South Central Iowa
Community Action Program

EMPLOYEE HANDBOOK

MISSION STATEMENT

SCICAP empowers individuals and families with services to become self-sufficient and contribute positively to their communities.

(Adopted 4/28/21)

Approved updates by the Board of Directors: March 26, 2025, July 22, 2026

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South Central Iowa
Community Action Program

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EMPLOYMENT AT WILL

This manual in no way constitutes an employment contract between employees and South Central Iowa Community Action Program.

Employment with SCICAP is voluntarily entered into, and the employee is free to resign at will at any time, with or without cause. Similarly, SCICAP may terminate the employment relationship at will at any time, with or without cause.

No statements made by any representative of SCICAP in pre-hire interviews, in discussion, or in recruitment materials may alter the at will nature of employment or imply that discharge will occur only with cause. This policy is not changed by any statements in this manual or any other SCICAP literature, including but not limited to employment applications, memoranda and recruiting materials. None of these documents are intended to create an express or implied contract of employment for a definite period, nor state in any way that termination will occur only for "just cause."

It should be clearly understood, therefore, that nothing in this manual changes the employment at will relationship or creates an express or implied contract or promise concerning present or future agency policies. Also, SCICAP retains the right to establish, change or abolish any of its policies, practices and rules at its will as it sees fit without prior notification.

PREFACE

PURPOSE

The Governing Board of the South Central Iowa Community Action Program, Inc. welcomes you as an employee of this agency. SCICAP is dedicated to the task of assisting disadvantaged persons to help themselves become self-sufficient and to the development of a better community to live.

This handbook will provide you with an overview of the agency structure, benefits, code of conduct, employee protection, ethics, leave, payroll, recruitment, training and workplace environment. This is your personal copy; please read it and if you have any questions ask your supervisor for clarification.

ESTABLISHING POLICY

The practice and procedures herewith are assigned to be an aide in the smooth, flexible functioning of the SCICAP program. These policies have been developed in accordance with policies of the Department of Human Rights/Division of Community Action Agencies.

ADMINISTRATION OF POLICY

The administration of personnel policies is the responsibility of the Executive Director, who shall consult with the Governing Board on personnel matters as necessary.

DISTRIBUTION

All members of the Governing Board, Head Start Policy Council and SCICAP employees will receive or have access (via agency website) to a copy of the agency's personnel policies and procedures. All staff shall be required to acknowledge in writing, receipt and understanding of these polices. All staff will be notified via email of any additions or changes to the manual.

CHILD SUPPORT NOTICE

SCICAP requires employees to provide information to eligible custodial parents in single-parent families participating in SCICAP programs, activities, or services about the availability of child support services and refer eligible parents to the child support offices of state and local governments. Families should be referred to the website at https://secureapp.dhs.state.ia.us/customerweb or the local Child Support Recovery Office. Some of the services they provide include locating parents; establishment of paternity; obtaining orders for support; and processing support payments and maintain payment records. (3/27/19)

BENEFITS

Policy
SCICAP shall provide benefits to employees that are required by law and/or determined by the agency. Eligibility for employee benefits will vary by the type of benefit and classification of employee. The agency will provide benefits to include:

- Worker's Compensation Insurance
- State Unemployment
- Health, Short-Term Disability, Dental, Vision and Life Insurance
- Retirement benefits through the Iowa Public Employees Retirement System (IPERS)
- Paid time off (vacation leave, personal days, bereavement leave, holidays, sick leave, administrative, and parental leave) (Refer to Leave Section of manual)

With the exception of Worker's Compensation, Medicare and Social Security contributions, temporary and substitute employees are not eligible for benefits. Substitutes do become IPERS eligible if they are paid over $1,000 in two consecutive quarters.

Worker's Compensation Insurance – All employees are covered by workers compensation insurance for work related injuries or exposures.

Employees have the right to report work-related injuries and exposures without fear of retaliation.

All work related injuries and/or exposures require an Incident Report be completed by the injured employee and his or her immediate supervisor and filed with central office within 24 hours of the incident.

When medical attention is necessary, the employee or supervisor should contact central office immediately. Exceptions to this procedure are acceptable only when there is an emergency requiring immediate medical attention.

The first 3 days of missed work time is charged to sick leave. An employee's time spent attending medical appointments, when the employee is still in working status, is paid as worked time.

State Unemployment
All employees are covered by state unemployment insurance.

Medicare and Social Security (FICA) – The agency pays the employer share of Social Security and Medicare tax for all employees.

Health Insurance – Health insurance shall be an option given to employees who average at least 30 hours per week (or 130 hours in a calendar month). The agency shall annually review the agency contribution and a determination made based on budget limitations. Employees whose hours are temporarily reduced for work shortages will be allowed continued coverage if

they continue their payment of employee contributions. Employees who are laid off will be offered Cobra Insurance. SCICAP will honor Affordable Care Act. Any employee who averages at least 30 plus hours per week (or 130 hours in a calendar month) will be offered Health Insurance. All scheduled changes to an employee's regular work hours must be made in writing by a change of status form submitted to the payroll department. Insurance coverage becomes effective following the completion of the first 60 days of employment. *(4/27/22)(7/27-22)*

Basic Term Life Insurance – Term life insurance shall be an option given to the full-time employees. It will be provided with the agency paying up to 50% of the premium. Part-time employees who average at least 30 ~~plus~~ hours per week (or 130 hours in a calendar month) will be offered basic term life insurance. The match will be based on a $15,000 maximum. All scheduled changes to an employee's regular work hours must be made in writing by a change of status form submitted to the payroll department. *(4/27/22)*

IPERS (Iowa Public Employees' Retirements System) – All permanent employees of SCICAP shall be covered by IPERS unless they decline enrollment. Employee deduction and employer matching percentages are mandated by state regulation and SCICAP will comply with all IPERS rules and regulations. Any regular full-time or part-time employee becomes a member of IPERS upon the first day of employment and is subject to required contributions. New employees are automatic participants unless they elect not to participate in IPERS by submitting a signed and dated "Election for Termination of IPERS Coverage" form to the fiscal office within 60 days of the employee's date of hire. If an employee does not elect out of IPERS within 60 days of his/her date of hire, the employee cannot elect out of IPERS as long as he/she is employed with SCICAP. Substitutes do become IPERS eligible if they are paid over $1,000 in two consecutive quarters.

Holidays

The holidays observed by SCICAP are as follows:

- New Year's Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday after Thanksgiving Day *(1/2020)*
- Christmas Eve Day *(1/2020)*
- Christmas Day

Holidays falling on Saturday will be observed on the preceding Friday and holidays falling on Sunday will be observed on the following Monday. Full-time employees (hired at 32 plus hours a week) will receive 8 hours of holiday pay commencing from date of hire. *(7/23/17)* If work

schedule dictates working holidays, employees can take another day off within the same pay period or receive 8 additional hours of pay. The 8 hours of holiday pay does not qualify as overtime pay according to Iowa overtime laws. For example, if a person receives 8 hours of holiday pay on top of 40 hours worked in a week, the person will only be paid 48 regular hours a workweek. *(4/27/22)*

CODE OF CONDUCT

Prohibition Against Acceptance of Gifts and Gratuities – Employees of SCICAP and delegate agencies are prohibited from accepting gifts, money and gratuities from persons receiving benefits of services under the SCICAP program or performing services under contract or otherwise in a position to benefit from an employee action. No employee, officer or agency of South Central Iowa Community Action Program, Inc., shall participate in the selection, award or administration of a contract or procurement, where to the employee's knowledge he/she or their immediate family or partners or organization in which he/she or their immediate family or partners has a financial interest or with who he/she is negotiating or has any arrangements concerning prospective employment. SCICAP officers, or agents, shall neither solicit nor accept gratuities, favors or anything of monetary value from contractors or potential contractors.

Any employee or agent found in violation of this section is subject to immediate suspension without pay until a complete investigation of the case is reviewed by the Executive Director, board chairman and personnel committee. If the employee is found guilty of said violation, termination of employment by SCICAP will result. This is not intended to preclude bona-fide agency fund-raising activities.

All board members and all staff with purchasing authority will sign conflict of interest forms. Forms will be kept in appropriate manner.

Outside Employment – No employee shall engage in employment outside of the agency which affects that employee's work or work schedule with SCICAP.

1. Such employment shall not interfere with the efficient performance of the employee's duties.
2. Such employment shall not involve a conflict of interest or conflict with the employee's duties in the agency's programs.
3. Such employment shall not involve the performance of duties which the employee should perform as part of his/her employment in the agency's programs.
4. It shall be the policy of SCICAP, Inc. that outside employment of personnel is permissible as long as such employment does not deter from the performance of their CAA duties and they comply with the above stated policy.

Application for Services – To ensure the application for service process is conducted ethically, the following conditions shall apply:

1. **Customers who are relatives or personal friends of staff:** Relatives or personal friends of an agency employee who apply for agency services will not be afforded undue preference and will follow the same criteria for application and selection as the general public. They will not receive preferential appointment times or receive any special treatment. The staff member who

is a relative or personal friend will not be involved in the application, eligibility determination, or service delivery in any manner.

2. **Staff Members as Customers:** Agency staff members who wish to apply for services may apply like the general public. They must obtain an appointment time like any other customer and must apply through a staff person or supervisor who would typically deliver the service they are seeking. Appointments will be made during staff lunch hours, or when they are not working. The Executive Director or Fiscal Director must review all applications by staff members for agency services. *(1-25-23)*

DISASTERS AND EPIDEMICS CLOSURES

South Central Iowa Community Action Program (SCICAP) may face situations that could require closures (partial and/or agency-wide) and changes to, or even interruption of program services.

The agency will work with officials and appropriate program funder(s) to assure that staff members are safe and program services will, if possible, continue in some form.

The agency must follow each program's rules, guidelines, and direction regarding continuation of services and how funds can be distributed for staffing.

Decisions on services and staffing will be based on program guidance provided by federal funding agencies.

The agency will abide by federal laws and Presidential Proclamations made for disasters or epidemics. The agency will utilize program funds to comply with the law/proclamation in dealing with disasters and epidemics.

The Executive Director or designated agency representative will assess the flexible use of sick, vacation and/or sick leave conversion hours to be used during a declared disaster or epidemic. Employees will be allowed to use all accrued leave options to ensure employees are compensated if the agency is directed by federal, state, or local agencies to close or suspend services.

Flexible use of sick, vacation and/or sick leave conversion leave will be assessed each payroll period by the Executive Director or designated agency representative.

The Executive Director, Fiscal Officer and appropriate program directors will assess staff that are essential and will continue to work during declared disaster or epidemic periods. *(March 2020)*

During declared disasters, public emergencies, or epidemics SCICAP will allow programs to follow the same fiscal and administrative flexibilities available to grantees. These flexibilities would include, but not limited to, purchase of equipment, budget modifications, and procurement by noncompetitive processes.

Electronic Communications Policy

Purpose

This policy establishes guidelines for the appropriate, secure, and professional use of the Agency's electronic communication systems and technology resources. The purpose of this policy is to:

- Protect confidential and sensitive information;
- Promote effective and professional communication;
- Reduce cybersecurity and privacy risks; and
- Ensure compliance with applicable laws and Agency policies.

Scope

This policy applies to all employees, volunteers, interns, contractors, consultants, board members, and others authorized to access Agency systems or information.

This policy covers all Agency-owned or Agency-approved:

- Computers and mobile devices (Flash/Thumb/External Drives/Cell Phones/Tablets)
- Email systems
- Internet access
- Messaging and collaboration platforms
- Cloud storage and software
- Electronic files and records

The policy also applies to personal devices used for Agency business.

Acceptable Use

Agency electronic communication systems are intended for business purposes. Any personal devices that are used to access agency platforms/systems are required to have the same or an equivalent level of anti-virus protection. All anti-virus protection that is not the same must be approved by the Agency prior to accessing agency/platforms/systems.

Users are expected to:

- Communicate professionally and respectfully;
- Protect confidential information;
- Use good judgment when using technology resources; and
- Follow all cybersecurity and confidentiality requirements.

Prohibited Activities

Users may not use Agency systems to:

- Access or distribute offensive, discriminatory, harassing, or illegal material;
- Share confidential information without authorization;
- Install unauthorized software or applications;
- Share passwords or login credentials (except to the user's supervisor/manager);
- Conduct outside business activities unrelated to the Agency;
- Engage in unlawful or prohibited political campaign activity;
- Misrepresent themselves as speaking on behalf of the Agency without authorization.

Confidentiality and Privacy

Users are responsible for safeguarding confidential and sensitive information, including:

- Client or participant information
- Donor information
- Personnel records
- Financial information
- Passwords and login credentials

Confidential information may only be accessed or shared as necessary for Agency business and in accordance with applicable laws and policies.

Users should have no expectation of personal privacy when using Agency-owned systems, devices, or networks to the extent permitted by law. The Agency reserves the right to monitor and review electronic communications and system usage.

Email, Messaging, and Social Media

Agency email and messaging systems must be used professionally and responsibly.

Users must:

- Use approved communication platforms when conducting Agency business;
- Verify recipients before sending sensitive information;
- Use caution with links, attachments, and suspicious messages;
- Maintain professional communication standards.

Only authorized individuals may issue public statements or represent the Agency through social media, media interviews, or other public communications.

Confidential or identifying client information may not be shared on social media or through unapproved communication channels.

Remote Access and Device Security

Users accessing Agency systems remotely or using personal devices for Agency business must:

- Use secure passwords as defined by the program;
- Maintain current security updates;
- Secure devices from unauthorized access;
- Report lost or stolen devices immediately;
- Follow Agency cybersecurity requirements, including multi-factor authentication where required.

Artificial Intelligence (AI) Tools

Use of AI tools for Agency business must comply with confidentiality and data security requirements.

Users may not enter confidential, protected, or sensitive Agency information into unauthorized AI systems unless specifically authorized.

Users are responsible for reviewing AI-generated content for accuracy, professionalism, and compliance with Agency standards.

Incident Reporting

Users must immediately report:

- Suspected phishing emails or scams;
- Lost or stolen devices;
- Unauthorized access to systems or information;
- Malware or ransomware incidents; and
- Accidental disclosure of confidential information.

Reports should be made to a supervisor, the Executive Director, or designated IT personnel.

Violations and Enforcement

Violations of this policy may result in:

- Loss of system access;
- Disciplinary action;
- Termination of employment or affiliation; and/or
- Legal action when appropriate.

The Agency reserves the right to interpret and enforce this policy at its discretion and in accordance with applicable law.

**For purposes of this policy, "professional" or "professionally" means communication that is respectful, business-appropriate, accurate, and consistent with the Agency's mission, policies, and legal obligations.

Professional communication includes:
- Using courteous and respectful language;
- Communicating in a manner appropriate for a workplace environment;
- Maintaining confidentiality and privacy requirements;
- Avoiding offensive, discriminatory, harassing, threatening, or inappropriate content;
- Presenting information honestly and accurately; and
- Exercising sound judgment in written, electronic, and online communications.

Professional communication standards apply to emails, text messages, instant messaging, collaboration platforms, social media activity conducted on behalf of the Agency, AI-generated content used for Agency business, and any other electronic communications related to Agency operations.

Acknowledgment

I acknowledge that I have received and reviewed the Agency's Electronic Communications Policy. I understand my responsibilities under this policy and agree to comply with its requirements.

Name: _____

Signature: _____

Date: _____

EMPLOYEE PROTECTION POLICY

SCICAP believes that for the agency to engage in its mission, its financial practices and management must be free from any activities that may be illegal or constitute fraud and abuse. To that end, SCICAP encourages employees who have a reasonable belief that there has been a violation of law or rule, mismanagement, a gross abuse of funds, an abuse of authority, or a substantial and specific danger to public health or safety may have occurred to contact the Executive Director. If the employee for any reason feels reporting to the Executive Director is not possible, the employee should contact the Board Chairperson. The employee may make such a report anonymously. Any report should contain sufficient information to permit an appropriate internal investigation to occur. The investigation shall be conducted in as confidential a manner as permitted under the circumstances. Based upon the results of the investigation, appropriate corrective action will be taken, including but not limited to appropriate discipline of the employees involved in the improper conduct and implementation of systematic controls and procedures to reduce the risk of a similar situation occurring. The reporting employee will be notified of the conclusion of the investigation; however, due to confidentiality concerns, the reporting employee will not be privy to the results of the investigation or the resulting discipline, if any, of individuals involved in the improper conduct. Any employee who makes a report shall not be subject to adverse employment action by SCICAP for making the report, even if the report is investigated and proved to be unfounded. Such adverse employment action shall include firing, demotion, suspension, harassment, or failure to consider the employee for promotion.

Oversight Agencies Contact Numbers:

SCICAP
1711 Osceola Ave, Ste 212
P.O. Box 715
Chariton, IA 50049
Phone: 641-774-8133
Fax: 641-774-8139
Email: Info@scicap.org
Website: Scicap.org

Iowa Office of Ombudsman
Ola Babcock Miller Bldg
112 East Grand
Des Moines, IA 50319
Phone: 515-281-3592
Toll Free: 888-426-6283
Fax: 515-242-6007
Email: ombudsman@legis.iowa.gov

Iowa Health and Human Services
Community Action/Family Services
Lucas State Bldg., 2nd Floor
321 East 12th Street
Des Moines, IA 50319
Phone: 515-242-5655
Fax: 515-242-6119

Auditor of State
State Capitol Bldg, Room 111
1007 East Grand Avenue
Des Moines, IA 50319
Phone: 515-281-5834
Fax: 515-281-6518
Email: info@aos.iowa.gov

Fair Housing Opportunity
IA Civil Rights Commission
Grimes State Office Building
400 E. 14th Street
Des Moines, IA 50319
Phone: 515-281-4121
Toll Free: 800-457-4416
Email: icrc@iowa.gov

Attorney General of Iowa
Hoover State Office Building
1305 E. Walnut Street
Des Moines, IA 50319
Phone: 515-281-5926
Fax: 515-281-6771
consumer.consumer@ag.iowa.gov

All SCICAP employees will receive **Whistleblower Protection Policy** training during the new employee orientation. Employees with any questions regarding this policy should contact the Equal Employment Opportunity Officer. Any finding of improper action shall be reported to the SCICAP Governing Board. This policy is intended to incorporate the whistle-blower provisions of the Sarbanes-Oxley Act.

_____ _____

Signature Date

EMPLOYMENT CATEGORIES

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

Each position within the agency shall have a formal written job description describing the requirements and expectations of the position. All employees will be provided with a copy of their job description and will be given a new copy whenever revisions occur.

Each employee is designated as either **Nonexempt** or **Exempt** according to federal and state wage and hour laws. **Nonexempt employees** are entitled to overtime pay under specific provision of federal and state laws. **Exempt salaried employees** are excluded from specific provisions of federal and state wage and hour laws. Whether employees are exempt depends upon (1) their duties and responsibilities; and (2) the salary paid.

Exempt employees must meet the following tests: a) primary duty must be management; b) customarily and regularly supervises two or more employees; c) hire/fire by authority or recommendation; d) customarily be involved in interviewing, training, directing and planning; e) salaried at $684 a week or more. Resource: U.S. Dept. of Labor Employment Standards Administration, Wage & Hour Division, 29 CFR 541.

In addition to the above categories, each employee will belong to one of the following employment categories:

A. **Full-Time:** Full-time employees are those who are not in temporary status and who are regularly scheduled to work at least 32 hours or more per week. Generally, these employees are eligible for SCICAP's benefits, subject to the terms, conditions, and limitations of each benefit program. Overtime hours must be pre-approved by supervisor.

B. **Part-Time:** Part-time employees are those who are not assigned to a temporary status and who are regularly scheduled to work less than 32 hours per week. Part-time employees are eligible for some benefits sponsored by SCICAP, subject to the terms, conditions, and limitations of each benefit program. Any additional hours must be pre-approved by program supervisor.

c. **Substitute:** Substitute employees are those who are not regularly scheduled to work. They are called in as needed. *(4/27/22)*

D. **Temporary:** Temporary employees are those who are hired for a limited duration to supplement the work force temporarily. Temporary employees receive all legally-mandated benefits (such as Workers Compensation and Social Security benefits); they are ineligible for most of SCICAP's other benefits.

E. **Head Start Work Agreements** –Head Start staff with a work agreement, will follow what is outlined in their work agreement. If not stated, they shall follow the personnel policies set forth in the SCICAP employee handbook.

Environmental, Health and Safety Policy (EHS)

SCICAP, Inc. is committed to manage and operate its five-county facilities in a manner that is fully protective of its employees, the public, and the surrounding environment. This entails not only meeting the health, safety, and environmental requirements of regulations, policies, and procedures but also seeking to improve our performance through continuous improvement processes. To meet this commitment, we will:

- Periodically evaluate our environmental, health, and safety (EHS) performance, including setting goals for improved performance through the development of a standing facilities committee;
- Provide the availability of adequate resources to meet our EHS obligations to our employees and the public;
- Proactively avoid injury and illness risks and promote overall employee/client health and well-being by utilizing local and state agencies in developing EHS standards and routinely inspecting facilities (including staff checklists, as well as professional inspections);
- Ensure that employees and board members are fully aware of the EHS impacts and obligations associated with their jobs through regular staff training and board reports; and
- Communicate relevant EHS information and policies to our employees, clients, Governing Board, and other interested parties.

We will achieve this high level of performance by integrating these principles into our planning, decision-making, performance tracking, and review processes to ensure we achieve our goals and to continually improve our EHS performance. Each employee has an individual responsibility to understand and support our EHS policies and objectives and to actively participate in programs to ensure our goals are met.

Hazard Communication Program Policy

To ensure that information about the dangers of all hazardous chemicals used by SCICAP are known by all affected workers, the following hazard communication program has been implemented. Under this program, workers will be informed of the requirements of the OSHA Hazard Communication Standard, the operations where exposure to hazardous chemicals may occur, and how workers can access this program as well as labels and Safety Data Sheets. This program applies to any chemical which is known to be present in the workplace in such a manner that workers may be exposed under normal conditions of use or in a foreseeable emergency. All work areas that involve potential exposure to chemicals are part of the hazard communication program. Copies of this hazard communication program are included in the company manual.

The Facilities Specialist is the program coordinator, with overall responsibility for the program, including reviewing and updating this plan as necessary. The Facilities Specialist or Program Director will verify that all containers are clearly labeled in accord with the requirements of HazCom 2012, including a product identifier, pictogram, hazard statement,

signal word and precautionary statements as well as the supplier's contact information. No hazardous materials will be put into secondary containers. Storage of all hazardous materials will be in an area not accessible to the public. (Container Labeling)

Safety Data Sheets (SDS)

The Facilities Specialist and Outreach Supervisor are responsible for establishing and monitoring the company SDS system in their respective area. If an SDS is not received at the time of the initial shipping it is the Facility Specialist and Supervisor/Coordinator's responsibility to get it. Copies of SDSs for all hazardous chemicals to which workers are exposed or are potentially exposed will be kept in the central office. Workers can access SDS by contacting the EHS/HS Director or online.

Training

The Facilities Specialist and Outreach Supervisor will be responsible for training their staff upon hire and annually. The training will consist of handouts and pre-service demonstrations. The goal of this training is to uphold the Environmental, Health and Safety Policy included in the employee manual.

EQUAL EMPLOYMENT OPPORTUNITY POLICY

Non-Discrimination

SCICAP is an equal employment opportunity organization. In accordance with applicable federal, state and local laws, SCICAP will not discriminate against applicants or employees based on race, color, religion, creed, sex, national origin, age, pregnancy, disability, citizenship status, military service, sexual orientation, gender identity, genetic information, or any other characteristic protected by law. "Sexual orientation" means actual or perceived heterosexuality, homosexuality or bisexuality, and "gender identity" means gender-related identity regardless of the person's assigned sex at birth. This antidiscrimination policy applies to all terms and conditions of employment, including but not limited to, recruiting, hiring, placement, promotion, transfer, termination, layoff, recall, leaves of absence, compensation, benefits, training, and social programs.

Reasonable Accommodation

SCICAP will make reasonable accommodations for:

(A) qualified applicants with disabilities, to allow for participation in the application process;

(B) qualified employees with disabilities, to allow for performance of essential job functions and participation in the terms and conditions of employment; and

(C) applicants and employees with religious conflicts with work, to allow the observance of sincerely held religious beliefs.

Applicants who need an accommodation should inform a person involved in the hiring process of that need and engage in the interactive process with SCICAP. Employees who need an accommodation should inform their supervisor or Equal Employment Opportunity Officer of that need and engage in the interactive process. After needs and alternatives are discussed and explored in the interactive process, SCICAP will consider and evaluate the availability and reasonableness of the options to determine what can be done. Accommodations that would cause undue hardship to SCICAP, its employees or its clients cannot be made.

Applicants or employees with disabilities whose employment in a job would pose a direct threat to the health or safety of others or themselves cannot be employed in that job unless reasonable accommodations are available to eliminate or sufficiently reduce the direct threat.

ETHICS

SCICAP conducts business and delivers services in an honest, ethical, objective manner and is guided in making decisions by professional responsibility. The Governing Board, Head Start Policy Council members, employees, and volunteers are expected to demonstrate the highest standards of personal integrity, truthfulness, confidentiality, and honesty; and are required to comply with all laws, rules, regulations, and contractual agreements. Personnel know and follow the code of ethics of their respective professions. (3/27/19)

EMPLOYEE CONFIDENTIALITY POLICY

Each employee must sign the following statement to be kept on file:

As an employee of the South Central Iowa Community Action Program, I, the undersigned, hereby agree to keep all information regarding clients in strictest confidence. This includes any information in the clients' file and any other information, I myself, may obtain while an employee of SCICAP. Information may be transferred between SCICAP programs as deemed necessary and under the supervision of program directors. I understand that a breach of the confidentiality policy will be just cause for my immediate dismissal.

Information about children, families, other employees or the agency will not be divulged to anyone other than the persons who are duly authorized to receive such information. This policy extends to both internal and external disclosure. Any breach of confidentiality will result in corrective action up to and including termination of employment. All communications with persons or organizations outside the agency regarding specific information about any of our customers or employees is strictly forbidden unless staff has previously obtained written consent from the customer or employee to release such information.

Confidentiality of Criminal History Record Information: Criminal history records are utilized for the purpose of determining suitability for positions within the agency. SCICAP will rely upon such records in conformity with state and federal law. Dissemination of the confidential information contained in criminal history reports to unauthorized individuals is not only subject to agency disciplinary policy but may also be subject to criminal penalties.

Reporting Ethical Concerns: Whenever staff have ethical concerns, staff are required to immediately report such concerns to their supervisor or the Executive Director. Any supervisor who receives a concern or complaint about an ethical issue must report that complaint or concern to the Executive Director immediately (no later than within one working day). There shall be no adverse action taken against a staff person for reporting any ethical concerns. Likewise, there can be no retaliation towards the reporter by the subject of the report.

It is the policy of South Central Iowa Community Action Program that all employees have the right to disclose information to an oversight agency, the Office of Citizens' Aide, the Auditor of the State, or the Office of the Attorney General. No staff person shall receive any adverse employment action for disclosing any information. A posting will be located in each workplace that affirms this right, and lists the telephone numbers of the oversight agencies, the Office of Citizens' Aide, the Auditor of the State, and the Office of the Attorney General.

Training: All new staff shall be trained regarding the provisions of this Ethics policy and shall receive this policy on their first day of employment.

EXPENSE REIMBURSEMENT

Travel and Meal Expenses
Mileage: Employees will be reimbursed for the operation of their personal vehicle while on agency business at the agency approved rate. The employee assumes liability for his/her vehicle in work related travel.

Travel expenses between the employee's home and primary work location are not reimbursable.

All employees who use personal vehicles for agency business must furnish evidence of current valid driver's license and vehicle insurance in the minimum amount required by law when requested. Employees must notify the agency in the event of a suspended, revoked, or denied driver's license.

OVERNIGHT TRAVEL

Occasionally, travel outside the area is required for training and other purposes. The following guidelines are intended to provide general information regarding reimbursement for such travel and steps required for documentation. This policy is effective for employees, governing board, policy council and all committee members traveling for SCICAP, Inc.

Overnight Travel: All overnight travel requires prior approval in writing by the program supervisor and Executive Director. The employee will ensure the most economical form of transportation is used when considering driving or airfare. Completing, scheduling, or obligating expenditures for overnight travel without advance written authorization to conduct travel is grounds for disciplinary action up to and including termination of employment. *(4/27/22)*

Hours Worked: Staff will be paid for all hours worked. For purposes of **overnight** out of area travel, following federal laws, time spent driving an automobile is considered paid time. Time spent as a passenger in an automobile or another type of transportation **outside** of normal work hours is generally not considered work time. In all instances, employees are required to travel during normal working hours unless specifically approved in advance in writing by the Executive Director. For full-day conference attendance, employees will be paid their normal working hours unless time attending conference sessions (less mealtime and passenger travel time) exceeds their normal working hours, in which case the staff person will be paid for the actual hours worked. When out of area travel time causes a non-exempt position to work more than their regularly scheduled number of hours during a day, every effort must be made to adjust hours of work on other days in the same week to avoid overtime. *(4/27/22)*

Meals: Daily meal cost out of area will be reimbursed at GSA.GOV rate for individual meals that do not require overnight travel if you are away from your official station for longer than 12 hours. (FTR 301-11.101) *(3-26-25)*

Overnight Meals: Reimbursement will be in accordance with rates for localities as established by the United States Government Services Administration (www.gsa.gov/perdiem), and employees are not required to submit receipts for meal reimbursement. The GSA breaks down the daily per diem for each locality into Breakfast, Lunch, Dinner, and Incidentals. The Agency's policy is to reimburse the employee for Breakfast, Lunch, and Dinner expenditures only, according to the rates established by the GSA (for incidental expenditures, see "Other Expenses" below). Meal reimbursement amounts are the maximum allowed amount. When meals are included in the conference or training activities, a staff person cannot request meal reimbursement unless there are special circumstances. The employee must discuss these circumstances with their supervisor prior to the closeout, and the circumstances must be documented. For the days of departure and return, the following applies:

a. Day of Departure: On the day of departure, staff will be eligible for reimbursement for meals according to the following:

1. Breakfast: Must leave prior to 6:00 am
2. Lunch: Must leave prior to 11:00 am
3. Dinner: Must leave prior to 5:00 pm

b. Day of Return: On the day of return, staff will be eligible for reimbursement for meals according to the following:

1. Breakfast: Must arrive back after 8:00 am
2. Lunch: Must arrive back after 1:00 pm
3. Dinner: Must arrive back after 7:00 pm

The departure and arrival times assume a "straight trip time." In other words, if you leave Des Moines at 5:00 to return home and the trip ordinarily takes 1 ½ hours, you will not qualify for dinner even if you stopped at 6:15 pm and spent one hour eating causing you to arrive home at 7:15 pm. All travel advance request forms must be signed by the employee's supervisor and submitted to the Accounts Payable Department for processing 15 days prior to travel. *(9-27-23)*

Lodging: When lodging is required, the staff person will ensure the cost is reasonable for the locality. Actual receipts for lodging must be submitted. Incidental or entertainment expenses included on the receipt will not be reimbursed. Only the cost of lodging and related lodging taxes will be reimbursed. Lodging will be charged on the agency credit card. Iowa Code section 80.45A: for any public money to be used for lodging, the lodging provider must certify with the Department of Public Safety that all its employees have received approved human trafficking training. Further information is available at www.stophtiowa.org. A list of certified hotels is posted at www.stophtiowa.org/certified-locations. *(4/27/22)*

Airfare: Airfare costs above the customary standard commercial airfare (coach or equivalent) are unallowable unless any of the exceptions provided in federal regulations are met, and approval by the Executive Director is provided in writing in advance. In all instances, the person traveling is required to book the most reasonable discount fare available. *(4/27/22)*

Airport Parking: Airport parking will be reimbursed for actual cost up to $20/day with receipt required. *(4/27/22)*

Ground Transportation: When an employee travels by commercial carrier and then requires ground transportation (such as from an airport to a conference hotel), the employee must use the most cost-effective method of ground transportation reasonably available (for example, using a complimentary hotel shuttle instead of hiring a taxi). Ground transportation expenses are allowable only for transportation directly related to the purpose of the travel (not getting to or from personal entertainment activities in the evening, for example). The employee must include a receipt when requesting reimbursement for ground transportation, when possible, and must use the actual cost. *(4/27/22)*

Other Expenses – Other expenses may occur while traveling such as parking, luggage fees, transportation, and any other non-meal expenses; these are reimbursed with receipt required. Incidental expenditures such as tipping, and other minor fees or expenses will not be reimbursed. *(4/27/22)*

Travel Advance – Employees may, with the approval of their department head request a travel advance to cover the cost of per diem and other expenses. This advance must be submitted to the fiscal department 15 days prior to travel with the necessary approval. *(3-26-25)*

Expense Report - It will be necessary to turn in receipts for travel, lodging and other expenses excluding meals; all items will be recorded on the expense report, but no receipts are required for meals. Any unused portion of the travel advance will be returned to the agency. Agendas must be included with the expense report.

Other: Expenses not described herein, which are an essential part of the travel, will be evaluated on a case-by-case basis for reasonability and allowability by the Executive Director and require a written receipt. *(4/27/22)*

All mileage and travel expenses will be paid on the next billing cycle and claim for such pay must be submitted in writing on an expense form signed by the employee and approved by the program supervisor.

GRIEVANCE PROCEDURE

Staff and supervisors should attempt to resolve all problems whenever possible. Open communication between staff, supervisors and administration is encouraged to prevent situations where grievances become necessary. Staff do, however, have the right to file a grievance, under the conditions detailed in this procedure, at any time.

Grievance: The term "grievance" means an allegation that the grievant' s employment has been adversely affected due to a violation, misapplication or misinterpretation of agency policies or procedures. The decisions of the Executive Director regarding reorganization, layoffs, reduction in force or elimination of positions are not grievable.
Grievant: The term "grievant" means a person who was or is an employee of the agency at the time the grievance occurred.
Grievance Procedure: All employees have a right to use this grievance procedure without jeopardizing employment. If a grievance is brought or directed against an individual who would otherwise play a role in responding to and attempting to resolve the grievance, the function assigned to that person by these procedures may be assigned to another person designated by the Executive Director.

1. Within five (5) working days after the event giving rise to the grievance, he or she shall approach his or her Program Director and discuss the specific act or condition and the grounds upon which the discussion occurred.
2. If the matter is not resolved within five (5) working days after this meeting, the employee shall present the grievance to the Equal Employment Opportunity Officer. To initiate a formal grievance, the grievant must write out and present to the EEOO a statement which includes all the following:
    a. The specific actions which resulted in a grievance, including the date or dates upon which the event occurred,
    b. Any witnesses who may have witnessed the alleged event(s), and
    c. What policy or policies the grievant believes were violated.
3. The EEOO will communicate his or her decision to the grievant in writing within ten (10) working days of his or her receipt of the written grievance.
4. If the grievant is dissatisfied with the decision of the EEOO, he or she shall have the right to appeal the decision to the Executive Director. A written statement requesting an appeal must be delivered by the grievant to the Executive Director within five (5) working days after receipt of the decision of the EEOO. Within five (5) working days after receipt of the request for an appeal, the Executive Director will deliver a final determination in writing to the grievant and the EEOO. The Executive Director's decision is final in all cases except those regarding Head Start staff members who have the additional ability to appeal the grievance to the Policy Council in certain circumstances.
5. For instances involving harassment, employees are required to follow the harassment policies in lieu of the grievance procedure.
6. Failure to abide by any of the deadlines involved in this procedure will result in dismissal of the grievance.

HARASSMENT IN WORKPLACE

Harassment of a person because of that person's legally protected characteristic is a form of prohibited discrimination. Protected characteristics include race, color, religion, creed, sex, national origin, age, pregnancy, disability, citizenship status, military service, sexual orientation, gender identity, genetic information, or any other characteristic protected by law. It is the strong policy of SCICAP not to tolerate harassment, and to prevent and promptly correct harassment, of its applicants, employees and/or customers.

Harassment is any unwelcome conduct, whether verbal, written or physical, that is based on a protected characteristic, or protected activity, and that explicitly or implicitly affects employment, unreasonably interferes with work performance, or creates an intimidating, hostile or offensive work environment.
Sexual harassment is a form of prohibited harassment. It includes a wide range of conduct, such as the following examples:

- Promising, directly or indirectly, an employee a reward if s/he complies with a sexual request;
- Threatening, directly or indirectly, to take adverse action against an employee if s/he refuses to comply with a sexual request;
- Denying, directly or indirectly, an employee an employment-related opportunity if s/he refuses to comply with a sexual request;
- Engaging in sexually suggestive physical assaults, contact, or touching that is not welcomed by the receiving employee;
- Engaging in sexually suggestive conduct such as certain gestures, leering, improper staring, catcalls, certain noises, jokes, or comments;
- Displaying, storing, sharing, or transmitting sexually-oriented materials to an employee, such as calendars, posters, cartoons, signs, objects, graffiti, jokes, emails, text messages, phone calls, and the like;
- Engaging in indecent exposure toward, or in the presence of, another employee; and
- Making sexual or romantic advances toward an employee, and persisting, despite his/her disinterest or negative reaction.

Harassment, including but not limited to sexual harassment, can be physical, verbal, and/or psychological in nature. A single incident may not constitute unlawful sexual harassment unless it is particularly severe, but it may still constitute a violation of this policy because this policy is aimed at preventing unlawful harassment. A group or series of incidents can constitute unlawful harassment if a reasonable person would find them, when taken together, to be sufficiently severe or pervasive so as to interfere with job performance or create an intimidating, hostile, or offensive work environment. Even if a group of series of incidents does not violate the law, this policy may still be violated, and discipline warranted.

SCICAP will not tolerate harassment that violates its policies, even if such harassment does not rise to the level of unlawfulness. When harassment is severe or pervasive, or if employment actions are conditioned upon submission to or rejection of such harassment, then both the policies of SCICAP, and the law, are violated.

Reporting and Investigations

Any applicant or employee who believes s/he has witnessed or been subjected to discrimination or harassment, or who has been denied a reasonable accommodation, is encouraged to promptly report the matter to his/her manager, the Executive Director, Equal Employment Opportunity Officer, or to any member of the Governing Board. Reports may be made verbally or in writing. Early reporting is the key to prevention and escalation.

SCICAP will promptly investigate reports of discrimination, harassment, and related issues and take proportional corrective action where violations of policy are found, which may include discipline up to and including termination of employment. Investigations will be conducted as discreetly and as confidentially as possible. However, in order to conduct a complete and fair investigation, and take appropriate corrective action(s), anonymity cannot be guaranteed.

Anti-Retaliation

Persons who report discrimination or harassment, oppose discrimination or harassment, assist or cooperate in investigations, request reasonable accommodations, exercise rights under antidiscrimination laws, or are closely associated to those who have done so, have engaged in protected activity. Retaliation against persons who have engaged in protected activity is a form of discrimination and will not be tolerated. Retaliatory actions include materially adverse actions that likely would dissuade a reasonable person from engaging in the protected activity.

Any person who believes s/he has been retaliated against for engaging in a protected activity is encouraged to promptly report the matter to his/her manager, the Executive Director, Equal Employment Opportunity Officer, or to any member of the Governing Board for investigation and resolution in accord with the policy for Reporting and Investigations, above.

INCIDENT REPORTING

From time to time incidents will come up that are significant enough that it warrants being reported in writing by the staff person witnessing or being made aware of the issue. Incidents requiring immediate notification and a written report include any physical injury to staff, any physical injury to children in Head Start or Early Head Start, or incidents involving agency customers of any age that happen on agency premises. In addition, a written report must be completed for any incident involving damage to agency property or equipment in excess of $50, any vehicular accident occurring during working hours or while conducting agency business, safety violations or perceived safety violations causing potentially injurious or detrimental situations, disregard of agency policy or Head Start Performance Standards, and any other incident which could be perceived to cause real or threatened harm to the agency's good will or reputation.

Employees are required to report any such incident in writing to their supervisor as soon as possible, but no later than one working day after occurrence. In cases where staff is unable to immediately complete the written report, he or she shall contact the appropriate supervisor and/or Director and report the incident in person (or phone) and then complete the written report as soon as feasible, but no later than 24 hours after occurrence. There is no specific form required, but the written report must be dated and signed by the person completing the report.

A staff person who is a mandatory abuse reporter is not required to get permission to make a report to the Iowa Department of Human Services. However, the incident which led the staff person to file a report with DHS must also be reported to a supervisor as detailed in this policy. In addition, a copy of the report should be placed in a sealed envelope marked "confidential" and given to the Executive Director so that the agency is aware of any personnel or legal issues.

LEAVE

Leave Accumulation – Effective July 23, 2017, **Full-time Employees** hired at 32 plus hours a week will accrue sick and vacation leave commencing from date of hire, but leave can't be taken until end of 90-day probationary period.

Annual Leave: Annual leave refers to the total amount of paid time an employee is entitled to each year. *(3-26-25)*

Vacation leave shall be scheduled as much as possible to suit the mutual convenience of the SCICAP director, the supervisor and employee. Annual leave may be used in hourly increments. Compensation in lieu of vacation shall not be paid except in case of termination. New employees shall not be entitled to take vacation or be compensated in lieu thereof in the event of termination until after completing 90 days of consecutive employment.

Upon separation of employment, employees will be paid for unused, earned vacation leave. Pay out upon separation from SCICAP will be based on the following criteria:

- Resignation is received with proper notice (at least two weeks' notice from non-exempt employees and thirty days' notice from exempt employees. Such notice should be given in writing and should include the employee's intended last day of work. This means the last day that the employee intends to perform work. The employee cannot use annual leave between the date of notification and the last day worked. *(3-26-25)*

Temporary and substitute employees are not eligible for leave benefits.

Vacation leave – All full-time employees, hired at 32 plus hours week, shall be entitled to ten (10) working days paid annual leave during their first three years of employment, twelve (12) days after the third anniversary, fifteen (15) days after the fifth anniversary, twenty (20) days after fifteenth year and twenty-five (25) days after twenty years of employment.

Carry Over Benefits: The Head Start Year runs from August through July. All other programs run from November through October. Vacation hours can be carried over for 90 days after year-end. Any vacation carryover leave not taken shall be lost and not payable to the employee. (HS/EHS: Carryover is August 1st through October 31st. All other programs: Carryover is November 1st through January 31st).

Paid Days Off (PDO): The **salaried** teachers working in the Head Start program will have PDOs (paid days off) instead of sick leave and annual leave. The salaried Head Start teachers will receive five (5) days of PDOs each year. Effective 8-01-2025, the salaried teachers will receive seven (7) days of PDOs each year. Each teacher will be able to carry over up to five (5) days of PDOs into the next year (August 1 to July 31 = 1 year). Teachers can be granted up to three (3) extra PDO days each year with prior approval from the Executive Director/Head Start/Early Head Start Director. These add-on days would need to be made up when the program is not in regular session. PDOs will be used in 8-hour (1day) increments. PDOs will not be paid out upon termination. *(3-26-2025)*

Head Start Part-time Staff Paid Time Off – Part-time staff who work 24-31.99 hours a week will earn paid time off (PTO) based on years of service beginning August 1, 2021. *(7-28-21)*

1 year - 24 hours PTO	10 years – 64 hours PTO
3 years - 48 hours PTO	15 years – 80 hours PTO
5 years – 56 hours PTO	20 years – 96 hours PTO

Sick Leave– Full Time employees earning sick leave will earn one day of sick leave per month for each month of employment. Sick leave may be accrued to a maximum of 90 days or 720 hours. Sick leave may be used for the employee's illness and for the illness of family members living in the household (other family members of which you are the primary caregiver in your home). Medical, dental, and optical treatment examinations may be included as sick leave. Abuse of this policy shall be cause for dismissal. Sick leave may be used in hourly increments.

Administrative Leave: Administrative leave is a temporary leave from a job assignment with pay and benefits intact. The Executive Director will have final approval of all administrative leave with or without pay. Leave with compensation may be granted by the Executive Director for weather conditions, natural disasters, special reasons which would make attendance at work dangerous or hazardous, or when other conditions exist, and the Executive Director determines such course of action to be in the best interest of the Agency. *(3-26-25)*

Employees are required to contact their immediate supervisor prior to the beginning of the scheduled workday if they are unable to report to work. The agency reserves the right to require a physician's verification for any extended sick leave use/requested for more than three consecutive workdays **or** in the case of excessive use of sick leave.

The agency requires employees to present a physician's work release after all hospitalizations.

Separation from employment with the agency will cancel all accumulated sick leave.

Absences due to serious illness extending beyond earned leave or FMLA protected leave may be granted a "leave of absence" without pay. After the total amount of time off work exceeds 12 weeks (with or without pay) the employee is no longer guaranteed retention rights to his/her position.

Personal Leave: Full-time employees earning sick leave will be entitled to use up to 16 hours of personal leave annually. This personal leave is included within sick hours and will be deducted from the sick leave hours the employee has accrued. Personal leave may be used in hourly increments. Personal leave is not reimbursable upon termination.

Funeral Leave: Employees may be granted up to 16 hours of paid leave per calendar year to be in attendance due to the death of a member of the employee's family. Family is defined for purpose of funeral leave as husband, wife, father, mother, stepparents, brother, sister, stepbrother, stepsister, son, daughter, grandparents, grandparents-in-law, father-in-law, mother-in-law, step-in-laws, step grandparents, stepchildren, brother-in-law, sister-in-law, son-in-law,

daughter-in-law, aunt, uncle, niece, nephew, and grandchild. Leave must be approved by the supervisor and will be charged as sick leave.

Unpaid Leave: Employees are required to use all paid leave to which they may be entitled except if they are on worker compensation leave or receiving disability payments. Other kinds of leave granted as a benefit under this leave policy, such as annual and sick leave, do not accrue while an employee is on FMLA leave or summer unemployment (9-25-2024) except during the period of time in which the employee is using paid time off. Upon return to work, however, all benefits are reinstated, and accrual of leave recommences. There is no obligation for SCICAP to agree to your request for unpaid leave as the needs of the agency/program and fairness to other employees will also need to be considered, in addition to your own circumstances. We will strive to approve requests for unpaid leave where this is reasonable, fair for all employees and compatible with operational requirements. *(3-26-2025)*

HS/EHS: The yearly Head Start calendar will include days when there will be no classes for children and other unforeseen unplanned closures. In these cases, Head Start/Early Head Start Non-Exempt staff can use accrued annual leave or have the option to work at another location/perform other assigned duties.

Leave for Office Closings: Employees who are unable to get to work because of road conditions caused by weather may count the absence against their accrued vacation hours but are expected to report to their supervisor.

If the Executive Director closes the office for weather, employees will earn regular pay. Employees who are on scheduled sick leave, vacation, or leave without pay during the period of administrative leave will not be eligible for the time off with pay.

Jury and Witness Duty: When an employee is required to report for jury duty or as a witness in court in connection with the employee's officially assigned duties on a regularly scheduled workday, he/she is excused with pay when the request for leave is accompanied with a copy of the jury order. The employee will promptly remit to SCICAP any fees paid excluding mileage and meals.

Military Leave: Regulations protecting an individual's employment rights during the time he/she is in military service and at the time of discharge are provided for in the Universal Military Training and Service Act and Reserve Forces Act of 1955.

Benefit Continuation During Long Term Unpaid Leave: Employees may elect to continue group health insurance while on leave but must continue to pay their portion of the premium or the agency will cancel the policy. Payment arrangements will be discussed with individuals upon their request for leave and will require approval from the Executive Director. *(9-27-23)*

The Family and Medical Leave Act in its entirety is available at:
http://www.wagehour.dol.gov

SCICAP will follow the Family and Medical Leave Act (FMLA) which entitles eligible employees to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to:

- Twelve workweeks of leave in a 12-month period basis on a 12-month rolling period going backward from the date the employee begins their current FMLA leave for:
    - The birth of a child and to care for the newborn child within one year of birth
    - The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
    - To care for the employees' spouse, child, or parent who has a serious health condition;
    - A serious health condition that makes the employee unable to perform the essential functions of his or her job;
    - Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty;" **or**

- Twenty-six workweeks of leave during a single 12-month period to care for a covered service member with a serious injury or illness if the eligible employee is the service member's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Eligibility requirements
As stated in the FMLA Act, to be eligible for FMLA leave you must have worked for SCICAP for at least 12 months and for at least 1,250 hours immediately preceding the start of the leave.

Employee Responsibilities (Agency Policy)
In the event you have been or know you are going to be absent for more than 5 consecutive workdays due to illness or injury you must provide your department head or supervisor (Early Head Start/Head Start Director) with documentation from a physician verifying the need for leave. It is your responsibility to notify the Department Head (Head Start Program-Head Start Director) and the Human Resource Coordinator in the event you have been or know you are going to be absent for more than 5 consecutive workdays due to illness or injury.

Substitution of Paid Leave (Agency Policy)
Employees must use any accrued sick, vacation, or paid days off (PDO and PTO) to run concurrent with the Family Medical Leave Act (FMLA) prior to taking any unpaid leave time, except if they are on worker compensation leave or receiving disability payments.

Returning to Work
Upon returning to work from leave due to your own serious health condition, you are required to provide certification from your health care provider that you are able to resume work. If you fail to return to work or contact SCICAP regarding your status following leave, you will be considered to have voluntarily quit your employment as of the conclusion of the FMLA leave.

LIMITED ENGLISH PROFICIENCY

SCICAP is committed to providing equal opportunity in all programs and services to ensure full compliance with all civil rights laws, including Title VI of the 1964 Civil Rights Act, which requires non-discrimination on the basis of national origin. Equal opportunity includes physical and program access for persons with disabilities and program access for persons with limited English proficiency (LEP). Program and physical access for persons with disabilities is covered in the Americans with Disabilities Act of 1990 and the Rehabilitation Act of 1973 as amended, Section 504.

It is the policy of this agency to provide language access services to populations of persons with limited English proficiency (LEP) who are eligible to be served or likely to be directly affected by our programs. Such services will be focused on providing meaningful access to our programs, services and/or benefits.

Any individual eligible for programs/services at SCICAP who cannot speak, read, write or understand the English language at a level that permits them to interact effectively with our staff has the following rights:

- A right to qualified interpreter services at no cost to them.
- A right not to be required to rely on their minor children, other relatives, or friends as interpreters.
- A right to file a complaint about the language access services provided them. See policy regarding client appeal procedures.

NEPOTISM POLICY

SCICAP prohibits employment of relatives in a direct reporting relationship to avoid creating or perpetuating circumstances in which the possibility of favoritism, conflict of interest or impairment of efficient operations may occur.

Employees are prohibited from using their positions for a purpose that is, or gives the appearance of, being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other relationships.

Further, a person with an immediate family member serving on a board or committee, who either by rule or practice, regularly nominates, recommends, or screens candidates for positions with SCICAP, may not be employed.

For purposes of this policy, relatives are defined as:

Husband	Sister	Brother-in-law	Step-parents
Wife	Son	Sister-in-law	Step-brother
Father	Daughter	Son-in-law	Step-sister
Mother	Father-in-law	Daughter-in-law	Step-in-laws
Brother	Mother-in-law	Grandparents	Step-Children
Aunt	Uncle	Niece/Nephew	Step-Grandparent

Procedure

1. Relatives of current employees may not occupy a position that will be working directly for or supervising a relative. Individuals involved in a dating relationship with a current employee may also not occupy a position that will be working directly for or supervising the employee with whom they are involved in a dating relationship.
2. Administrators and managers should exercise caution in hiring decisions to ensure that a new employee is not placed in a direct reporting relationship with a relative as defined by this policy.
3. If, due to promotion, a direct reporting relationship is created between relatives, the Executive Director should work with the employees to resolve the situation. Resolution may include transfer of one family member or a change in reporting relationships. Program directors shall be contacted to report the relationship and discuss resolution options.
4. If the relative relationship is established after employment, the program director should work with employees to resolve the situation. Resolution may include transfer of one family member or a change in reporting relationships. The SCICAP Executive Director shall be contacted to report the relationship and discuss resolution options.
5. No employees shall be transferred into a position that would result in a reporting relationship with a relative except that if a transfer due to promotion results in such a situation, it will be addressed pursuant to number 3 above.

6. When a recipient organization cannot adequately staff positions without hiring such an individual, the recipient may deviate from this policy. This would mainly be due to required licenses and degrees. However, employment records must provide evidence that no other individual within the service area is qualified and available for employment. This must be approved by the Executive Director and agency governing board.
7. In other cases where a conflict or the potential for conflict arises because of the relationship between employees, even if there is no line of authority or reporting involved, the employees may be separated by reassignment or terminated from employment.
8. Employees and potential employees will be required to complete and sign the agency nepotism policy form. If any additional relatives of the employee become employed by SCICAP, the employee shall promptly complete and sign an updated nepotism policy form.

Please read, mark as directed and sign the following statement to the best of your knowledge.

I do/ I do not (circle one) have an immediate family member, as defined above, working for South Central Iowa Community Action Program, sitting on the SCICAP Governing Board, SCICAP Head Start Policy Council, or any SCICAP Advisory Boards.

_____	_____	_____
Print Name	Signature	Date

If you do have relatives as defined above, please list their names and relationship to you below.

Name	Relationship
_____	_____
_____	_____
_____	_____
_____	_____

PAYROLL

Payroll: SCICAP's work week for federal wage and hour purposes is defined as the 168 consecutive hours beginning on Sunday and ending on the following Saturday. SCICAP personnel will be paid every other Friday. If a holiday falls on a scheduled payday, an effort will be made to pay on the Thursday preceding the regular payday. Direct deposit is mandatory.

Deductions: Federal and state taxes, Medicare, and Social Security (FICA) will be deducted from the employee's paycheck.

When a court issues a garnishment, SCICAP is required by law to withhold a specified amount from the employee's check. Garnishment is not considered grounds for dismissal, but employees are urged to fulfill their legal financial obligations.

Upon written authorization of the employee, SCICAP will deduct the employee's contribution for insurance benefits or any other approved program.

Timecards: It is each employee's responsibility to accurately record their time each day on the electronic timecard, according to the duties they are performing. Failure to do so may result in not being paid until the following pay period. Falsification of time records or failure to record accurate time and attendance is a violation of policy. It will subject the employee to disciplinary action, up to and including termination of employment. These records serve as an audit trail for funding source accountability.

Some banking holidays will affect payroll processing time. The Payroll Clerk will notify program supervisors when this happens. The program supervisors will inform employees that time will need to be entered on timesheets in advance to prevent a delay in payment. Any errors in reporting estimated time can be fixed in the following payroll period. Employees should contact their supervisor to request assistance if time was entered incorrectly. *(4/27/22)*

Overtime: Overtime is calculated on hours worked over 40 hours/week **and does not include vacation, sick leave, holidays, jury duty, or other absent hours.** If a non-exempt employee works unusually long hours early in a week, hours worked for the remainder of the same week shall be reduced so they do not work over 40 hours. If this is not possible, they will be paid one-and one-half times their regular rate of pay for each hour worked over forty (40) hours in one seven-day week, excluding vacation, sick leave, holidays, jury duty, or other absent hours. An employee who works overtime without first obtaining written approval from his/her supervisor or program director will be subject to disciplinary action, up to and including termination of employment. *(4/27/22)*

If work schedule dictates working holidays, employees can take another day off within the same pay period or receive 8 additional hours of pay. The 8 hours of holiday pay does not qualify as overtime pay according to Iowa overtime laws. For example, if a person receives 8 hours of holiday pay on top of 40 hours worked in a week, the person will only be paid 48 regular hours a workweek.

Salary: It shall be the policy of SCICAP to provide salary increases as allowed by the approved program budget, based on merit. Salary increases are not necessarily automatic but will be determined by an annual review of the employee's performance by the supervisor and the SCICAP Executive Director.

Cost of living increases will be reviewed annually by the SCICAP Executive Director and the Fiscal Officer. Approval is required by the Executive Director. Cost of living increases are not automatic and are subject to funding limitations. No new employee will be paid less than the Federal minimum wage.

Head Start/EHS COLA: COLA funds must be used to permanently increase the Head Start pay scale by no less than the determined COLA percentage for the FY and be applied from the start of a recipient's FY budget period, which may need to be retroactively applied. This includes salaries of current staff and the pay range of unfilled vacancies.

Sections 653 and 640(j) of the Act provide further guidance on the uses and limitations of COLA funds. Section 653 restricts compensation to a Head Start employee that is higher than the average rate of compensation paid for substantially comparable services in the area where the program is operating. It also prohibits any Head Start employee from being compensated at a rate that exceeds that of an Executive Schedule Level II position, including employees being paid through indirect costs. Section 640(j) of the Act requires that compensation of Head Start employees be improved regardless of whether the agency has the ability to improve compensation of staff employed by the agency that do not provide Head Start services.

Any grant recipient proposing to apply for COLA percentage less than the determined COLA percentage across its pay scale, must justify its rationale in its application.

Any remaining funds may be applied to fringe benefits costs or used to offset increased operating costs in other areas of the budget. This includes increased costs in rent, utilities, facilities maintenance and insurance, contractual arrangements, vehicle fuel and maintenance, and supplies.

Once the grant recipient has received a Notice of Award for the COLA, a change of status on each current Head Start employee will be submitted to payroll. Only current employees at the time of disbursement will qualify for retroactive difference in pay for the current FY. *(3-29-23)*

PERFORMANCE APPRAISALS

The agency considers evaluation of performance to be an ongoing process and not just an event that happens at a designated time. Supervisors are required to promptly address performance issues with employees to correct deficiencies in work patterns. Failure to do so may be grounds for disciplinary action for supervisors. Supervisors should routinely take the opportunity to provide positive feedback to those individuals who perform their jobs proficiently.

Each supervisor is responsible for conducting an annual written performance evaluation and professional development plan for each of his/her employees to highlight any performance problems that have been pointed out during the year, to recognize accomplishments, and to set areas for enhancement for the following year. Prior to conducting the review meeting, each performance evaluation must be signed by the program director. *(3/27/19)*

PROGRESSIVE DISCIPLINE

Iowa is an at-will state regarding employment law, meaning that an employer may terminate employment for any legal reason and an employee may leave a job at any time.

All employees are expected to perform their work at a satisfactory level and conduct themselves in a professional manner. Consistent with the at-will status, the agency reserves the right to take corrective action or discharge an employee at any time should the circumstances be appropriate.

Employee disciplinary action will generally follow the progression indicated below. Depending upon each circumstance and the severity of the incident, however, steps may be skipped entirely and result in termination of employment being the first disciplinary action taken. Likewise, in some situations, a non-disciplinary counseling memo may precede formal disciplinary action as an attempt to correct a problem before it reaches the discipline stage.

1. **Counseling/Verbal Warning:** For a first offense where the infraction is minor, an oral discussion is usually appropriate. The supervisor will inform the employee of the infraction and clearly advise the employee of the conduct expected.
2. **Written Reprimand:** A written reprimand will document the reason for the action taken and any corrective action steps which are required of the employee. The seriousness of the problem is emphasized and indicates that suspension or termination or both may result if improvement is not observed. The written reprimand becomes part of the employee's personnel file with a copy given to the employee.
3. **Suspension:** Suspension from employment will initially be for a period of time pending investigation. At the conclusion of the investigation, a determination will be made regarding whether the employee will be reinstated and/or whether the suspension was with or without pay, depending upon the circumstances.
4. **Termination of employment:** Only the Executive Director may approve an involuntary termination. Involuntary termination is reserved for those cases that cannot be resolved by corrective action or where a major violation has occurred which cannot be tolerated. Refer to the Termination of Employment Policy for more detail.

Memos documenting written reprimands must be signed by the employee and the supervisor, and the employee shall receive a copy of the document with the original placed in the employee's personnel file. The disciplinary memo used for reprimands does not require the employee to agree that she or he committed an offense warranting discipline, but the employee must acknowledge having been given the reprimand/warning. If an employee refuses to sign the written documentation for the disciplinary action, the supervisor shall note on the memo that the employee refused to sign and then the supervisor will initial the note.

PUBLIC RELATIONS

Media Contact: No employee will speak to the media on behalf of the agency without prior authorization from the Executive Director. All media inquiries should first be discussed with the Executive Director, who will determine how the agency will respond (if at all).

Public Appearances: Any employee asked by an outside agency or organization to appear as a guest speaker or invited participant representing the agency must obtain prior authorization from the Executive Director.

RECRUITMENT AND SELECTION

AUTHORITY TO EMPLOY

South Central Iowa Community Action Program will strive to maintain an uninterrupted flow of services for program delivery and support. The Executive Director is hired by the Governing Board with prior approval from the Head Start Regional office. Other personnel are employed by the Executive Director and the respective supervisor. Head Start personnel are employed by the Parent Policy Council, Head Start Director and SCICAP Executive Director. The HS/EHS Program Director position is subject to prior approval from the Governing Board, Policy Council and Head Start Regional Office. (3/27/19)

EQUAL EMPLOYMENT OPPORTUNITY

SCICAP is an equal opportunity employer in compliance with Federal and State laws prohibiting discrimination in employment opportunity to all qualified individuals without regard to race, creed, color, national origin, gender, religion, age, disability, political beliefs, sexual orientation, gender identity, and marital or family status. This philosophy is discerned in the areas of recruitment, testing, selections, assignment, training, promotion, reassignment, corrective action, discharge, evaluation, compensation, and all other terms and conditions of employment. Employees who wish to file a complaint should follow the steps in the agency Equal Employment Opportunity Policy. The agency will take appropriate steps to ensure nepotism does not interfere with business operations or achieving agency goals. (3/27/19)

RECRUITMENT

Positions will be re-evaluated before announcing position vacancy. The agency strives to fill vacancies with the best qualified candidates for each position. Opportunity for employment is open to any person who can present satisfactory evidence of qualifications for the position. Promotion from within the agency will be emphasized so that career progression may be realized.

Except in the case of an administrative transfer, all open job announcements will be made known to staff internally concurrent with any external advertising (if any) through postings on the agency website. Program participants, including Head Start parents and current staff, are encouraged to apply for positions for which they are qualified. A job announcement may be posted to the public through a listing with Iowa Workforce Development and/or social media. All public job announcements must be listed on the agency website.

Transfers: A regular employee requesting to transfer to a different position must meet all job requirements/qualifications and follow the application instructions identified in the job announcement.

Vacancies: To assure continuity of program services, vacancies may be filled by the administrative transfer of qualified staff members at the discretion of the Executive Director. In such cases, the vacancy may or may not be posted to solicit applications from interested applicants. (3/27/19) (9/30/20)

JOB DESCRIPTIONS

All positions at South Central Iowa Community Action Program must have a written job description that includes the position title and the title of the supervisor to whom the employee reports, states the primary duties and responsibilities, and lists the qualifications and essential functions. Job descriptions are sensitive to the service population's cultural and socioeconomic characteristics and an effort is made to hire staff that are representative of the community demographics. This is ensured by advertising the position and promoting the opening. The agency analyzes employment patterns and when the cultural characteristics of personnel do not generally reflect those of its defined service population, the agency will implement a plan that establishes goals for recruitment, employment, and promotion including timetables for correction. This analysis is completed annually and when a job position becomes available. (3/27/19)

NEW APPLICANTS

All applicants must complete and submit a signed, standardized application. A resume and cover letter should be submitted in addition to the application. New applicants must meet all job requirements and qualifications identified in the job description. The accuracy of the information given on all applications for employment may be verified, this includes contractual labor.

The program director will follow the agency's hiring process using standard interview questions that comply with employment and labor laws to determine the candidate recommendation. (3/27/19)

BACKGROUND CHECK

All applicants, including contractual labor, will be required to complete a declaration of any criminal history and will indicate whether their driver's license is currently suspended or revoked or has ever been suspended. All offers of employment will be contingent upon the completion of a background check, which may include fingerprinting. The type of background check may vary depending upon the State and Federal laws, rules, and funding requirements related to the position. All criminal background information will be secured in a locked confidential file with access limited to authorized personnel only.

Criminal histories will be considered on a case by case basis, and a criminal record does not necessarily constitute a basis for disqualification for employment. The agency will consider the time frame, severity, frequency, and nature of a conviction, as well as its relation to the position in question. Other factors may include the candidate's role in the crime, the candidate's actions and activities since the crime, including rehabilitation or restitution, work history, truthfulness and completeness of the candidate's disclosure of convictions, and any other relevant information. No person who has been found guilty of a crime against a child/elder or of a founded report involving mistreatment, exploitation and/or child/elder abuse as defined by Iowa law shall be employed unless written authorization for employment has been authorized by the appropriate licensing authority. Employees are required to report any criminal arrest and conviction that occurs during the employee's employment to their supervisor within 48 hours.

On-going criminal background checks will be conducted as required by program guidelines. (3/27/19)

OTHER TESTING/REQUIREMENTS

Program requirements may include other tests, forms, etc. in accordance with rules and regulations governing that specific program. Employees must comply with these requirements within the framework established by the program. (3/27/19)

NEW EMPLOYEE ORIENTATION

Required paperwork for employees will be completed and on file the first day of employment. This paperwork includes signed job description, Federal and State W-4s, I-9, IPERS, copy of driver's license, proof of citizenship, Employee Handbook Acknowledgement and direct deposit forms. Completion of all forms is a condition of hire. (3/27/19)

PROBATIONARY PERIOD

There will be a probationary period of 90 days for all new SCICAP employees. Any employee should use this time to determine whether the new position meets his/her expectations. During this period, the supervisor and director shall have the opportunity to review the work of the employee and determine his/her qualifications for further employment through the standard written evaluation procedure. (3/27/19)

REQUEST FOR RECORDS

Personnel records will be maintained at central office. Each file will contain the complete history of the person's employment with the agency. Files are regarded as confidential material and will be treated as such. The only people with access to an employee's personnel file are the employee's supervisors and fiscal staff.

Where rules/regulations governing a program require access to specific information by monitoring, licensing, and auditing groups, this specific information may be released, but not the employee's complete personnel file.

Employees may have access to their individual personnel file and be permitted to obtain copies. Employees should make these requests in writing and specify the documents that they are requesting copies of. Under no circumstances may criminal background or medical information be disseminated, released, reviewed, or copied, either by or for a current or former employee.

Employees' names, titles and length of employment are not considered confidential information and may, therefore, be released upon request. The employee must request release of all other information in writing.

Employees terminating their employment with the agency who wish additional information to be made available to potential employers should submit a written release to the agency at the time of their departure (or a subsequent time) specifying the exact information to be released. This authorization may be cancelled at any time by a written statement from the employee. The Executive Director shall designate who can release such information. (3/27/19)

RESEARCH

If an opportunity arises and after an initial review of a research proposal by the Executive Director and program director, it is deemed to be potentially beneficial for the program, the participants, future participants, and the discipline, and has the potential to improve best practice, the agency shall ensure the identity and privacy of participants is safeguarded in all phases of research conducted by, or with the cooperation of the organization. Research proposals involving SCICAP families and staff shall be evaluated and reviewed by the Executive Director and the SCICAP Governing Board. If deemed appropriate, and with the aforementioned possible benefits in mind, the research proposal may be approved.

A written, contractual agreement between the research entity and SCICAP shall be formed and agreed upon by both parties, subject to termination if either party fails to meet its contractual obligations found in the agreement. The duration, scope of work, project description, performance specifications, fiscal parameters and processes, default and termination, insurance, indemnification, contract administration, and execution shall be included in the written, contractual agreement.

Research entities shall submit their application to, and response from, their agency, organization, or higher educational institution's internal Human Subject Review Board with the original research proposal to SCICAP. The Executive Director and the SCICAP Governing Board shall ensure the application has been approved by the applicant's internal Human Subject Review Board and does not conflict with any segment of SCICAP's Policy and Procedures Manual, SCICAP's Code of Ethics, and all other applicable standards.

Research participants, parents, and legal guardians are required to sign the SCICAP Client Release and Consent to Participate in Research Activity form. Program participants, or parents, and legal guardians, as applicable, may agree or disagree to participate in the research project. The SCICAP Client Release and Consent to Participate in Research Activity form contains:

1. A statement that he or she voluntarily agrees to participate
2. A statement that SCICAP shall continue to provide services whether he or she agrees to participate in the research project
3. An explanation of the nature and purpose of the research
4. A clear description of possible risks or discomfort associated with the research project
5. A guarantee of confidentiality

The SCICAP Client Release and Consent to Participate in Research Activity form original is kept in the family file and a copy is provided to the participant. (3/27/19)

SEXUAL ABUSE AND MOLESTATION PREVENTION POLICY

A. Policy: South Central Iowa Community Action Program (SCICAP) does not permit or allow sexual abuse or molestation in the workplace or at any activity sponsored by or related to it. SCICAP requires all employees and volunteers to report suspected sexual abuse or molestation immediately.

B. Procedures:

1. To make this "zero-tolerance" policy clear, we have adopted mandatory procedures that employees, volunteers, family members, board members, individuals, and victims must follow when they learn of or witness sexual abuse or molestation or potential sexual abuse or molestation.
2. Definition: Child sexual abuse includes inappropriate sexual contact or interaction for the gratification of the actor who functions as a caregiver and is responsible for the child's care. Sexual abuse includes sexual assault, exploitation, molestation, or injury and can be perpetrated against both adults and children. It does not include sexual harassment, another form of behavior that South Central Iowa Community Action Program prohibits.
3. Reporting Procedure: All employees and volunteers who learn of sexual abuse or potential sexual abuse being committed must immediately report it to the Executive Director or the HS/EHS Program Director.
    a. If the victim is in immediate danger or may be in immediate danger, call 911.
    b. If the victim is a child, call Iowa's Child Abuse Hotline at 1-800-362-2178. Follow all guidance provided by the Iowa Department of Human Services, and provide a copy of the written report to the Executive Director or HS/EHS Program Director as soon as possible.
    c. If the victim is an older adult, the abuse must be reported to the Iowa Department of Human Services Dependent Adult Abuse Hotline at 1-800-362-2178. Follow all guidance provided by the Iowa Department of Human Services, and provide a copy of the written report to the Executive Director or HS/EHS Program Director as soon as possible.
    d. Appropriate family members of a minor child victim must be notified immediately of suspected child abuse using the proper agency procedures.
4. Investigation & Follow Up: SCICAP takes allegations of sexual abuse seriously. Once the allegation is reported, SCICAP will promptly, thoroughly, and impartially initiate an investigation to determine whether there is a reasonable basis to

believe that sexual abuse has been committed. An internal team may undertake our investigation, or we may hire an independent third party. We will cooperate fully with any investigation conducted by law enforcement or regulatory agencies, and we may refer the complaint and the result of our investigation to those agencies. To the fullest extent possible, but consistent with our legal obligation to report suspected abuse to appropriate authorities, we will endeavor to keep the identities of the alleged victims confidential. If the investigation substantiates the allegation, our policy provides for disciplinary penalties, including but not limited to termination of the actor's relationship with our organization.

5. Training: All employees responsible for the care of others as part of their employment duties will receive training regarding sexual abuse and molestation prevention, identification, and reporting.
6. Retaliation Prohibited: SCICAP prohibits any retaliation against anyone, including an employee, volunteer, board member, student, or individual, who in good faith reports sexual abuse, alleges that it is being committed, or participates in the investigation. Anyone who improperly retaliates against someone who has made a good faith allegation of sexual abuse will be subject to discipline, up to and including termination.

SOCIAL MEDIA AND NETWORKING POLICY

This policy applies to all employees who participate in social media or other internet activity and whether the conduct occurs during working or non-working time. The most fundamental rule of conduct applicable to employees of our organization is the rule of common sense. This principle applies with full force when you participate in social media. The bottom line: Be respectful to yourself, SCICAP, your co-workers, and our clients.

Confidentiality

Because of who we are and who we serve, it is essential that you understand, honor, and adhere to your obligations towards confidentiality, especially with regard to social media and networking websites. Maintain the confidentiality of SCICAP's proprietary and private or confidential information. Most specifically, client information may not be disclosed to any third party under any circumstances without consent of your supervisor and the Executive Director. As with any other circumstance, you are required to comply with the Employee Confidentiality Agreement and the Confidentiality provisions of the Employee Manual.

REMEMBER: Online communication is never private. If it seems confidential, check before you post, comment, or share the information.
REMEMBER: Respect your co-workers and SCICAP. Always be fair and courteous to fellow co-workers, clients, or people who work on behalf of SCICAP. Also, keep in mind that you are more likely to resolve work related complaints by speaking directly with your co-workers or by utilizing our Open-Door Policy than by posting complaints to a social media outlet. Nevertheless, if you decide to post complaints or criticism, avoid using statements, photographs, video or audio that reasonably could be viewed as malicious, obscene, threatening or intimidating, that disparage customers, members, associates or suppliers, or that might constitute harassment or bullying. Examples of such conduct might include offensive posts that could contribute to a hostile work environment on the basis of race, sex, disability, religion, gender identity, sexual orientation or any other status protected by law or company policy.

Personal Responsibility

The same principles and guidelines found in the SCICAP Employee Handbook apply to your online activities. Ultimately, you are solely responsible for what you post online. Before creating online content, consider some of the risks and rewards that are involved. Keep in mind that any of your conduct that adversely affects your job performance, the performance of your fellow coworkers or otherwise adversely affects clients, funders, vendors, people who work on behalf of SCICAP or SCICAP's legitimate business interests may result in disciplinary action up to and including termination. Use good judgment.

The Web is a powerful medium that enables individuals to share their insights, express their opinions and communicate within the context of a world-wide forum for conversation and public expression. SCICAP believes it is important for those employees who participate in all forms of online publishing and discussion forums over-the-Web, to understand that when you choose to go public with your opinions, you are legally responsible for your commentary. Bloggers, as well as those that post messages to other online forums, can be held personally

liable for comments deemed to be defamatory, obscene, proprietary, and/or libelous (whether pertaining to SCICAP, its employees, individuals outside the company, or any company for that matter). Personal blogs should have clear disclaimers that the views expressed by the author in the blog is the author's alone and do not represent the views of SCICAP.

Be Honest and Accurate
Make sure you are always honest and accurate when posting information or news, and if you make a mistake, correct it quickly. Be open about any previous posts you have altered. Remember that the Internet archives almost everything; therefore, even deleted postings can be searched. Never post any information or rumors that you know to be false about SCICAP, fellow co-workers, funders, venders, and people working on behalf of SCICAP or competitors.

Work Commitments
Social media and networking activities should not interfere with your work commitments. Please refer to the Electronic Communications Policy for additional information.

Reporting Violations
If you believe a violation of this policy has occurred, please report the situation immediately in writing to your supervisor or the Equal Employment Opportunity Officer.

Consequences for Violations
This policy is intended to supplement, not replace, the Employee Manual and other related policies. Accordingly, if an employee violates this policy, that action will be subject to disciplinary action, see disciplinary policy, up to and including termination.

Questions
If you are uncertain about how this policy applies, you should consult the Equal Employment Opportunity Officer or the Executive Director.

SUBSTANCE ABUSE POLICY

Policy

It is the policy of SCICAP to take reasonable measures within our power to establish a drug-free work place as required by the Drug-Free Work Place Act of 1988, published 49 CFR Part 29 and the U.S. Department of Transportation (DOT) published 49 CFR Part 40, as amended, that sets standards for the collection and testing of urine and breath specimens.

Drug and Alcohol-Free Workplace

1. **Prohibition Against Usage in the Workplace**: It is our goal to provide a healthy, satisfying working environment, which promotes personal opportunities for growth. Employees have the right to work in a drug-free environment and to work with persons free from the effects of drugs and alcohol. Drug and alcohol use are highly detrimental to the safety and productivity of employees in the workplace. No employee may be under the influence of any illicit drug or alcohol while in the workplace, while on duty, or while operating a vehicle or equipment owned or leased by South Central Iowa Community Action Program. The unlawful manufacture, possession, distribution, transfer, purchase, sale, use or being under the influence of alcoholic beverages or illegal drugs while on SCICAP's property, while on duty, or while operating a vehicle or machine leased or owned by SCICAP is strictly prohibited and will lead to disciplinary action, including suspension without pay or termination of employment. In order to comply with the Drug-Free Workplace Act of 1988, employees are required to report any conviction under a criminal drug statute for violations occurring on the employer's premises or off the employer's premises while conducting agency business. A report of a conviction must be made to the employee's supervisor or some other appropriate management official within five (5) days of such conviction.
2. **Available Resources:** The agency recognizes drug and alcohol dependency as an illness and a major health problem. The agency also recognizes drug and alcohol abuse as a potential health, safety and security problem. Employees who need help or assistance in dealing with such a problem are encouraged to contact the agency's Equal Employment Opportunity Officer and/or their supervisor. Conscientious efforts to seek help will not jeopardize an employee's job. The cost of any treatment or rehabilitation services will be paid for directly by the employee or their insurance provider. Employees will be allowed to take accumulated sick, vacation, paid days off and unpaid time off leave to participate in the prescribed rehabilitation program.
3. **Use of Physician-Prescribed Medications:** Employees may use physician-prescribed medications, provided that the use of such drugs does not adversely affect job performance or the safety of the employee or other individuals in the workplace. The prescription must include the patient's name, the name of the substance, quantity/amount to be taken, and the period of authorization. Employees are expected and required to report to work on time and in appropriate mental and physical condition for work. The use of any substance, which carries a warning label that indicates that mental functioning, motor skills or judgment might be adversely affected, must be reported to supervisory personnel and medical advice must be sought by the employee, as appropriate, before performing work-related duties.

TERMINATION OF EMPLOYMENT

Since employment with South Central Iowa Community Action Program is based on mutual consent, both the employee and SCICAP have the right to terminate employment at will, with or without cause, at any time. Employee benefits will be affected by employment termination.

Voluntary Resignation: Employment termination initiated by an employee who chooses to leave South Central Iowa Community Action Program voluntarily. Employees may resign at any time and for any reason. The agency requests that non-exempt staff give a two-week notice, and that exempt staff provide a one month notice when possible. An exit interview may be performed with the resigning staff member prior to his/her last day of employment. All keys and agency property must be turned in prior to leaving on the last day of employment.

Discharge: Discharge refers to employment termination initiated by SCICAP. The Executive Director is the only individual that has the authority to terminate the employment of other employees of SCICAP. Employees who are involuntarily discharged "for cause" are not eligible for future rehire.

Layoff: Involuntary employment termination initiated by South Central Iowa Community Action Program for non-disciplinary reasons. When reorganization, reduction in force, layoffs or elimination of positions become necessary; the Executive Director will decide the necessary changes and take such action as he or she determines to be in the best interest of the agency.

Medical Termination: Employment termination initiated by the employee or by South Central Iowa Community Action Program when an employee is unable, for health reasons, to perform the essential functions of his or her job with or without accommodation.

Employees will be paid the balance of their accrued vacation when employment ends. Accrued sick leave will not be paid out when employment ends. Please refer to the Leave policy.

TRAINING / PROFESSIONAL DEVELOPMENT & SUPPORT

South Central Iowa Community Action Program is committed to career development and training as a key aspect of a quality organization and to promote staff advancement. Each department is responsible for ensuring staff are appropriately trained to carry out the requirements of their position and to meet the obligations of the various grants and contracts to which the agency has committed. In-service training will be provided as needed for appropriate staff. Employees are encouraged to improve their skills by attending adult education programs offered through the local school system and area community colleges without cost to the agency. SCICAP does not have an ongoing formal mentoring plan, but staff are encouraged to mentor with other SCICAP employees as well as outside agencies.

Staff will be informed of mandatory trainings as well as trainings designed to promote team effort in the delivery of services; continuing education to increase skill enhancement; promote creativity and innovation in program development and service delivery; and cultural awareness and sensitivity to cultural backgrounds. It is important to our agency to provide culturally competent training opportunities for staff to work effectively in the context of cultural differences. Staff will be encouraged to share knowledge and how trainings make a difference in the delivery of services.

Employees are required to submit a Training/Conference Request form to request supervisor approval. Staff will be required to share the training information with their supervisor and other program staff.

This personnel training and professional development plan will be reviewed and revised annually in accordance with an assessment of the organization's training needs to:

a. Assess quality of trainings offered as well as instructor credentials;
b. Ensure training corresponds with program needs and requirements;
c. Encourage staff to advance within the program and their profession as opportunities arise;
d. Assure that staff can build leadership skills by attending meetings; serving on boards/committees, or giving presentations at local meetings.

Training logs will be maintained for reporting purposes. Copies will be part of the personnel file.
(3/27/19)

WORKPLACE ENVIRONMENT

Political Activities: All personnel are entitled to their own political opinions, but the name of the agency should not be used in furthering those opinions. Employment in this agency may not be offered as consideration or reward for the support or defeat of any political party, contending faction or group, or candidate for public office.

1. Hatch Act: Employees are subject to the provisions of the Hatch Act, which prohibits active participation in partisan political management or campaigns and agency employees from using their official authority or influence for the purpose of interfering with or affecting the result of an election or a nomination for office. In keeping with this law, the agency prohibits employees from engaging in political conversations with customers and discourages employees from engaging in political conversations with other employees during work hours.
2. Other restrictions: Employees are prohibited from engaging in any or all of the following activities while on the job:
    a. Any partisan or nonpartisan political activity
    b. Any political activity associated with a candidate, or contending faction or group, in an election for public or party office
    c. Any activity to provide voters or prospective voters with transportation to the polls or similar assistance in connection with any such election
    d. Any voter registration activity

An employee with questions pertaining to partisan political activity should contact the Executive Director.

Lobbying: With the majority of agency funding coming from federal sources, employees are reminded that no federal funds can be used to pay any employee for influencing or attempting to influence an officer or employee of a federal agency, a member of Congress or their employees, in connection with the awarding of any federal contract, the making of any federal grant or loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan or cooperative agreement. Additionally, all employees and board members are required to strictly adhere to applicable rules and regulations concerning allowable lobbying efforts which pertain to SCICAP's tax-exempt status, which is a 501(c)(3). Questions concerning lobbying or allowable political activity should be directed to the Executive Director.

Dangerous Weapon Policy: Possession of dangerous weapons is prohibited in SCICAP buildings. No one shall enter the buildings while in possession of a dangerous weapon, except law enforcement personnel.

The term "weapon" shall include, but not be limited to, any firearm (whether loaded or unloaded), knife, explosives, or any other instrument that can cause death or physical injury. The term "weapon" shall not include the above defined items that are necessary for individuals to carry out their job responsibilities, except firearms (whether loaded or unloaded) are strictly prohibited.
Anyone entering any SCICAP buildings shall be subject to being searched for possession of dangerous weapons. All entrances to the SCICAP buildings shall be clearly posted with signs, advising of the prohibition against dangerous weapons,

SCICAP program coordinators are responsible for ensuring that all employees and new employees receive a copy of the Dangerous Weapon Policy.

Employee and Customer Suggestions: Employees are invited to make suggestions for the improvement of the Community Action Program. Suggestion boxes will be available at all centers.

No Employee Will Participate in Direct Action and Demonstrations: The agency will comply with state and federal regulations in this regard.

Break Time for Nursing Mothers: Upon request, reasonable break time will be allowed for an employee to express breast milk for a nursing child for up to one year *(1-31-24)* after a child's birth, each time the employee needs to express milk.

A place, other than a bathroom, that is shielded from view and free from intrusion from co-workers and the public, may be used by an employee to express breast milk. A sign should be placed on the door during this time. However, the space may revert to other uses when not in use for pumping. Agency customers may also use designated spaces for breast pumping and/or breastfeeding.

The employee will be relieved of all work during the time needed to express milk. SCICAP compensates employees for the time used to express milk for a nursing child during normally scheduled work hours.

If practical and available, refrigeration may be provided for stored breast milk, or the employee will be allowed to bring in a small personal cooler for storage purposes. However, consult your supervisor before storing in agency refrigeration, as there may be specific program rules and regulations that apply to the sharing of refrigerated areas.

Tobacco Free Environment: In accordance with the Pro-Children Act of 1994 and Iowa law, and to promote a healthier environment for service delivery, all SCICAP facilities, grounds, parking lots, and vehicles shall always be tobacco and nicotine free. Tobacco and nicotine use and nicotine products that are not Food and Drug Administration (FDA) approved for tobacco cessation are prohibited. This requirement extends to customers, employees, vendors, and visitors. This policy applies at all times. Persons failing to abide by this policy are required to extinguish their smoking material, dispose of the tobacco/nicotine product, or leave the premises immediately.

Communicable Disease: Employees are expected to reduce or prevent the spread of communicable disease in the workplace to protect themselves, co-workers, and individuals. Employees should stay home if they have or suspect that they have a communicable disease. The employee may return to work only after being free from symptoms for 24 hours.

Visitors in the Workplace: To provide for the safety and security of employees and SCICAP's facilities, only authorized visitors are allowed in the workplace. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures the security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. *(9-27-23)*

Commitment to Diversity: South Central Iowa Community Action Program recognizes and values the diversity of its employees, customers, and volunteers. This is accomplished by respecting and promoting the unique identity of each employee, customer, and volunteer and refraining from stereotyping based on gender, race, ethnicity, culture, religion, sexual orientation, disability, age, gender identity, or creed. *(9-27-23)*

Religious Activities: CSBG and other program funds cannot be used to support inherently religious activities such as religious instruction, worship, or proselytization. *(9-25-2024)*

EMPLOYEE ACKNOWLEDGEMENT AND DISCLAIMER

I acknowledge notification that a copy of the South Central Iowa Community Action Program's employee handbook is located on the agency website at www.scicap.org. I understand that this handbook replaces all prior manuals and handbooks. I understand that all present and future employees will be governed by the policies and procedures as set out in this handbook or subsequent revisions. The employee handbook describes important information about SCICAP, and I understand that if I have any questions concerning these policies, I should contact my immediate supervisor.

Failure by an employee to comply with the policies stated in the handbook, as revised from time to time, are grounds for disciplinary action up to and including termination for cause.

DISCLAIMER

This employee handbook is provided for informational purposes only and does not constitute a contract between SCICAP and its employees.

The employee handbook is not intended to create any contractual rights in favor of you or SCICAP. This handbook is not to be construed as an employment contract, express or implied, or as a promise that you will be employed for any specified period of time. Employees may resign from employment at any time and for any reason, and SCICAP reserves the same right to discontinue any individual's employment at any time and for any reason. Nothing in this handbook changes the "at will" nature of your employment with SCICAP.

The statements contained in this handbook are subject to change and may be revised from time to time, without prior notice, with board approval. Any changes to the employee handbook will be issued in the form of a supplement or a new handbook. The plans, policies, and procedures described here are not conditions of employment and are presented as a matter of information only. Any suggestions you may have for changes to the policies explained in the handbook are welcome and may be forwarded to the Equal Employment Opportunity Officer.

Employee Name (printed)

Employee Signature **Date**