

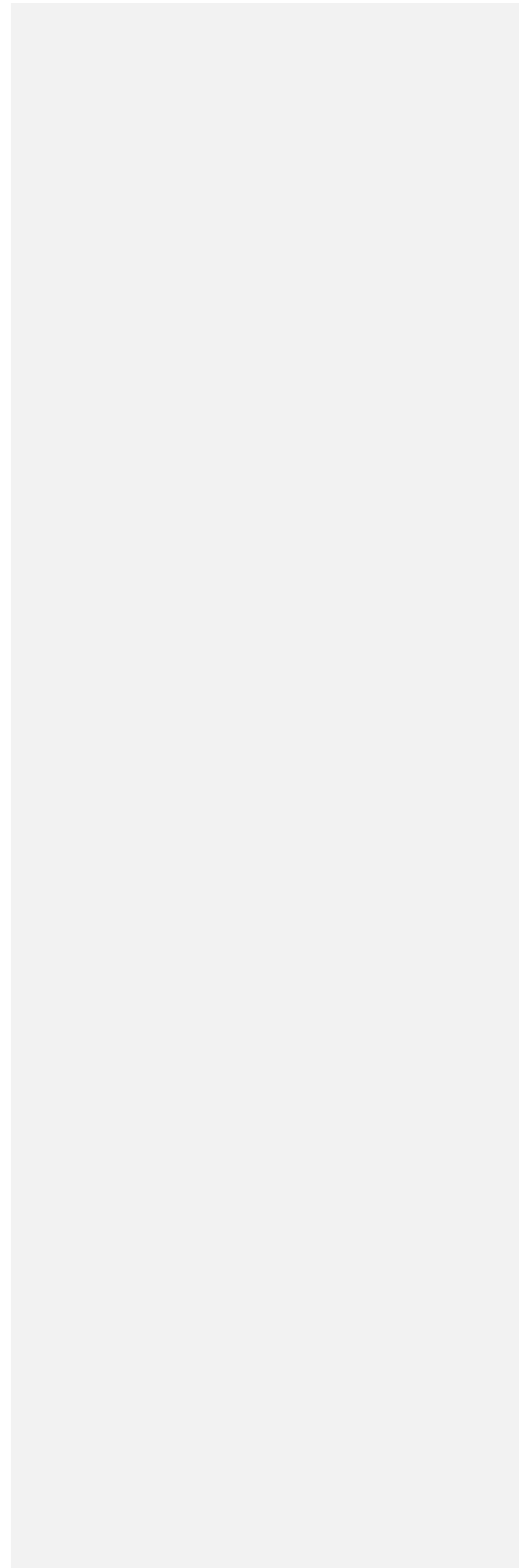
**COMMUNITY PLANNING ASSOCIATION  
OF SOUTHWEST IDAHO**

**EMPLOYMENT POLICIES AND  
PROCEDURES**

**~~Effective December 16, 2013~~**

**Effective August 18, 2014**

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## **1.0 MESSAGE FROM THE DIRECTOR**

The achievements of any organization are the result of the combined efforts of all individuals involved, and the Community Planning Association of Southwest Idaho (COMPASS) is proud of its highly capable, innovative staff. Each individual is encouraged to contribute his or her experience, skill, and knowledge toward the realization of COMPASS' Vision and Mission.

### **COMPASS Vision**

COMPASS is a forum for regional collaboration that helps maintain a healthy and economically vibrant region, offering people choices in how and where they live, work, play, and travel.

### **COMPASS Mission**

The mission of COMPASS is to conduct regional planning, facilitate regional coordination and cooperation, and serve as a source of information and expertise on issues affecting southwest Idaho. In its role as the Metropolitan Planning Organization for Ada and Canyon Counties, COMPASS fulfills this mission by developing transportation plans and priorities to enable members to access state and federal transportation funds.

## **2.0 INTRODUCTION**

This Employment Policies and Procedures manual is intended to provide information on matters of importance to employees. The Employment Policies and Procedures manual is not a contract and nothing contained herein alters the at-will employment relationship. This manual supersedes any and all previous employment manuals, oral or written representations made to employees, and any employment pattern or practice of COMPASS inconsistent with this document.

It is your responsibility to review the manual and be familiar with the contents. You will be asked to sign the Acknowledgement of Receipt, and return it to the Director of Operations for inclusion in your personnel file.

Employees are encouraged to provide feedback on the Employment Policies and Procedures. Comments should be submitted to the Executive Director and/or the Director of Operations.

COMPASS is not bound to follow the policies and procedures or provide the benefits described in the Employment Policies and Procedures manual indefinitely. The Employment Policies and Procedures manual may be reviewed periodically, and changes may be made as needed to meet the needs of the agency. Revised copies will be distributed to each employee at the time of the revision.

## **2.1 AUTHORITY AND RESPONSIBILITY**

The COMPASS Board of Directors has the overall governing and policy setting responsibility for the Community Planning Association, as described in the Joint Powers Agreement and the COMPASS Bylaws.

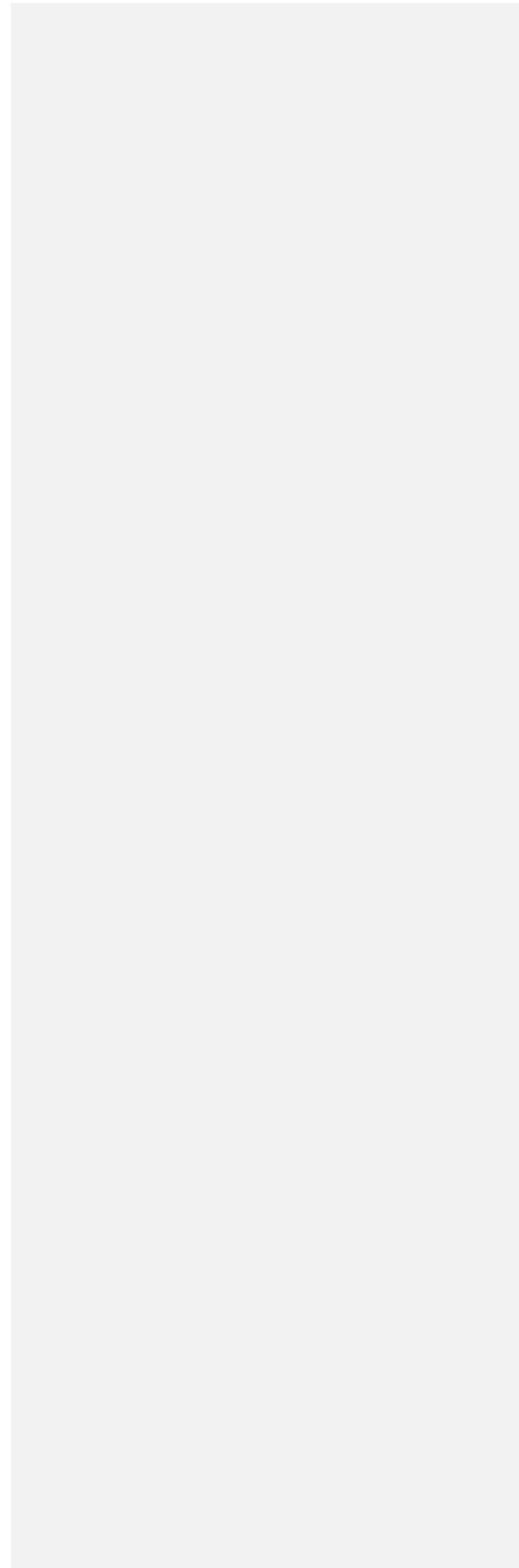
The Executive Director is granted broad authority in personnel management through the COMPASS Bylaws. The Executive Director is responsible for personnel administration including interpreting policies and establishing administrative procedures to implement those policies. The Executive Director may delegate administration of all or part of the Employment Policies and Procedures to other employees. During the absence of the Executive Director, responsibility for administering these policies will be placed with the Director of Operations or, in his/her absence, other personnel as designated by the Executive Director.

## **2.2 MASTER AND EMPLOYEE COPIES**

The original “master copy” of the Employment Policies and Procedures shall be retained in the Director of Operations’ office. All employees will be provided with a pdf copy of the Employment Policies and Procedures at the time of employment and when modifications have been made, and will be asked to sign an Acknowledgment of Receipt. The signed Acknowledgement of Receipt should be returned to the Director of Operations. Employees may print their own copies of the Employment Policies and Procedures on a COMPASS printer if they wish to have a hard copy.

### **3.0 EMPLOYMENT AT WILL**

All employment with COMPASS is at will. There is no set length for an employment relationship and either COMPASS or the employee may end it at any time, with or without notice; with or without cause.



#### **4.0 DEFINITIONS**

##### **4.1 FULL-TIME EMPLOYEE**

A full-time employee is an employee in an approved position who regularly works forty (40) hours or more per week.

##### **4.2 PART-TIME EMPLOYEE**

A part-time employee is an employee in an approved position who regularly works less than forty (40) hours per week.

##### **4.3 PROJECT EMPLOYEE**

A project employee is an employee working in a temporary position to meet special workload demands for a limited period of time. Project employees may be either full or part time, but are not eligible for health benefits or leave benefits regardless of hours worked per week.

##### **4.4 EXEMPT EMPLOYEE**

An exempt employee is an employee who is exempt from the requirements for overtime pay as described in the federal Fair Labor Standards Act. COMPASS will follow the guidance in the Fair Labor Standards Act in the classification of employees as exempt. Additional detail about proper classification of employees under the Fair Labor Standards Act can be accessed through the Department of Labor at <http://www.dol.gov/whd/>.

##### **4.4 NON-EXEMPT EMPLOYEE**

A non-exempt employee is an employee who is not exempt from the requirements for overtime pay as described in the federal Fair Labor Standards Act. COMPASS will comply with the Fair Labor Standards Act in the classification of employees as non-exempt. Additional detail about proper classification of employees under the Fair Labor Standards Act can be accessed through the Department of Labor at <http://www.dol.gov/whd/>.

## **5.0 RECRUITMENT AND SELECTION**

### **5.1 POSITION RECRUITMENT**

The COMPASS Board approves the total annual budget for personnel costs as part of the Unified Planning Work Program (UPWP). The Executive Director will determine the need to establish new positions and/or fill vacant positions, subject to the constraints of the personnel costs budget in the Board-approved UPWP.

A job description including a general statement of duties, basic responsibilities and minimum qualifications will be prepared for vacant positions and made available to prospective applicants.

Letters of application and resumes to fill vacant positions will be solicited by the means necessary to reach an adequate labor market and comply with the spirit of COMPASS' work place policies, which are described in Section 10 of this Employment Policies and Procedures manual. Solicitation methods may include, but are not limited to: announcements posted on various relevant websites, including compassidaho.org, notices sent to relevant applicants on file, notices sent to local employment agencies and educational institutions for referral of applicants, referrals from current employees, notifications posted in COMPASS and other agency offices, and advertisements in newspapers, journals, and newsletters.

Solicitations for vacant positions will include: job title, job description, desirable qualifications, application instructions, a closing date and a statement that COMPASS is an equal employment opportunity employer.

### **5.2 POSITION SELECTION**

The Director of Operations will complete the initial screening of applications to identify those applicants that meet the minimum qualifications.

The Executive Director will identify an interview team. The interview team will further screen applicants and conduct one or more interviews with the selected candidates. Preference is given to veterans in the recruitment process per federal and state law.

One or more job candidates will be selected for final interviews with the Executive Director. The Executive Director may include members of the interview team in those interviews.

Reference checks and criminal background checks will be conducted on candidates considered for an offer of employment. Applicants will be required to provide information necessary to conduct reference and criminal background checks.

## **6.0 OFFERS OF EMPLOYMENT**

Offers of employment are extended at the sole discretion of the Executive Director.

Offers of employment will be made by letter, signed and dated by the Executive Director, and will specify the job title, job type (full-time, part-time or project), starting date, supervisor, rate of pay, classification (exempt or non-exempt), and conditions of employment, if any. The applicant who accepts the offer will acknowledge acceptance by signing the offer letter and returning it to the Director of Operations for placement in the personnel file.



## 7.0 PERSONNEL FILES

### 7.1 CURRENT EMPLOYEE PERSONNEL FILES

COMPASS will maintain a personnel file for all current employees. The contents of each employee's file may include, but not be limited to, the following:

- Name, social security number, current home address and home phone number;
- All information required for state and federal reporting: W-4 form, date of birth, gender, I-9 form, appropriate I-9 documentation, race, current FLSA classification, and job title;
- Copies of all documents related to the employee's qualifications and original employment: letter of application, resume, results of reference and background checks;
- Copies of all documents related to the employee's tenure with COMPASS, such as: performance evaluations, records of salary adjustments, corrective actions, and records of seminars and classes attended; and
- Benefit enrollment forms.

COMPASS will maintain additional information to facilitate tracking and reporting as may be required by various funding programs.

It is the responsibility of the employee to inform COMPASS of changes in pertinent personal information.

### 7.2 CURRENT EMPLOYEES PERSONNEL FILES

Personnel files are the property of COMPASS and are confidential and restricted. Access to personnel files is limited, not prohibited. The guidelines for access to personnel files of current employees are:

Personnel file information will only be released outside COMPASS that is required by:

1. Law or court order;
2. Business procedures such as audits and labor compliance checks; or
3. Reference or credit checks as authorized by the employee. Requests for reference or credit check information will be denied in the absence of employee authorization.

Supervisors may have access to relevant portions of their employees' files for preparation of evaluations or other business related projects. Files may not leave the designated area and only the Director of Operations or the Executive Director may copy material.

An employee's own personnel file will be made available for the employee's review, upon request, within three (3) days of the request. Information in the personnel file is the property of COMPASS, and may be copied only by the Director of Operations or the Executive Director. COMPASS may, in its sole and absolute discretion, decline to copy any portion of a personnel file. Employees may request changes or corrections to their file in writing.

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### **7.3 FORMER EMPLOYEES PERSONNEL FILES**

Personnel files for all terminated employees will be retained for a period of ten years following termination of employment, in compliance with COMPASS' Records Policy. During that period, COMPASS will confirm only the following data about former personnel unless authorization is provided by the former employee:

- Dates the employee worked for COMPASS; and
- Position title(s) during the employment period.

Within COMPASS, these files will only be available to the Executive Director and the Director of Operations.

## **8.0 PROMOTION, TRANSFER AND REASSIGNMENT**

Generally, promotions and transfers are personnel actions similar to recruitment for vacancies or new positions. COMPASS may follow the recruitment process described in Section 5 of this manual for promotions or transfers. When such a recruitment process occurs, any employee may file an application for consideration for a vacant position. Such applications will be considered on the same basis as any others received, with consideration given to past performance at COMPASS and COMPASS' needs. The Executive Director may, at his or her sole discretion, promote, transfer, or reassign a current employee to a different position without conducting a recruitment process.

## 9.0 PERFORMANCE EVALUATION

Employee performance generally shall be reviewed not less than annually. COMPASS may review performance more frequently as circumstances warrant.

For employees other than the Executive Director, general performance will be evaluated and rated according to a set of standardized criteria. Additionally, employees will be assessed based on how well they achieved the goals established by mutual agreement with their supervisor and the Executive Director in the previous review period.

Employee performance evaluations, other than the Executive Director evaluation, shall typically occur annually, and be completed within thirty days of the employee's anniversary date. Employees will be asked to complete a self-evaluation using the agency's form and return it to their supervisors. Supervisors shall complete their portion of the review on the same form. The completed document shall be provided to the employee at least one day in advance of the performance evaluation meeting. The employee and supervisor shall meet in person to discuss the performance evaluation and mutually agree to goals for the upcoming review period. The Executive Director must also agree to the established goals. These goals will then become part of the basis for evaluation in the next review period.

New employees will be formally evaluated by their supervisor in the same manner described above within thirty days of the end of the six month introductory period, and again within thirty days of their first anniversary date. Evaluations will typically take place not less than annually thereafter, within thirty days of the anniversary date.

Performance evaluations are an important consideration in salary adjustments or merit increases that may occur. However, a favorable performance evaluation does not guarantee or necessitate an increase in salary. Salary adjustments or merit increases for employees other than the Executive Director are at the sole discretion of the Executive Director and are dependent on a number of factors, including but not limited to, performance evaluation results and availability of funds.

The Executive Director shall typically be reviewed not less than annually by the Executive Committee. The review process shall begin in April of each year. In April of each year, the Board Chair shall ask Board Members to submit their comments, if any, regarding the Executive Director's performance to the Chair prior to the regularly scheduled May Executive Committee meeting. Additionally, in April of each year, the Executive Director will be asked to provide a self-evaluation to the Executive Committee. This self-evaluation shall include, but not be limited to, a discussion of accomplishments from the previous review period.

At its regularly scheduled May meeting, the Executive Committee shall complete the evaluation of the Executive Director, using the form and criteria it deems appropriate. The feedback received from the Board and the Executive Director's self-evaluation shall be given consideration in the evaluation process. The Executive Committee may establish goals or directives for the Executive Director for the next review period as part of its evaluation.

The Executive Committee will report the results of its evaluation and make a recommendation for salary adjustment or other compensation arrangements, if any, to the full Board for its approval at the regularly scheduled June Board meeting.

## **9.1 BONUS**

COMPASS, at its discretion, may recognize outstanding employee performance by providing an employee bonus. For employees other than the Executive Director, bonuses may be awarded at the sole discretion of the Executive Director in recognition of outstanding performance above and beyond normal job requirements.

The Board may award a bonus to the Executive Director in recognition of outstanding performance upon recommendation of the Executive Committee.

A bonus paid in accordance with the above procedures will be paid to the employee in a separate payment at the next regular pay period. Bonuses are subject to required payroll withholdings.

## **10.0 WORK PLACE POLICIES**

### **10.1 EQUAL EMPLOYMENT OPPORTUNITY**

COMPASS is an equal opportunity employer. COMPASS will make employment decisions without regard to race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other legally protected status.

COMPASS' commitment to equal opportunity extends to all aspects of the employment relationship, including hiring, transfers, promotions, training, discipline, working conditions, compensation, benefits, and other terms and conditions of employment.

COMPASS expressly prohibits any form of unlawful employee harassment based on race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other legally protected status. COMPASS employees are expected to conduct themselves in a manner that provides a working atmosphere free from discrimination and harassment.

### **10.2 TITLE VI**

As a sub-recipient of federal financial assistance, COMPASS is committed to compliance with Title VI of the Civil Rights Act of 1964 and all related regulations and directives. COMPASS assures that no person shall, on the grounds of race, color, national origin, gender, age, or disability be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any COMPASS service, program, or activity. COMPASS also assures that every effort will be made to prevent discrimination through the impacts of its programs, policies, and activities on minority and low-income populations and that it will take reasonable steps to provide meaningful access to services for persons with Limited English Proficiency. COMPASS' Title VI policy can be accessed at its website, <http://www.compassidaho.org/>.

### **10.3 COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT OF 1990, AS AMENDED**

The Americans with Disabilities Act of 1990, As Amended (ADA) is federal law that prohibits employers with fifteen or more employees from discriminating against applicants and individuals with disabilities and that requires employers, when needed, to provide reasonable accommodations to applicants and employees who are qualified for a job, with or without reasonable accommodations, so that they may perform the essential job duties of the position. Additional information about the ADA can be accessed through the US Department of Justice, Civil Rights Division at [www.ada.gov](http://www.ada.gov).

It is COMPASS' policy to comply with the applicable provisions of the ADA and all other applicable federal and state laws concerning the employment of persons with disabilities in all of its employment practices.

#### **10.4 COMPLIANCE WITH USERRA**

The Uniformed Services Employment and Reemployment Rights Act (USERRA) protects civilian job rights and benefits for veterans and members of the active and reserve components of the U.S. armed forces. USERRA provides that returning service-members must be promptly reemployed in the same position that they would have attained had they not been absent for military service, with the same seniority, status and pay, as well as other rights and benefits determined by seniority. Additional information about USERRA can be accessed through the US Department of Labor, Veterans' Employment and Training Service at [www.dol.gov/vets/programs/userra/](http://www.dol.gov/vets/programs/userra/).

It is COMPASS' policy to comply with the applicable provisions of USERRA and all other federal and state laws concerning the employment of veterans and members of the U.S. armed forces in all of its employment practices.

## **10.5 ANTI-HARASSMENT POLICY**

COMPASS is committed to a work environment in which all employees are treated with respect and dignity. Every employee has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. COMPASS employees are expected to conduct themselves in a manner that provides a working atmosphere free from discrimination and harassment.

COMPASS encourages reporting of all perceived incidents of discrimination or harassment. It is COMPASS' policy to investigate such reports promptly and thoroughly. COMPASS prohibits retaliation against any individual who reports discrimination or harassment or who participates in an investigation of such reports.

### **10.5.1 DEFINITIONS**

Sexual harassment constitutes discrimination and is illegal under federal and state laws. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. For the purposes of this policy, sexual harassment is defined, in conformity with the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment; b) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual; or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his/her race, color, religion, gender, age, national origin, sexual orientation, gender identity, disability, veteran status, or any other legally protected status, and that a) has the purpose or effect of creating an intimidating, hostile or offensive work environment; b) has the purpose or effect of unreasonably interfering with an individual's work performance; or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group and that is placed on walls or elsewhere on the agency's premises or circulated in the workplace, on agency time or using agency equipment via e-mail, phone (including voice messages), text messages, tweets, blogs, social networking sites or other means.

### **10.5.2 INDIVIDUALS AND CONDUCT COVERED**

These policies apply to all applicants and employees, whether related to conduct engaged in by fellow employees or someone not directly connected to COMPASS, such as an outside vendor, consultant or customer.

Conduct prohibited by these policies is unacceptable in the workplace and in any work-related setting outside the workplace, such as during business trips, business meetings and business-related social events.



### 10.5.3 COMPLAINT PROCESS

Individuals who believe they have been the victims of conduct prohibited by this policy statement or who believe they have witnessed such conduct should discuss their concerns with their immediate supervisor, the Director of Operations or the Executive Director. If the alleged harasser is the Executive Director, the victim may report his or her concerns to the Executive Committee.

When possible, COMPASS encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and request that it be discontinued. Often this action alone will resolve the problem. COMPASS recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

COMPASS encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. No fixed reporting period has been established, but early reporting and intervention is strongly encouraged, as these are the most effective methods of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge. Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

Confidentiality will be maintained throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, may be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

If a party to a complaint does not agree with its resolution, that party may appeal to COMPASS' Executive Director or Executive Committee.

False and malicious complaints of harassment, discrimination or retaliation may be the subject of appropriate disciplinary action.

## **10.6 WHISTLEBLOWER PROTECTION**

A whistleblower is defined as an employee of COMPASS who reports an activity that the employee considers to be illegal or dishonest to one or more of the parties specified in this policy. The whistleblower is not responsible for investigating the activity or for determining fault or corrective measures; the Executive Director or his or her designee is charged with those responsibilities.

Examples of illegal or dishonest activities are violations of federal, state or local laws; billing or payment for services not performed or other fraudulent financial reporting.

If an employee has knowledge of or a concern about alleged illegal or dishonest fraudulent activity, the employee should discuss his or her concerns with the immediate supervisor, the Director of Operations or the Executive Director. Employees must exercise sound judgment to avoid baseless allegations. Employees who intentionally file a false report of wrongdoing may be subject to discipline up to and including termination.

Whistleblower protections are provided in two areas: confidentiality and against retaliation. To the extent possible, the confidentiality of the whistleblower will be maintained. However, identity may have to be disclosed to facilitate a thorough investigation, to comply with the law and to provide accused individuals their legal rights of defense.

COMPASS will not retaliate against a whistleblower. This includes, but is not limited to, protection from retaliation in the form of an adverse employment action such as termination, compensation decreases, poor work assignments or threats of physical harm. Whistleblowers who believe they are being retaliated against must contact the Director of Operations or the Executive Director immediately. The right of a whistleblower for protection against retaliation does not include immunity for any personal wrongdoing that is alleged and investigated.

Reports of illegal and dishonest activities submitted to supervisors or to the Director of Operations will be promptly submitted to the Executive Director who is responsible for investigating and coordinating corrective action. The Executive Director may designate an appropriate party to conduct an investigation and/or coordinate corrective action.

## 10.7 DRUG-FREE WORKPLACE

COMPASS is committed to protecting the safety, health and well being of all employees and other individuals in its workplace. COMPASS recognizes that alcohol abuse and drug use may compromise its ability to achieve agency goals. COMPASS has established a drug-free workplace program that balances the agency's respect for individuals with the need to maintain an alcohol and drug-free environment. COMPASS encourages employees to voluntarily seek help with drug and alcohol problems.

Any individual who conducts business for the agency, is applying for a position or is conducting business on the agency's property is covered by the agency's drug-free workplace policy. COMPASS' policy includes, but is not limited to, full-time employees, part-time employees, project employees, interns and applicants.

### 10.7.1 COVERED INDIVIDUALS AND CONDUCT

COMPASS' drug-free workplace policy applies whenever anyone is representing or conducting business for the organization. It is a violation of COMPASS' drug-free workplace policy to use, possess, sell, trade, and/or offer for sale alcohol, illegal drugs or intoxicants while representing or conducting business for the organization.

Prescription and over-the-counter drugs are not prohibited when taken in standard dosage and/or according to a physician's prescription. Any employee taking prescribed or over-the-counter medications will be responsible for consulting the prescribing physician and/or pharmacist to ascertain whether the medication may interfere with safe performance of his/her job. If the use of a medication could compromise the safety of the employee, fellow employees or the public, it is the employee's responsibility to use appropriate personnel procedures (e.g., call in sick, use leave, notify supervisor) to avoid unsafe workplace practices.

The illegal or unauthorized use of prescription drugs is prohibited. It is a violation of COMPASS' drug-free workplace policy to intentionally misuse and/or abuse prescription medications. Appropriate disciplinary action will be taken if job performance deterioration and/or other accidents occur.

### 10.8.2 REQUIREMENTS

Any employee who is convicted of a criminal drug violation ~~in the workplace~~ must notify COMPASS in writing within five calendar days of the conviction. The agency will take appropriate action within 30 days of notification. Federal agencies will be notified when appropriate.

One of the goals of COMPASS' drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, the consequences are serious.

In the case of applicants, if the applicant violates the drug-free workplace policy, the offer of employment can be withdrawn. The applicant may not reapply.

If an employee violates the policy, he or she will be subject to disciplinary action and may be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

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Following a violation of the drug-free workplace policy, an employee may be offered an opportunity to participate in rehabilitation. In such cases, the employee must sign and abide by the terms set forth in a Return-to-Work Agreement as a condition of continued employment.

COMPASS recognizes that alcohol and drug abuse and addiction are treatable illnesses and also realizes that early intervention and support improve the success of rehabilitation. COMPASS encourages employees to seek help if they are concerned that they may have a drug and/or alcohol problem.

Treatment for alcoholism and/or other drug use disorders may be covered by the employee benefit plan. However, the ultimate financial responsibility for recommended treatment belongs to the employee.

A safe and productive drug-free workplace is achieved through cooperation and shared responsibility. Both employees and management have important roles to play.

All employees are required not to report to work or be subject to duty while their ability to perform job duties is impaired due to on- or off-duty use of alcohol or other drugs. In addition, employees are encouraged to report dangerous behavior to their supervisor.

Communicating the drug-free workplace policy to both supervisors and employees is critical to its success. To ensure all employees are aware of their role in supporting COMPASS' drug-free workplace program, all employees will receive a written copy of the policy.

### **10.8.3 CONFIDENTIALITY**

All information received by the agency through the drug-free workplace program is confidential communication. Access to this information is limited to those who have a legitimate need to know in compliance with relevant laws and COMPASS policies.

## 11.0 OFFICE CONDUCT

### 11.1 GENERAL GUIDELINES

COMPASS employees are expected to adhere to the specific guidance provided in the work place policies in Section 10 of the Employment Policies and Procedures manual, but the work place policies are not all inclusive in reference to office conduct. COMPASS employees are expected to engage in professional conduct that reflects the agency's values of integrity, teamwork, collaboration and quality. COMPASS employees are expected to refrain from conduct that would be detrimental to COMPASS' reputation and/or credibility, that would jeopardize the safety of others or that would constitute a violation of any COMPASS policy.

### 11.2 CONFLICT OF INTEREST

Employees must avoid any relationship or activity that might impair, or even appear to impair, their ability to make objective and fair decisions when performing their jobs. At times, an employee may be faced with situations in which business actions taken on behalf of COMPASS may conflict with the employee's own personal interests.

Conflicts of interest could arise in the following circumstances:

- Being employed by, or acting as a consultant to a [member,] vendor, supplier or contractor, regardless of the nature of the employment, while employed with COMPASS.
- Hiring or supervising family members or closely related persons.
- Serving as a board member for another organization or outside commercial company.
- Owning or having a substantial interest in a vendor, supplier or contractor.

Additionally, COMPASS property, information or work product may not be used for personal gain.

At no time is it acceptable to have a subordinate romantically involved with his or her supervisor or someone who has the authority to influence his or her success within the organization.

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Actual or potential existing conflicts of interest must be disclosed to the Executive Director immediately. Before engaging in any activity, transaction or relationship that might give rise to a conflict of interest, employees must seek review from the Executive Director.

COMPASS retains the right to take corrective measures to eliminate the actual or potential conflict arising from the disclosure. Failure to disclose an actual or potential conflict of interest may be grounds for corrective action up to and including termination of employment.

No employee shall accept any gifts, services or other privileges offered or given by any person or organization which are prohibited pursuant to Idaho state law, including but not limited to Title 59, Chapter 7, Idaho Code and Title 18, Chapter 13, Idaho Code.

### **11.3 CONFIDENTIALITY**

COMPASS requires each and every employee to maintain all confidences without exception. This includes, but is not limited to, business sensitive information, personal information, and salary information.

### **11.4 SOCIAL MEDIA**

COMPASS employees are expected to use the following guidelines in reference to social media use.

Employees may not post financial, confidential, sensitive or proprietary information about COMPASS, its member agencies, employees, applicants, consultants or vendors.

Employees may not post obscenities, slurs or personal attacks that can damage the reputation of COMPASS, its member agencies, employees, applicants, consultants or vendors.

When discussing job-related matters on social media sites, employees must provide the disclaimer that the opinions expressed on the sites are their own and do not necessarily represent the views of COMPASS.

COMPASS may monitor internet content. Policy violations may result in discipline up to and including termination of employment.

### **11.5 PUBLIC RECORDS**

As a public agency, COMPASS is committed to compliance with the Idaho public records law, which states that “all public records in Idaho are open at all reasonable times for inspection except as otherwise expressly provided by statute.” Employees should be aware and mindful that substantially all of COMPASS’ records, which may include electronic documents and email, are public under the definitions provided in the statute. Employees are expected to adhere to the guidelines for retention and destruction of agency records provided in the COMPASS Records Policy. New employees will be provided with a copy of the Records Policy and additional copies may be obtained at any time from the Director of Operations.

### **11.5 MEDIA CONTACT**

The Executive Director must be informed of any and all contact with the media. All press releases must have prior approval by the Executive Director or the Communications Coordinator. All inquiries from the media must be referred to either the Executive Director or the Communications Coordinator. The Executive Director or Communications Coordinator may refer specific inquiries to other staff as appropriate, at his or her sole discretion.

## **11.6 WORK HOURS AND ATTENDANCE**

The regular work week is Monday through Friday. For the purposes of overtime calculation the work week is Sunday through Saturday.

The regular workday at COMPASS is from 8:00 a.m. to 5:00 p.m. All employees are expected to be at work or available during the workday. Employees may work an altered workday (arrivals before 8:00 am and/or departure after 5:00 pm) or an altered work week (four ten-hour days, or similar variations). Alternate work schedules must be approved by the Executive Director and coordinated with colleagues so that productivity and efficiency are maintained and all responsibilities of COMPASS are adequately staffed. The Executive Director, at his/her sole discretion, reserves the right to deny requests for alternate work schedules and require that employees work specific schedules.

During the workday employees are allowed two (2) fifteen (15) minute breaks, one in the morning and one in the afternoon. Additional compensation will not be given for breaks missed nor can they be accumulated. Employees on break are considered on duty, and may be interrupted. Employees are required to take at least a one-half (1/2) hour lunch break each eight hour workday.

Non exempt employees may not exceed forty hours of work in a work week without approval in advance from their supervisors. COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty hour work week without the need for overtime or compensatory time. Employees that routinely have trouble completing assigned tasks during the forty hour work week are strongly encouraged to discuss workload management strategies with their supervisors.

### **11.6.1 BREAKS FOR BREASTFEEDING MOTHERS**

For up to one year following the child's birth, any employee who is breastfeeding her child will be provided reasonable break times as needed to express breast milk for her baby. COMPASS will make available to the employee a private area, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which the employee may use to express breast milk. Employees that wish to have access to a private area for this purpose should contact the Director of Operations to make specific arrangements.

### **11.6.2 ATTENDANCE AND PUNCTUALITY**

COMPASS expects employees to be reliable and punctual in reporting for work as scheduled. If employees are unable for any reason to work at their scheduled time, they are expected to notify their supervisor or the Executive Director as soon as possible.

### **11.6.3 ALTERNATE WORK LOCATIONS**

COMPASS may offer employees the option of working at home or at another site instead of working at the COMPASS office. The use of an alternate work location is intended to benefit both COMPASS and the employee.

COMPASS, at the sole direction of the Executive Director, has the right to refuse to allow employees to work at an alternate location and to require employees to do their work at the COMPASS office. COMPASS may terminate an existing alternate work location arrangement at any time, for any reason.

### **11.7 PROFESSIONAL APPEARANCE**

Employees are expected to be neat, clean and well groomed while at work. Clothing must be consistent with the standards for a business environment and appropriate to the type of work being performed. COMPASS reserves the right to determine appropriateness of appearance. Any employee whose attire or appearance is determined to be inappropriate will be counseled and may be sent home to correct the deficiency. Continued disregard of this policy may be cause for corrective action, which may result in termination.

### **11.7 SMOKING**

Smoking of any kind, including the use of electronic inhaler devices meant to simulate and substitute for tobacco smoking, is prohibited in all areas of the COMPASS building, all COMPASS vehicles and at all offsite COMPASS-sponsored meetings. Employees are permitted to smoke outdoors only, not less than twenty feet from the building entrance.

### **11.8 WORK SPACES**

Employees are responsible for keeping their own work areas as well as the office common areas and other shared spaces neat and clean at all times.

### **11.9 WORK RELATED ACCIDENTS OR INJURIES**

It is the responsibility of each employee to conduct all tasks in a safe manner in compliance with applicable federal and state safety regulations.

All work-related accidents or injuries that may or do result in harm must be reported immediately to the employee's supervisor or to the Director of Operations. The supervisor and/or Director of Operations will:

- Refer the injured employee for appropriate medical treatment, as needed
- Conduct an immediate investigation of the accident
- Document all details in a prompt and factual manner, including the names of any witnesses to the accident
- Obtain written statements from the injured worker and witnesses
- Complete a First Report of Injury and provide it to the Director of Operations for submission to the State Insurance Fund.



#### **11.10 POSTING AND DISTRIBUTION OF MATERIALS AND SOLICITATIONS**

COMPASS prohibits the posting and distribution of materials and solicitations on COMPASS property or at COMPASS events or meetings, except as permitted by this policy. The sole exceptions to this policy are charitable and community activities approved by COMPASS or COMPASS-sponsored programs.

Employees may not solicit other employees during work times, except in connection with a COMPASS approved or sponsored event.

Employees may not distribute literature or materials of any kind during work times or in work areas, except in connection with a COMPASS approved or sponsored event.

## **12.0 EMPLOYEE PROFESSIONAL DEVELOPMENT**

In support of its mission, COMPASS encourages and supports the ongoing increase of knowledge and skills of its employees in order to remain on the cutting edge of best practices and technologies in planning and related fields. COMPASS provides several avenues for employees to increase their knowledge and skills.

### **12.1 EMPLOYEE TRAINING**

COMPASS provides employees with the opportunity to attend relevant webinars, conferences, seminars and classes, both locally and out of town.

Employees interested in a particular training opportunity should complete a training/travel authorization form and submit it to their supervisor for approval. Supervisors should also obtain the approval of the Executive Director. Supervisors and/or the Executive Director may deny the request for training if the training is not considered relevant to the employee's responsibilities or if attendance at the training would impede the agency's ability to complete work in a timely manner.

Required approvals should be obtained before registering for the training or incurring any costs related to the training.

Approval for attendance at training that occurs outside of the office (that is, training that is not a webinar that can be viewed from the office or a presentation made at the office) is required even when there is no cost for the training.

Once approval is obtained, employees may register for the training opportunity and make travel arrangements following the guidance for expenditures in the COMPASS Financial Policy and Procedures. Employees may obtain a copy of the Financial Policy and Procedures from the Director of Operations.

Employees traveling overnight on business will be paid for time spent traveling to the extent that the travel occurs during their regular work hours. Travel time as a passenger in a car, airplane, train or other mode that occurs outside of regular working hours, including weekends and holidays, is not considered work time and will not be paid as such. Employees who drive themselves are considered working the entire time they are driving.

If employees choose to stay longer in the vicinity of the training location than what is required for attendance at the training, that time is not considered work time and employees will be required to request and use leave time for this purpose. Employees are personally responsible for expenses incurred during use of leave time.

Approval for training opportunities is subject to the availability of funds in the annual Board-approved Unified Planning Work Program.

## 12.2 PROFESSIONAL ASSOCIATION MEMBERSHIP

COMPASS will pay all or part of professional association dues reasonably associated with the employee's work at COMPASS.

All regular full-time and part-time employees that work at least 30 hours per week will be supported each year for membership in professional organization(s) of their choice, provided that such membership is closely aligned with the work they perform for COMPASS. The maximum amount per employee for professional association membership is \$500. This amount may be exceeded when it is in the best of interest in the agency to do so, at the sole discretion of the Executive Director.

Employees should submit requests to join or continue membership in a professional organization to the Executive Director for approval.

Continuation of professional memberships is subject to the availability of funds in the annual Board-approved Unified Planning Work Program.

## 12.3 TUITION ASSISTANCE

Tuition assistance is available for employees of COMPASS. Full-time employees and part-time employees who work at least 30 hours per week and who have completed six (6) months of employment are eligible to apply for tuition assistance. Assistance is limited to coursework at an accredited college or university in support of a degree applicable to their current or future employment with COMPASS.

Requests for tuition assistance should be submitted to the employee's supervisor for approval. If the supervisor approves the request, he or she will submit the request to the Executive Director for approval. The Executive Director will determine whether tuition assistance will be granted, and the terms and conditions, if any. **The Director of Operations will prepare a written agreement specifying the terms and conditions of tuition assistance for the employee's and Executive Director's signatures.**

Upon proof of completion with a grade of "C" or better, COMPASS will provide reimbursement for tuition costs up to \$800 per each six (6) month period. Other expenses such as books, parking, supplies, application and registration fees, etc. are not reimbursable.

If the employee terminates employment with COMPASS, the employee is required to refund to COMPASS all tuition assistance paid to the employee in the twelve months prior to the termination date.

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### **13.0 USE OF TECHNOLOGY AND OTHER COMPASS ASSETS**

All work created or received using COMPASS-supplied equipment and technology is COMPASS' property and belongs to COMPASS and not to employees. COMPASS may monitor the use of agency supplied technology.

#### **13.1 PUBLIC RECORDS**

Employees should be aware that substantially all of COMPASS' records, which may include electronic documents, email and voicemail, are public under the definitions provided in the Idaho code. Employees should not have an expectation of privacy with respect to use of COMPASS email, voicemail or any other electronic devices.

#### **13.2 CELL PHONES**

COMPASS will provide the Executive Director with a cell phone or cell phone reimbursement. Other employees who use their personal cell phones for COMPASS business do so at their own election and are not entitled to and will not receive reimbursement of any kind. Employees, other than the Executive Director, are asked to make their personal cell phone numbers available for emergency contact purposes but are otherwise not required to use their personal cell phones for COMPASS business.

#### **13.3 ELECTRONIC COMMUNICATIONS AND INTERNET**

COMPASS has established the following guidelines for use of the internet, e-mail, and agency-provided cell phones in an appropriate, ethical and professional manner:

- COMPASS-provided equipment (e.g., cell phone, laptops, and computers), internet and services may not be used for transmitting, retrieving or storing any communications of a defamatory, discriminatory, harassing or pornographic nature.
- Using disparaging, abusive, profane or offensive language; creating, viewing or displaying materials that might adversely or negatively reflect upon COMPASS or be contrary to COMPASS' best interests; engaging in any illegal activities, including piracy, cracking, extortion, blackmail, copyright infringement; and unauthorized access of any computers and other COMPASS-provided equipment are prohibited.
- Employees may not copy, retrieve, modify or forward copyrighted materials, except with permission or as a single copy to reference only.
- Employees should not open suspicious e-mails, pop-ups or downloads. Contact the Director of Operations or IT support with any questions or concerns to reduce the release of viruses or to contain viruses immediately.
- Internal and external e-mails may be considered public records under Idaho code. Employees should keep this in mind when sending internal and external e-mail.

Inappropriate or illegal use of internet, email or COMPASS provided cell phones may be subject to corrective action up to and including termination.

Employees must provide log in and password information for all COMPASS software, internet or e-mail accounts to the Director of Operations. Passwords may be changed periodically for security.

#### **13.4 VEHICLES**

COMPASS has staff cars available for use on COMPASS business. They are to be used for such purposes, whenever they are available, as the preferred means of transporting COMPASS employees to and from work-related activities. Employees who drive their own vehicles for COMPASS business when a staff car is available are not eligible for mileage reimbursement unless prior authorization is received from the Executive Director.

- Employees who drive their own vehicle while on COMPASS business are doing so at their own risk and must maintain liability insurance equal in value to the minimum required by Idaho State law. COMPASS will provide reimbursement for mileage when the staff cars are not available at a rate consistent with other local governments. This rate will be evaluated periodically and distributed.
- The Executive Director will designate one employee to monitor the working condition of the staff cars. Even though one employee will be designated to monitor the staff cars, the cars are a benefit for all employees and it is the responsibility of those who drive them to keep them clean and fueled and to inform the designated employee of any problems.

#### **13.5 INCURRING FINANCIAL OBLIGATIONS ON COMPASS' BEHALF**

Generally, COMPASS employees are not authorized to incur or otherwise obligate COMPASS legally or financially. The Executive Director is the Board's sole designee for signing contractual agreements on behalf of the agency and no other employee is authorized to do so.

Employees that are identified as project managers in the approved annual Unified Planning Work Program (UPWP) may authorize those purchases specifically identified in their project budgets, adhering to the guidance provided in the COMPASS Financial Policy and Procedures. Employees may obtain a copy of the Financial Policy and Procedures from the Director of Operations.

#### **14.0 TERMINATION OF EMPLOYMENT**

Upon termination, the Director of Operations will provide employees with information regarding the disposition and/or continuation of their health benefits and PERSI retirement accounts.

Employees are expected to return all COMPASS property upon termination and to provide COMPASS a forwarding address to which their final W-2 may be sent.

Upon termination of employment, all wages will be paid to the employee on the next regularly scheduled payday or within ten (10) workdays, whichever occurs first. If the employee requests earlier payment in writing, wages will be paid within two (2) workdays.

#### **14.1 VOLUNTARY TERMINATION**

Employees that are resigning their positions with COMPASS are requested to provide reasonable notice to the agency. The Executive Director may reduce the number of working days after a resignation notice is given.

#### **14.2 EXIT INTERVIEW**

Employees are encouraged to, but not required to, participate in an exit interview upon termination of employment. The Executive Director, the Director of Operations and/or the immediate supervisor will conduct the exit interview.

The exit interview is an informal discussion about the job held and the employment experience with COMPASS. If the employee requests information relayed during the interview to be kept confidential, that request will be honored as is reasonably possible, with information only released on a need-to-know basis, unless otherwise required by law. A written summary of the exit interview will be placed in the employee's personnel file.

## **15.0 COMPENSATION**

### **15.1 SALARY RANGES**

COMPASS has established a salary range for each of its approved positions. Employees should expect their salary to fall within the established range for their position. Generally, employee salaries may not exceed the maximum in the range established for the position. Exceptions to the salary maximum may be made at the sole discretion of the Executive Director, when exceptions serve the best interest of the agency.

### **15.2 LONGEVITY RECOGNITION**

On each five-year anniversary, COMPASS recognizes employees for years of service by giving the employee an award of \$50 for each year of employment.

### **15.3 TIME SHEETS AND PAY PERIODS**

Employees are required to submit a time sheet providing an accurate reporting of hours worked by task for each pay period. Timesheets are due on the day and time established by the Director of Operations or his or her designee for each pay period. Employees should submit their timesheets to their supervisors for review and approval no later than the designated day and time to allow for timely processing of payroll. False reporting of hours worked on timesheets may be grounds for corrective action, up to and including termination.

COMPASS will pay employees at regularly scheduled intervals. The current pay date schedule is shown in Appendix A. COMPASS reserves the right to alter the pay date schedule. Employees will be given at least 30 days notice of changes to the pay date schedule.

If the payday falls on a holiday or weekend, pay will be available on the preceding business day.

### **15.4 WITHHOLDING**

COMPASS will deduct or withhold from each employee's paycheck appropriate state and federal income taxes, deductions/garnishments required by law or policy; and other deductions as authorized by the employee.

### **15.5 DIRECT DEPOSIT**

COMPASS makes payment to employees for net payment in the form of an electronic deposit to the bank account(s) of the employee's choosing. COMPASS employees are strongly encouraged to receive their net pay in the form of an electronic deposit. Employees that wish to reserve their pay in the form of a check should contact the Director of Operations.

## **15.6 OVERTIME: NON-EXEMPT EMPLOYEES**

COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty hour work week without the need for overtime. However, COMPASS recognizes that overtime may be necessary occasionally. Non-exempt employees will be paid for overtime in compliance with the Fair Labor Standards Act. Overtime hours must be authorized by the employee's supervisor or the Executive Director in advance whenever possible, or as soon as practical after the overtime hours are worked. Overtime hours are those hours worked in excess of forty (40) hours in one work week by a non-exempt employee. For each hour, or portion thereof, worked in excess of forty (40) hours in one week, the non-exempt employee will be compensated at one and one-half times their regular hourly rate.

Hours worked do not include vacation, sick, and/or holidays used during the work week. These hours should be excluded when calculating the number of hours worked in a work week. A work week begins on Sunday (12:00 a.m.) and ends the following Saturday (11:59 p.m.).

## **15.7 EXEMPT EMPLOYEES**

Per the guidance provided in the Fair Labor Standards Act, properly classified exempt employees are not subject to overtime requirements. Exempt employees are expected to work the number of hours in a week necessary to complete their assigned tasks and projects according to the goals and timelines established with their supervisors. COMPASS intends to distribute workload in such a way that assigned tasks can typically be completed during a forty hour work week. Actual work hours required in a week to complete assigned tasks may be more or less than forty hours in any given week. Exempt employees that occasionally exceed a forty hour work week are not eligible for overtime pay or compensatory time. Exempt employees that consistently exceed or fall short of a forty hour work week in completion of their tasks are strongly encouraged to discuss their workload with their supervisors and determine strategies for maintaining an appropriate and manageable work load.



## **16.0 BENEFITS**

### **16.1 RETIREMENT BENEFITS**

#### **16.1.1 PERSI DEFINED BENEFIT PLAN**

COMPASS is a member of the Public Employees Retirement System of Idaho (PERSI). PERSI is a defined benefit retirement plan, meaning that eligible individuals receive a fixed monthly lifetime benefit following retirement. PERSI is responsible for establishing the guidelines, amounts and eligibility for benefits. All employees will receive the most current PERSI member handbook when hired, which more fully explains the requirements and benefits of PERSI. Existing employees may obtain a copy of this handbook from the Director of Operations at any time.

PERSI participation is **mandatory** from the date of hire for all non-project full-time and part-time employees who work more than twenty (20) hours per week. The current contribution rates for PERSI are provided in Appendix B. Contribution rates are established by PERSI and are subject to change.

#### **16.1.2 OTHER RETIREMENT BENEFITS**

COMPASS provides the opportunity to participate in **voluntary** retirement programs, in addition to the required participation in the PERSI defined benefit plan.

Employees of COMPASS may elect to divert a portion of their annual earned income into a deferred compensation (457) account and/or the PERSI Choice Plan, a 401(k) retirement plan. Both of these plans are tax deferred plans that may provide a savings opportunity, reduced taxable income, and a retirement income. However, participation in these programs involves some market risk, including the risk of loss of principal. Employees assume sole responsibility for this risk if they elect to participate in these programs.

Employees may start or stop participation in these programs at any time, at their election. Employees should contact the Director of Operations for additional information about these programs, or if they wish to start or stop participation.

COMPASS does not provide any match to employee contributions to these voluntary programs.

## **16.2 HEALTH BENEFITS**

Regular full-time and part-time employees that work at least 30 hours per week are eligible to participate in the COMPASS health benefits program. The current health benefits program is summarized in Appendix C. Employees should contact the Director of Operations for additional details on the health benefits program.

The health benefits program is subject to change at any time. Employees will be notified of any changes to the health benefits program.

Project employees and part-time employees that work less than 30 hours per week are not eligible to participate in the COMPASS health benefit program.

## **16.3 EMPLOYEE ASSISTANCE PROGRAM**

COMPASS will make available to employees an employee assistance program (EAP). The EAP is available to all COMPASS employees and is designed to provide support with life challenges employees and their families may face such as depression, grief, legal concerns, financial strains, job stress and substance abuse.

New employees will be provided with information on how to access the EAP when they begin their employment. Existing employees may request this information at any time from the Director of Operations.

All employees will be provided with updated information for the EAP whenever substantive changes are made to it.

Employees do not need to inform COMPASS of the decision to use this program, nor will COMPASS be made aware of employee utilization of the program by the provider. No information regarding any client of the EAP will be released from the provider without the written consent of the client that identifies to whom the information may be released and the specific information to be released.

A supervisor and/or the Executive Director may refer an employee to the EAP when a significant change in work performance or behavior patterns occurs.

#### **16.4 WORKER'S COMPENSATION**

COMPASS provides worker's compensation insurance for all employees. An employee that has or may have sustained a work related injury should report it immediately to his or her supervisor or to the Director of Operations. The supervisor and/or Director of Operations will:

- Refer the injured employee for appropriate medical treatment, as needed
- Conduct an immediate investigation of the accident
- Document all details in a prompt and factual manner, including the names of any witnesses to the accident
- Obtain written statements from the injured worker and witnesses
- Complete a First Report of Injury and provide it to the Director of Operations for submission to the State Insurance Fund.

#### **16.5 ALTERNATIVE TRANSPORTATION INCENTIVE**

COMPASS supports efforts to reduce the use of single-occupant vehicles through reimbursement of some expenses incurred by those using alternative transportation modes up to the maximum set by federal guidelines.

The employee must sign a statement verifying that they use this mode of travel to get to COMPASS employment 60% or more of the working days in a month in order to receive reimbursement.

## 17.0 LEAVE TIME POLICIES

### 17.1 VACATION LEAVE

#### 17.1.1 ACCRUAL

Vacation leave credit is earned at a rate typically determined by length of employment and hours worked with COMPASS. Employees begin to accrue vacation leave on their first day of employment with COMPASS, but they are not eligible to use accrued vacation until they have completed six months of employment.

Vacation leave typically accrues to full-time employees as shown in the table below, subject to the listed maximums. Part-time employees accrue vacation leave at a rate proportional to the hours worked in each pay period. **The Executive Director may negotiate an alternate accrual rate with employees at his/her sole discretion. In no event will total annual accrual exceed 24 days per year for employees other than the Executive Director.**

COMPASS encourages employees to utilize their vacation leave for rest and relaxation. To encourage utilization of vacation time, COMPASS has established a maximum accrual. Employees may only accrue vacation up to their maximum accrual. Employees that reach their maximum accrual will stop accruing additional vacation until they utilize some of their accrued vacation and fall below the maximum.

Vacation leave will continue to accrue while an employee is on any type of leave with pay.

Vacation will not accrue to any employee during any type of leave without pay.

Years of Employment	Accrual	Maximum Accrual
0 to 5	12 days per year	144 hours or 18 days
5+ to 10	15 days per year	184 hours or 23 days
10+ to 15	18 days per year	216 hours or 27 days
15+ to 20	21 days per year	256 hours or 32 days
20+	24 days per year	288 hours or 36 days

#### 17.1.2 USE OF ACCRUED VACATION

After completing six months of employment, employees may use accrued vacation leave.

Employees should submit a leave request to their supervisors in advance of their planned time off. Generally, leave requests will be approved unless the employee's absence at the requested time would impede the ability of the agency to complete its work in a timely manner. Approved leave requests should be forwarded to the payroll preparer for inclusion with the timesheets for the covered period.

When a holiday occurs during an employee's vacation and the employee is entitled to the holiday, it will not be counted as part of the vacation leave used.

### 17.1.3 DISPOSITION OF ACCRUED VACATION UPON TERMINATION

Employees who have been employed for at least six months will receive a lump sum payment for unused accrued vacation earned through the termination date upon termination of employment with COMPASS. The amount due for unused accrued vacation will be calculated using the employee's rate of pay at the termination date.

Employees with less than six months of employment with COMPASS will not be entitled to vacation leave pay upon termination of employment. If employees used any vacation leave during their first six months of employment, the amount paid for that vacation leave will be deducted from the employee's final pay. **If an employee uses vacation leave during the first six months of employment, the Director of Operations will prepare an agreement specifying the terms and conditions of that use for the signatures of the Executive Director and the employee.**

### 17.2 HOLIDAYS

Paid holidays accrue to all non-project employees from the date of hire. Full-time employees will receive eight hours of holiday pay. Part-time employees will receive holiday pay in proportion to the number of hours they typically work in a week.

Paid Holidays for COMPASS employees are:

New Year's Day	January 1 <sup>st</sup>
Martin Luther King Day	3 <sup>rd</sup> Monday in January
President's Day	2 <sup>nd</sup> Monday in February
Memorial Day	last Monday in May
Independence Day	July 4 <sup>th</sup>
Labor Day	1 <sup>st</sup> Monday in September
Veterans Day	November 11th
Thanksgiving Day	4 <sup>th</sup> Thursday in November
Day after Thanksgiving	Friday after Thanksgiving in November
Christmas Day	December 25 <sup>th</sup>

When a paid holiday falls on a weekend and the day of observance is not otherwise designated, the holidays will be observed as follows:

- When the holiday falls on Saturday, the preceding Friday will be observed.
- When the holiday falls on Sunday, the following Monday will be observed.

Paid holidays may be floated at the employee's option, provided a written request to the supervisor is received and approved prior to the holiday. An employee who floats a holiday will be expected to work as regularly scheduled on the observed day of the holiday and may take the holiday at a later date. Floated holidays may not be taken in advance of the actual holiday. Floated holidays that are not used by September 30<sup>th</sup> of each fiscal year are forfeited.

In addition, COMPASS may add a Proclaimed Holiday established by the President, Governor or Executive Director from time to time should such a proclamation be made. Proclaimed Holidays are recognized at the sole discretion of the Executive Director.

## COMPASS EMPLOYMENT POLICIES AND PROCEDURES - 37

## 17.3 SICK LEAVE

### 17.3.1 ACCRUAL

Sick leave accrues for all full-time COMPASS employees from an employee's first day of employment at the rate of one day (eight hours) per month. Part-time employees accrue sick leave proportional to the hours typically worked in a week.

The maximum sick leave accrual is 240 hours. Employees that reach the maximum will stop accruing sick leave until their total accrual falls below the maximum.

Sick leave will continue to accrue while an employee is on any type of leave with pay.

Sick will not accrue to any employee during any type of leave without pay.

### 17.3.2 USE OF SICK LEAVE

After completing six months of employment, employees may use accrued sick leave for the following specific health related reasons:

- Illness or injury of the employee
- Providing necessary care for an ill or injured member of the employee's immediate family or a member of the employee's household
- Medical or dental appointments for the employee or the employee's immediate family, whether for care of illness or injury or for wellness checks
- Maternity or paternity leave

An employee who intends to use sick leave must notify their supervisor or the Executive Director of as soon as possible. Sick leave with pay may be disallowed unless such notification is made.

Absences of more than three (3) consecutive ~~days~~, sick leave days, may, at the discretion of the supervisor or the Executive Director, require a doctor's statement verifying the nature and extent of the illness. Regularly scheduled days off and officially designated holidays falling within a period of leave will not be counted against sick leave.

If all accrued sick leave has been utilized by an employee who encounters one of the above conditions, the employee must use accrued vacation leave. If sick leave and vacation leave is exhausted, the employee may be granted leave without pay, subject to the guidelines in Section 17.5

### 17.3.3 SICK LEAVE EXCHANGE

COMPASS may allow employees to exchange accrued sick leave in excess of 120 hours for cash or vacation leave. The rate of exchange is three hours of accrued sick leave for each one (1) hour of vacation leave or cash at the current rate of pay.

An employee may only exchange sick leave if all of the following exist:

- The exchange does not reduce sick leave balance below one hundred twenty (120) hours;
- The employee is not on leave without pay and is employed on September 30; and
- There are budget dollars available for this purpose in the annual Board-approved Unified Planning Work Program.

Exchanges of available sick leave must be requested in writing during the month of September. Exchanges will be made only at fiscal year end. The Executive Director will have sole discretion to approve, disapprove or adjust any and all requests downward if the total costs of all requests exceed budgeted amounts.

### 17.3.4 DISPOSITION OF ACCRUED SICK LEAVE UPON TERMINATION

All accrued sick leave will be forfeited at the time of termination of employment. If employees used any sick leave during their first six months of employment, the amount paid for that sick leave will be deducted from the employee's final pay. **If an employee uses sick leave during the first six months of employment, the Director of Operations will prepare an agreement specifying the terms and conditions of that use for the signatures of the Executive Director and the employee.**

## 17.34 FAMILY MEDICAL LEAVE

As a public agency, COMPASS is subject to the applicable requirements of the Family Medical Leave Act. ~~-As such, it is required by law to include a Family and Medical Leave Act (“FMLA”) provision in this policies and procedures manual. No employee is eligible, however, for FMLA leave because COMPASS employs less than 50 employees. [COMPASS intends to comply with the requirements of the FMLA, but not to extend family leave benefits beyond what the law requires.]~~

The FMLA provides eligible employees up to 12 workweeks of unpaid leave per year, and requires group health benefits to be maintained during the leave as if employees continued to work instead of taking leave. Employees taking FMLA leave are also entitled to return to their same or an equivalent job at the end of their FMLA leave.

The FMLA also provides certain military family leave entitlements. Eligible employees may take FMLA leave for specified reasons related to certain military deployments of their family members. Additionally, they may take up to 26 weeks of FMLA leave in a single 12-month period to care for a covered service member with a serious injury or illness.

~~An eligible employee is one who has worked for COMPASS for at least 12 months and has worked at least 1,250 hours during the 12 months prior to the start of leave. Eligible employees may use family leave for one or more of the following reasons:~~

- ~~• the birth of a son or daughter, and to bond with the newborn child;~~
- ~~• the placement with the employee of a child for adoption or foster care, and to bond with that child;~~
- ~~• to care for an immediate family member (spouse, child, or parent — but not a parent “in-law”) with a serious health condition;~~
- ~~• to take medical leave when the employee is unable to work because of a serious health condition;~~
- ~~or~~
- ~~• for qualifying exigencies arising out of the fact that the employee’s spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.~~

The FMLA also allows eligible employees to take up to 26 workweeks of unpaid, job-protected leave in a “single 12-month period” to care for a covered service member with a serious injury or illness.

Additional information about the Family and Medical Leave Act and the requirements for both employees and employers may be found at <http://www.dol.gov/whd/fmla/>.

~~Employees will be required to utilize all accrued vacation and sick leave prior to unpaid leave to a total of twelve weeks. The twelve weeks of family leave is concurrent with vacation and sick leave and is not consecutive to it.~~

~~If the employee chooses not to return from leave, COMPASS will recover the portion of the premiums paid to maintain the employee’s health coverage in their absence.~~

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## 17.5 ADMINISTRATIVE LEAVE

An employee may request administrative leave with pay for the following reasons:

- Bereavement - In the event of a death in the employee's immediate family (spouse, mother, father, guardian, children, sister, brother, mother/father-in-law, step and adoptive parents/children), an employee may be granted a leave of absence not to exceed five (5) days per request.
- Funeral Participation - When an employee serves as a pallbearer or in some other way participates in a funeral ceremony, the employee may be given up to four (4) hours of funeral leave, if the funeral takes place during regular work hours.
- Jury Duty or Trial Witness – When an employee is called for jury duty or is subpoenaed, administrative leave may be requested. The employee must submit the original jury summons or subpoena to their supervisor along with a request for administrative leave with pay. An employee may be granted paid leave of absence not to exceed fifteen (15) days. The employee will give to COMPASS any and all monies paid to them as juror or trial witness up to their gross pay for the same period.
- Military Leave – When an employee is a member of the National Guard or a reserve component of the armed forces of the United States and the employee receives bona fide orders to temporary, active or training duty, administrative leave with pay may be granted to a maximum of ten (10) workdays per year, provided that the employee submits a copy of their orders to their supervisor. After the ten (10) workdays employees may use accrued vacation leave if they choose; however, they are not obligated to do so. Vacation and sick leave will continue to accrue during the paid portion of military leave, and will be suspended during any leave without pay. All employer benefit contributions and premiums will be paid during the paid portion of the military leave; and the employee remains responsible for the employee's portion of insurance premiums. Employees choosing to retain their health care coverage during the non-paid portion of military leave may do so at their expense. If the employee chooses not to continue coverage, health care coverage will be reinstated upon returning to employment. The employee will give to COMPASS any and all monies paid to them for military assignment up to their gross pay for the period of paid military leave.
- Voting – An employee may be excused from work for sufficient time, not to exceed two (2) hours, to participate in primary, general, municipal or special elections. Voting leave will not be granted on days that the employee is not at work due to vacation, sick or administrative leave.
- Doctor Appointments – Up to two (2) hours with prior approval may be granted for an employee's own medical or dental appointments per month. Use of this special leave does not affect the employee's accrued sick leave. Doctor appointment leave will not be granted on days that the employee is not at work due to vacation, sick or administrative leave. The doctor appointment must be within regularly scheduled work hours to be granted this paid leave.

## 17.6 LEAVE OF ABSENCE

Leave of absence may be available to an employee who has exhausted paid leave and requires additional time off. COMPASS will consider an employee's request for leave of absence on a case-by-case basis. Such leaves are granted at the sole discretion of the Executive Director. The length of a leave of absence and reinstatement privileges will be determined at Executive Director's sole discretion. Examples of reasons for a leave include:

- the birth of a son or daughter, and to bond with the newborn child;
- the placement with the employee of a child for adoption or foster care, and to bond with that child;
- to care for an immediate family member (spouse, child, or parent – but not a parent “in-law”) with a serious health condition;
- to take medical leave when the employee is unable to work because of a serious health condition;  
or
- for qualifying exigencies arising out of the fact that the employee's spouse, son, daughter, or parent is on covered active duty or call to covered active duty status as a member of the National Guard, Reserves, or Regular Armed Forces.

Leave of absence is taken without pay. Employees on leave will not accrue any sick or vacation time. Employees on leave without pay that wish to maintain their health benefits coverage will do so at their own expense.

**APPENDIX A**

Current pay dates:	For the period:
5 <sup>th</sup> of each month	16 <sup>th</sup> through the last day of the prior month
20 <sup>th</sup> of each month	1 <sup>st</sup> through the 15 <sup>th</sup> of the current month

**APPENDIX B**

PERSI CONTRIBUTION RATES AS OF JULY 1, 2013	
Employee contribution rate	Employer contribution rate
6.79%	11.32%

**APPENDIX C**

COMPASS Health Benefit Program  
Effective November 1, 2013

