her responsibilities optimally, the person should be willing to discuss those problems with his/her immediate supervisor.

Tri-County OIC strives to ensure fair and honest treatment of all employees. Supervisors, managers, and employees are expected to treat each other with mutual respect. Employees are encouraged to offer positive and constructive criticism.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure. No employee will be penalized, formally or informally, for voicing a complaint with Tri-County OIC in a reasonable, business-like manner, or for using the problem resolution procedure.

If a situation occurs when employees believe that a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at any step.

1. The aggrieved employee (grievant) will verbally present the grievance to his/her immediate supervisor within ten working days of its occurrence. The supervisor will verbally provide his/her answer within three working days of the employee's presentation of the grievance.
2. If a grievance is not satisfactorily settled verbally, the grievant may submit his/her grievance in writing to the appropriate supervisor within two working days of the supervisor's response; the supervisor must respond in writing within two working days of receipt of the written grievance.
3. If a grievance is not thereby satisfactorily settled, the grievant may make a written appeal to the executive Director within five working days of the supervisor's decision. The Executive Director will reply, in writing, within five working days of receipt of the written

appeal. A copy of the Director's response will be placed in the employee's file. The employee will be asked to sign the response.

4. If a grievance is not settled by the foregoing procedure, the grievant may, within five days, appeal the decision to the OIC Board of Directors. Its Chair will arrange a time and place for a hearing to be conducted before the Board en banc, or one or more members of the Board specially designated.

The Board will determine whether persons not having a direct interest in the hearing may attend. The Board may ask, at the initiation of the hearing, for statements clarifying the issues involved. Exhibits, including previous correspondence related to appeals and decisions, may be received into evidence, marked and made part of the record, by the Board.

The Board shall afford full and equal opportunity to all parties and witnesses for presentation of facts, evidence and other relevant material.

The Board will determine the relevance and materiality of any evidence offered.

All evidence shall be presented in the presence of the Board and all parties.

The majority decision of the Board shall be its determination.

The Board, upon completion of presentation of all evidence and materials, shall specifically ask all parties whether or not they have further evidence to offer, or witnesses to be heard. Upon negative replies to the inquiry, the Board shall declare the hearing closed.

The Board's decision shall be presented in writing and distributed to all parties within 15 working days of the close of the hearing.

Failure to comply with a Board decision, or reprisals or actions taken as a result of a Board decision, shall be grievable.

At any step beyond verbal appeal listed above, a grievant may be accompanied and/or represented by an individual, including legal counsel, of his/her choice. Any such representation shall be at the expense of the grievant. The Corporation (Executive Director) may also be represented by the Corporation's counsel. This policy and procedure is intended to support the rights of Tri-County OIC to carry out the following (providing, that none of the rights are exercised in an arbitrary or capricious manner).

Direct the work of its employees.

Hire, promote, transfer, assign, and retain employees in positions within the agency.

Demote, dismiss, or suspend employees for just and proper cause.

Maintain the efficiency of operation.

Relieve employees from duties because of lack of work, or for other legitimate reasons.

Take actions that may be necessary to emergencies.

Determine the methods, -means and personnel by which Tri-County OIC plans and operations are to be carried out.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion of mutual problems can employees and management develop confidence in each other. This confidence is important to the operation of an efficient and harmonious work environment, and helps to ensure everyone's job security.

781 Ethics

ETHICS

The purpose of this policy is to establish the limits of ethical conduct for all Tri-County OIC employees, by setting forth those acts or actions that are incompatible with the best interests of the Tri-County OIC; and to direct disclosure by such employees of any private financial or other interests which may directly or indirectly affect the conduct of Tri-County OIC business. No employee shall accept any valuable gift (whether in the form of service, loan, thing, or promise) from any person, firm, or corporation which to his or her knowledge is interested directly or indirectly, in any manner whatsoever, in business dealing with Tri-County OIC; nor shall, any employee:

accept any gift, gratuity, favor, or thing of value that may tend to influence him/her in the discharge of his/her duties.

grant, in the discharge of his/her duties, any improper favor, service or thing of value.

misuse any OIC information, property equipment or other resources.

use his/her position to further the manufacture, distribution, promotion, or sale of any material, product or service in which he/she has either a direct or indirect financial interest.

Index
(Policy number shown in brackets)

Reference Item	Page No.
PAY LEVELS	24
see Pay Policies [381]	
ABSENCE WITHOUT LEAVE [681]	57
ABSENTEEISM	62
see Tardiness and Absentism [704]	
ABUSE OF THIS BUSINESS TRAVEL EXPENSES POLICY	37
see Business Travel Expenses [512]	
ACCESS TO PERSONNEL FILES [202]	8
ADVANCEMENT	2
see Equal Employment Opportunity [103]	
ANSWERING THE TELEPHONE	33
see Use of Phone and Mail Systems [504]	
AUTOMOBILES	35
see Use of Equipment and Vehicles [508]	
BENEFIT PROGRAMS	16
see Employee Benefits [301]	
see Vacation Benefits [303]	17
BENEFIT YEAR	17
see Vacation Benefits [303]	
BENEFITS CONTINUATION (COBRA) [313]	23
BUSINESS TRAVEL EXPENSES [512]	37
CANCELLATION OF CLASSES/SUBSTITUTE COVERAGE [589]	53
CARS	35
see Use of Equipment and Vehicles [508]	
CASUAL	6
see Employment Categories [201]	
CLARENCE C. MORRISON	
see Employee Welcome Message [020]	
COBRA	23
see Benefits Continuation (COBRA) [313]	
COMPANY PROPERTY	35
see Use of Equipment and Vehicles [508]	
COMPENSATORY LEAVE	31
see Work Schedules [502]	
COMPUTER AND E-MAIL USAGE [516]	42
CONFLICT	3

OIC Employee Handbook

see Personal Relationships in the Workplace [105]	
COST OF LIVING INCREMENT	24
see Pay Policies [381]	
DEDUCTIONS	24
see Pay Policies [381]	
DEMOTION	65
see Progressive Discipline [716]	
DISCHARGE	28
see Employment Termination [405]	
DISCIPLINARY ACTION	65
see Progressive Discipline [716]	
DRUG AND ALCOHOL USE [702]	60
EARTHQUAKES	36
see Emergency Closings [510]	
EMERGENCY CLOSINGS [510]	36
EMPLOYEE ACKNOWLEDGEMENT FORM [051]	
EMPLOYEE BENEFITS [301]	16
EMPLOYEE CONDUCT AND WORK RULES [701]	58
EMPLOYEE RELATIONS [102]	1
EMPLOYEE WELCOME MESSAGE [020]	
EMPLOYMENT APPLICATIONS [208]	13
EMPLOYMENT APPLICATIONS & VACANCIES	13
see Employment Applications [208]	
EMPLOYMENT CATEGORIES [201]	6
EMPLOYMENT DECISIONS	2
see Equal Employment Opportunity [103]	
EMPLOYMENT TERMINATION [405]	28
EQUAL EMPLOYMENT OPPORTUNITY [103]	2
EQUIPMENT	35
see Use of Equipment and Vehicles [508]	
ETHICS [781]	70
EXTENDED LEAVE	56
see Special Leave [680]	
FAMILY LEAVE [602]	54
FEDERAL WITHHOLDING TAX	24
see Pay Policies [381]	
FICA/SOCIAL SECURITY	24
see Pay Policies [381]	
FIRES	36
see Emergency Closings [510]	
FLEXIBLE SCHEDULING	31

OIC Employee Handbook

see Work Schedules [502]	
FLEXTIME	31
see Work Schedules [502]	
FRANKLIN L. HENLEY	
see Organization Description [030]	
FULL-TIME	6
see Employment Categories [201]	
HARASSMENT	42
see Computer and E-mail Usage [516]	
HEALTH INSURANCE	23
see Benefits Continuation (COBRA) [313]	
HIRING OF RELATIVES	3
see Personal Relationships in the Workplace [105]	
HOLIDAYS [305]	19
IMMIGRATION LAW COMPLIANCE [107]	4
IMMIGRATION REFORM AND CONTROL ACT OF 198	4
see Immigration Law Compliance [107]	
IN-AREA TRAVEL	37
see Business Travel Expenses [512]	
INCIDENTAL EXPENSES	37
see Business Travel Expenses [512]	
INCREMENTS	24
see Pay Policies [381]	
INFORMATION REQUEST [582]	45
IN-SERVICE DAYS	19
see Holidays [305]	
INSURANCE	23
see Benefits Continuation (COBRA) [313]	
INTRODUCTORY PERIOD [205]	11
INTRODUCTORY STATEMENT [040]	
JEFFREY WOODYARD	
see Employee Welcome Message [020]	
JURY DUTY [311]	22
JUST CAUSES	65
see Progressive Discipline [716]	
LAYOFF	28
see Employment Termination [405]	
LEAVE AUTHORIZATION PROCEDURES	57
see Absence Without Leave [681]	
LEAVE WITHOUT PAY	57
see Absence Without Leave [681]	

OIC Employee Handbook

LEON HOWARD SULLIVAN	
see Organization Description [030]	
LOCAL WAGE TAX	24
see Pay Policies [381]	
LODGING	37
see Business Travel Expenses [512]	
MARRIED EMPLOYEE COUPLES	54
see Family Leave [602]	
MEALS	37
see Business Travel Expenses [512]	
MERIT INCREMENT	24
see Pay Policies [381]	
MINIMUM INCREMENTS	21
see Sick Leave Benefits [307]	
MISSION STATEMENT	
see Organization Description [030]	
NOTICE OF RESIGNATION	64
see Resignation [708]	
OCCUPATIONAL PRIVILEGE TAX	24
see Pay Policies [381]	
OIC	
see Organization Description [030]	
OICS OF AMERICA --- THE BEGINNING	
see Organization Description [030]	
OPERATING HOURS	31
see Work Schedules [502]	
ORGANIZATION DESCRIPTION [030]	
ORGANIZATIONAL STRUCTURE	
see Organization Description [030]	
ORIENTATION	11
see Introductory Period [205]	
OUT-OF-AREA TRAVEL	37
see Business Travel Expenses [512]	
OUTSIDE EMPLOYMENT [110]	5
OVERTIME WORK	31
see Work Schedules [502]	
PAID TIME OFF	17
see Vacation Benefits [303]	
PART-TIME EMPLOYEES	6
see Employment Categories [201]	
PATTERNS OF ABSENTEEISM	62

OIC Employee Handbook

see Tardiness and Absentism [704]	
PAY INCREMENTS	24
see Pay Policies [381]	
PAY POLICIES [381]	24
PAY SETOFFS [410]	30
PAYDAYS [403]	27
PAYROLL	26
see Timekeeping [401]	
PAYROLL DEDUCTIONS	24
see Pay Policies [381]	
PDE	
see Organization Description [030]	
PENNSYLVANIA INCOME TAX	24
see Pay Policies [381]	
PERFORMANCE	15
see Performance Evaluation [209]	
PERFORMANCE EVALUATION	11
see Introductory Period [205]	
PERFORMANCE EVALUATION [209]	15
PERFORMANCE STANDARDS	5
see Outside Employment [110]	
PERSONAL RELATIONSHIPS IN THE WORKPLACE [105]	3
PERSONNEL DATA CHANGES [204]	10
PERSONNEL FILE	8
see Access to Personnel Files [202]	
PIT	
see Organization Description [030]	
POWER FAILURES	36
see Emergency Closings [510]	
PROBATIONARY PERIOD	11
see Introductory Period [205]	
PROBLEM RESOLUTION [718]	67
PROBLEM RESOLUTION PROCEDURE	67
see Problem Resolution [718]	
PROGRESSIVE DISCIPLINE [716]	65
QUESTIONS	
see Employee Acknowledgement Form [051]	
RECLASSIFICATION	6
see Employment Categories [201]	
REGULAR FULL-TIME	6
see Employment Categories [201]	

OIC Employee Handbook

REHABILITATION	60
see Drug and Alcohol Use [702]	
RELATIVE	3
see Personal Relationships in the Workplace [105]	
RELEASE OF INFORMATION STATEMENT	45
see Information Request [582]	
REQUEST FOR STUDENT AND STAFF INFORMATION	45
see Information Request [582]	
RESIGN	11
see Introductory Period [205]	
RESIGNATION	28
see Employment Termination [405]	
RESIGNATION [708]	64
RETIREMENT	28
see Employment Termination [405]	
REVISIONS TO THE POLICIES	
see Employee Acknowledgement Form [051]	
SANCTIONS	62
see Tardiness and Absentism [704]	
SCHOOL VAN POLICY [587]	46
SELF-EVALUATIONS	15
see Performance Evaluation [209]	
SENSITIVE TO THE DIVERSITY	42
see Computer and E-mail Usage [516]	
SERVICES PROVIDED	
see Organization Description [030]	
SETTLEMENT	37
see Business Travel Expenses [512]	
SEXUAL AND OTHER UNLAWFUL HARASSMENT [703]	61
SEXUAL HARASSMENT	61
see Sexual and Other Unlawful Harassment [703]	
SICK LEAVE BENEFITS [307]	21
SITES	
see Organization Description [030]	
SMOKING [505]	34
SPECIAL FULL-TIME EMPLOYEES	17
see Vacation Benefits [303]	
SPECIAL HOLIDAYS	19
see Holidays [305]	
SPECIAL LEAVE [680]	56
STAFF DEVELOPMENT AND TRAINING [588]	52

OIC Employee Handbook

SUSPENSION	65
see Progressive Discipline [716]	
TARDINESS AND ABSEENTISM [704]	62
TELECOMMUTING [520]	44
TELECOMMUTING ARRANGEMENT	44
see Telecommuting [520]	
TELEPHONE COMMUNICATIONS	33
see Use of Phone and Mail Systems [504]	
TELEPHONE MESSAGE PADS	33
see Use of Phone and Mail Systems [504]	
see Emergency Closings [510]	36
TEMPORARY	6
see Employment Categories [201]	
TEMPORARY RECLASSIFICATION PAY	6
see Employment Categories [201]	
TERMINATED	3
see Personal Relationships in the Workplace [105]	
TIME CARDS	26
see Timekeeping [401]	
TIME KEEPING	26
see Timekeeping [401]	
TIME SHEETS	26
see Timekeeping [401]	
TIMEKEEPING [401]	26
TION CLASSIFICATION	6
see Employment Categories [201]	
TITLE PAGE [010]	
TRANSPORTATION	37
see Business Travel Expenses [512]	
TRAVEL ADVANCES	37
see Business Travel Expenses [512]	
TRI-COUNTY OIC	
see Organization Description [030]	
TRI-COUNTY OIC --- THE BEGINNING	
see Organization Description [030]	
UNEMPLOYMENT COMPENSATION	24
see Pay Policies [381]	
UNUSED SICK LEAVE	21
see Sick Leave Benefits [307]	
USE OF EQUIPMENT AND VEHICLES [508]	35
USE OF PHONE AND MAIL SYSTEMS [504]	33

OIC Employee Handbook

USE OF PRESCRIBED DRUGS	60
see Drug and Alcohol Use [702]	
VACANT POSITION	13
see Employment Applications [208]	
VACATION BENEFITS [303]	17
VACATION EARNING SCHEDULE	17
see Vacation Benefits [303]	
VEHICLES	35
see Use of Equipment and Vehicles [508]	
VEHICLES OWNED, LEASED, OR RENTED BY TRI-COUN	37
see Business Travel Expenses [512]	
VERBAL APPEAL	67
see Problem Resolution [718]	
VERBAL WARNING	65
see Progressive Discipline [716]	
VISITORS IN THE WORKPLACE [514]	41
VOLUNTEERS	6
see Employment Categories [201]	
WELCOME	
see Employee Welcome Message [020]	
WORK SCHEDULE	31
see Work Schedules [502]	
WORK SCHEDULES [502]	31
WORKERS' COMPENSATION INSURANCE [306]	20
WORKING AT HOME	44
see Telecommuting [520]	
WORK-RELATED INJURIES	20
see Workers' Compensation Insurance [306]	
WORKWEEK	31
see Work Schedules [502]	
WRITTEN WARNING	65
see Progressive Discipline [716]	