



GREEN RIVER AREA DEVELOPMENT DISTRICT

PERSONNEL POLICIES

Adopted by the Board of Directors

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WELCOME STATEMENT

Welcome to the Green River Area Development District staff. You have been chosen to work at GRADD because your background indicates that you have the qualification that characterizes successful employees. Successful employees are our most valuable resource. Due to the diverse nature of the work undertaken at GRADD, we are expected to perform high quality work, sometimes in limited time. We recognize the commitment required of our employees. Our staff is the reason GRADD was recognized for two years in a row, 2009 and 2010, by the Kentucky Society for Human Resource Management and the Kentucky Chamber of Commerce and one of the “Best Places to Work” in Kentucky, an honor we are very proud of and hope that you will soon see why we were selected.

This Personnel Policies Manual has been developed to provide you with information concerning the policies and procedures of GRADD. Please take time to read the manual and discuss any questions you may have with your supervisor.

The dedicated efforts of our past and present employees have made GRADD's record one of pride and accomplishment. With a spirit of cooperation and team effort from all employees, our agency can continue to grow and develop. We are happy to have you as a member of our team and we look forward to your contributions to GRADD's mission.

Jiten S. Shah
Executive Director

JSS/kw

GREEN RIVER AREA DEVELOPMENT DISTRICT

EMPLOYEE CERTIFICATION OF RECEIPT OF PERSONNEL POLICIES

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

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

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

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

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

Signature _____ Date _____

EMPLOYER EXPECTATIONS

201 CODE OF ETHICS

Employment with Green River Area Development District is a public trust requiring diligent effort and personal commitment. The following Code of Ethics is set forth as a guide to the ethical conduct required of the GRADD staff and to establish standards of behavior in the performance of professional responsibilities.

201.1 Responsibilities to the Area Development District and to the Local Governments

1. Staff members shall demonstrate the highest standards of personal integrity, truthfulness, honesty and responsibility in all their duties, assignments, and tasks in order to inspire public confidence and trust in the Area Development District and local governments and shall seek to improve the quality and image of the Area Development District and local public services.
2. Staff members hold public positions of trust and shall approach work with dedication and shall strive to understand the purposes, roles and responsibilities of the Area Development District and the functions and responsibilities of their individual jobs.
3. While respecting fully the laws and regulations relating to the public's right to know and public access to matters of public policy, public business and public record, staff members shall respect and protect privileged information to which in the course of their official duties they may have access or be exposed, and staff members shall never use privileged information acquired in the course of their official duties to further their personal interests.
4. Staff members shall be dedicated to the concepts of effective and democratic local government by responsible elected officials and shall accept and support the decisions of these local officials concerning the objectives and nature of the professional services to be performed, unless the course of action to be pursued involves conduct which is illegal or violates regulations.
5. Staff members shall avoid any interest or activity which is in conflict with the conduct of official duties and should avoid the appearance of conflict of interest, seeking or accepting no favor, benefit, personal aggrandizement or profit, individually or for family members or friends, secured by privileged information or by misuse of position, public time or public resources.

6. Staff members shall not directly or indirectly solicit any payments or accept or receive any payments or gifts of material value - whether it be in the form of objects, money, services, loans, travel, entertainment, hospitality or favors - that may be intended, perceived, inferred, expected or construed to influence them in the performance of their official duties or reward any official action on their part.
7. Staff members shall not engage in, solicit, negotiate for or promise to accept private employment nor should they render services for private interests or conduct a private business, when such employment, service, or business creates a conflict with, impairs or detracts from the proper and faithful discharge of their duties or has the potential for a conflict with their duties or responsibilities.
8. Staff members should never conduct themselves in a manner that gives the impression that they can be improperly influenced in the performance of their professional duties and responsibilities; and staff members in the proper and faithful exercise of those duties and responsibilities shall maintain complete impartiality, giving no preferential treatment and showing no favoritism in any manner in conduct of work performance of services, actions or attitudes.
9. Staff members shall familiarize themselves with and are responsible for understanding and complying with the laws and regulations under which the Area Development District and the local governments operate.

201.2 Responsibilities to the Public

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

201.3 Responsibilities to the Profession and to Colleagues

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

202 PERSONAL CONDUCT

All staff shall be expected to act in accordance with the Code of Ethics adopted by the GRADD Board of Directors on December 13, 1989. If the Code of Ethics is violated, then corrective procedures shall be taken in accordance with GRADD's Employee Disciplinary Procedures.

203 PRODUCTIVE WORK ENVIRONMENT

It is the policy of GRADD that certain rules and regulations regarding employee behavior are necessary for the efficient operation of the ADD and for the benefit of all employees.

Conduct that interferes with operations, discredits the ADD, or is offensive to customers or co-workers will not be tolerated. This includes the use of abusive or vulgar language, profanity, negativism, and/or inappropriate jokes.

204 CONFLICT OF INTEREST

GRADD employees have an obligation to conduct business within guidelines that prohibit actual or potential conflicts of interest. An actual or potential conflict of interest occurs when, during the course of their employment, an individual is in a position to influence a decision that may result in a direct or indirect personal gain for that employee. Any employee having a personal interest in any matter of GRADD business dealings shall disclose that interest and refrain from participating in any discussion or decision related to that matter.

No employee shall be allowed to perform services or work in this region for a fee or other remuneration if that service is available from GRADD. In addition, no employee shall perform any services or work for a fee or other remuneration if that work is used or becomes a part of a project plan submitted to our agency for review and/or approval.

205 POLITICAL ACTIVITIES BY EMPLOYEES

The purpose and activities of the Green River Area Development District require continual involvement with political officials and public agencies at all levels of government. This interaction demands the highest level of cooperation and goodwill between GRADD staff members and those public officials and agencies with whom GRADD deals. Any activities, which might impair or impede such a cooperative relationship, are to be avoided.

It is realized that each staff member has a right and duty to exercise their political rights to support any candidate of their personal choosing. GRADD encourages all employees, in their political activities, to avoid conflicts with local government officials. In addition, while representing GRADD or on GRADD premises, employees cannot display or advocate their personal political preferences. This does not preclude individuals from participating in political activities on their off-time, as long as they do not represent themselves as an employee of GRADD.

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

1. running for political office;
2. using official authority to interfere with or affect the result of an election; or
3. soliciting or discouraging the political activity of any person who has business pending with GRADD.

206 PARTICIPATION IN COMMUNITY AFFAIRS

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

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

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

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

Employees shall not discuss internal confidential affairs in any public forum

207 OFFICE DRESS AND PERSONAL APPEARANCE

207.1 Dress Code

Employees are expected to present a professional, businesslike image and should wear appropriate, clean, pressed business attire. The following are some examples of inappropriate dress that are not permitted, as they do not present a businesslike appearance. A complete list would be impossible to write.

1. Jeans (except on specified days)
2. Shorts
3. Clothing displaying inappropriate advertising, pictures, or writing
4. Any clothing that reveals bare backs, shoulders, or midriffs, or any form fitting, revealing or provocative clothing
5. Tattoos shall not be visible
6. Body piercing shall not be visible, except for ear piercing.
7. Skirts or dress shall not be more than two inches above the knee.

If you are doing an activity during the workday that requires less than business attire, you may dress accordingly for that period of time.

At its discretion, the agency may allow employees to dress in a more casual fashion than is normally required. Casual attire may be worn on Fridays. On such occasions, the employees are still expected to present a neat appearance and are not permitted to wear shorts or clothing displaying inappropriate advertising, pictures, or writing. Employee may wear jeans on the specified casual days.

207.2 Non-Compliance Procedure

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

1. On the first occasion, the supervisor shall discuss the inappropriate clothing with the employee and review the dress policy.
2. On the second occasion, the employee may be sent home to change to appropriate clothing.
3. Further violations may result in a meeting with the Executive Director.

208 SEXUAL HARASSMENT

It is the policy of the Green River Area Development District to provide and maintain a work environment that is free of sexual harassment, sexual exploitation, and intimidation. All employees are expected to comply with this policy. Failure to do so may result in disciplinary action and may include termination.

208.1 Sexual Harassment Definition

In this section, "sexual harassment" means unwelcome sexual advances, requests for sexual favor, or other physical or verbal conduct of a sexual nature that (1) creates a hostile working environment; or (2) the submission to which is made a term or condition of a person's employment.

It is against the employer's policy for anyone, including any board member, supervisor, co-worker, vendor, client or citizen, male or female, to harass or to create a hostile working environment by committing or encouraging:

1. Physical assaults on another employee, including, but not limited to: rape, sexual battery, molestation, or attempts to commit these assaults; or
2. Intentional physical contact that is sexual in nature, including, but not limited to: touching, pinching, patting, or brushing up against another employee's body; or
3. Unwanted sexual advances or propositions; sexually oriented "kidding", "teasing", or "practical jokes"; jokes about gender specific traits; foul or obscene language of a sexual nature; or
4. Emailing, posting, or displaying pictures, posters, calendars, graffiti, objects, or other materials that are sexual in nature or pornographic.

208.2 Sexual Harassment Reporting and Investigation Procedure

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

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

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

209 DRUG FREE WORKPLACE

It shall be the policy of the Green River Area Development District that its workplace shall be drug-free in compliance with the Drug-Free Workplace Act of 1988 (PL 100-690, Title V, Subtitle D), including any future amendments. This publication provides details of this policy, a statement on dangers of drugs in the workplace and it is the basis of the Drug Free Workplace Certification form each employee is required to sign assuring compliance.

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

209.1 Dangers of Drugs in the Workplace

The purpose of this policy is to avoid the dangers of drugs in the workplace.

Drug abuse has many effects on the workplace including absenteeism, decreased productivity, increased health and accident claims, low morale and employee turnover. The cost of drug abuse has been currently estimated at more than \$10 billion per year. Problem drinking costs the country about \$33 billion per year.

Not only does drug abuse cause lost time, money and productivity, it also causes a great deal of human suffering. People who abuse chemicals tend to have very erratic behavior. They'll be warm and pleasant one moment and vicious and cruel the next. Their empathy becomes increasingly impaired as they become more dependent upon drugs. This is intensely painful to family members and particularly destructive to children in their formative years.

Problem drinkers and drug abusers also tend to lose interest in things they once loved and enjoyed. Self-hatred builds because at some level these people realize they are failing themselves and their families. They often act contrary to their own moral beliefs that increase their pain.

Financial and legal problems are common in families with alcohol and drug abusers. Abusers earn less money because of lost hours at work, and their overall earning power is adversely affected. Much of the income is spent on alcohol or drugs.

209.2 Drug Free Workplace Violations

Each employee shall notify the Executive Director within five (5) days of any criminal drug statute conviction for a violation in the workplace. Within 30 days, GRADD must take appropriate action.

Any employee violating the terms of this policy statement is subject to immediate dismissal.

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

209.3 Drug Counseling and Rehabilitation Programs

If treatment is necessary to address a problem, you are encouraged to seek counseling and rehabilitation.

210 WHISTLEBLOWER POLICY

If any employee reasonably believes that some policy, practice, or activity of the Green River Area Development District (GRADD) is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board Chairman.

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

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

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

COMPANY PREMISES & OPERATIONS

301 WEAPONS

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

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

302 EMPLOYEE SAFETY

GRADD strives to provide safe working conditions for all employees. We observe the federal and state safety laws. No one will knowingly be required to work in any unsafe environment.

Safety is every employee's responsibility, and all employees are expected to do everything reasonable and necessary to keep the company a safe place to work. The employee should report any unsafe working conditions to an Associate Director so that they may be corrected.

302.1 Fires and Emergencies

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

GRADD has emergency procedures to follow in case of earthquakes, fire or disaster. Refer to the Emergency Plans for Earthquake, Fire, and Tornado Procedures. Exits, fire extinguishers and first aid kits are located throughout the main GRADD office.

302.2 Accidents

The Kentucky Workers Compensation Law requires immediate and formal notice of accidents and injuries on the job. If you become injured on the job, report this to the Executive Assistant IMMEDIATELY when it occurs, no matter how insignificant the injury may seem.

302.3 Substance Abuse

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

302.4 Automobile Safety

All employees are expected to operate vehicles in a safe manner and to obey all motor vehicle laws and regulations.

In accordance with Kentucky state law regarding seat belt usage, employees are required to wear their seat belts at all times when operating the GRADD staff cars. Employees shall be required to wear their seat belts in their personal vehicles when they are conducting GRADD business.

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

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

303 SMOKING

The GRADD building is a smoke-free facility.

304 OFFICE VISITORS

All visitors must check in with the receptionist and wait until the staff member comes up front to take them back to their office.

Employees are asked to discourage visitors that are not visiting for business purposes.

305 TELEPHONE USE

The office telephones are for conducting the business of the Area Development District. All personal phone calls should be kept to a minimum during working hours. On occasion, personal calls may be necessary, but we ask your cooperation in limiting them to emergencies or essential personal business and in keeping them brief.

Under no circumstances should a personal phone call be made at the switchboard, either by the receptionist, employees, or outside parties.

If you must make personal long-distance calls, it will be necessary to use your personal calling card. Personal long-distance calls shall not be charged on GRADD's phone bill. You have the option of using your own personal calling card with the long-distance service at your home.

306 CELLULAR PHONE USE

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

307 ELECTRONIC INFORMATION

Electronic information resources which include, but are not limited to, voice mail, E-mail, the Internet and other network files or accounts, are available to employees of Green River Area Development District, herein known as GRADD. The goal in providing electronic information service to employees is to promote efficiency and excellence in the workplace by facilitating resource sharing, innovation, communication, cooperation, and collaboration.

In addition to the following electronic information policies, employees must adhere to the "Workstation Privacy and Security" policies located in the HIPAA section of these (GRADD) policies

307.1 E-mail and Internet Policy for Green River Area Development District

E-mail and the Internet are for conducting the business of the GRADD. Employees are prohibited from using E-mail, the Internet, or other parts of GRADD's system to transmit confidential or privileged information outside the company without prior written permission.

Personal E-mails and use of the Internet should be kept to a minimum during working hours. Offensive or vulgar E-mail messages such as messages that contain sexual or racial comments are strictly prohibited, in conformity with the company's existing policies against harassment and discrimination.

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

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

307.2 Software

Installation or downloading of unauthorized software (including screen savers, wallpaper, games, etc.) will be prohibited on computers owned by the GRADD. Authorized software includes software purchased by GRADD or software purchased by the employee to be used for work purposes. All software installed on GRADD equipment must be legal, registered, and approved by the Computer Systems Manager.

All software media purchased by GRADD shall remain in the possession of the Computer Systems Manager and will not be allowed to be copied for home use by GRADD employees. Likewise, downloading of software purchased by GRADD through a modem connected to the Local Area Network will not be allowed.

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

307.3 Electronic Equipment Violations

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

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

- Copyrighted material; threatening or obscene material.
- Material protected by trade secrets.
- The design or detailed information pertaining to explosive devices.
- Criminal activities or terrorist acts.
- Sexism or sexual harassment.
- Creating, downloading, viewing, storing, copying, or transmitting sexually oriented material (e.g., pornography).
- Gambling.
- Illegal solicitation.
- Racism.
- Inappropriate language.
- Use of product advertisement, or political lobbying.
- Using peer-top-peer (P2P) file sharing services, such as Napster, Gnutella, KaZaA.
- Using any software that allows your computer to be shared outside the GRADD firewall.

- It is prohibited to reveal personal information, such as: home address, phone numbers, password, credit card numbers or social security number; this also applies to others' personal information or that of organizations or clients, unless permitted by law.

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

- Be polite.
- Never send or encourage others to send abusive messages.
- Use appropriate language.
- E-mail is not guaranteed to be private. Anyone on the system has potential access to mail. Whatever is written, sent, or received on an isolated terminal has the potential to be viewed globally.
- Do not use the network in any way that would disrupt network use by others.
- Messages relating to or in support of illegal or inappropriate activities must be reported to an Associate Director.

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

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

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

307.4 Social Media Policy

GRADD understands that some employees may maintain web logs (or "blogs"), may contribute posts to the blogs of other persons, and may maintain and participate in other social media, such as Twitter, Facebook, MySpace, Plaxo and LinkedIn (collectively, "social media"). In some instances, the Area Development District and your career may benefit from your appropriate use of social media. Still, these sites have nearly unlimited communication potential, nearly unlimited duration and retention, and, unless the creator restricts access, they may be accessed by anyone around the world with access to the Internet. To protect the Area Development District's interests, we expect that employees who participate in social media abide by the following guidelines:

- ADD time and equipment, including computers and electronic systems, are not to be used for social media, including updating your personal website or profile, unless you have received prior authorization from the Executive Director.
- When discussing your work on a social media website, whether at home, work or otherwise, you must abide at all times with all legal and ethical requirements, as well as the ADD's policies found in this Employee Handbook, including without limitation our anti-harassment, anti-discrimination and anti-retaliation policies.
- You may not disclose via social media any of the ADD's confidential or trade secret information, including without limitation information about our products, services, customers, employees, and vendors that you learn in the course of your employment.
- You may not use in social media any materials belonging to the ADD, including our promotional and marketing materials, unless you have received prior authorization from your Executive Director.
- You may not use in social media the ADD's logo, letterhead or other trademarked material, including a picture of yourself wearing or displaying the ADD's logo, unless you have received prior authorization from your Executive Director.
- You may not post or publish via social media photographs of yourself in any ADD location or on the ADD's premises unless you have received prior authorization from your Executive Director. Likewise, you may not post photographs of other ADD employees without their express approval to do so.

Finally, when using social media, you must be respectful. You may not post discriminatory, defamatory, libelous or slanderous comments when discussing the ADD, its officers, your supervisors or co-workers, our customers or our competitors on any social media. You should not use social media as a vehicle for personal attacks. Social media postings by you that reflect negatively on the ADD, its employees, vendors or customers, or that otherwise violates any provision of this policy may result in discipline up to and including termination from employment. Employees who have personal social networking sites. These sites must remain personal in nature and be used to share personal opinions or non-work related information. This helps ensure a distinction between sharing personal and agency views. In addition, employees should never use their ADD e-mail account or password in conjunction with a personal social networking site.

308 OFFICE EQUIPMENT

Any equipment taken out of the GRADD office building must be checked out. The staff person who is taking the equipment must return the equipment to its proper location as per the equipment listing. This includes all large and small equipment, including extension cords, cameras, tape measures, etc.

The Executive Director must approve, in advance, any outside agency or organization requesting the use of GRADD equipment.

309 TRAVEL POLICIES

309.1 Travel Approval

All out-of-district travel requires prior approval of the Associate Director. All out of state travel requires prior approval of the Associate Director and the Executive Director. All in-district travel is to be approved and coordinated by the appropriate supervisor.

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

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

309.2 Hotel Reservations/Expenses

The designated Secretary shall make all hotel reservations for staff, except that the Executive Assistant will make reservations for the Executive Director. All reservations are guaranteed for late arrival, unless you request other arrangements.

If you find that you will not need a room due to a change in your schedule or that you are ill and will not be attending the meeting as planned, please let the designated Secretary know so that the reservation can be cancelled.

Guaranteed reservations not used will be the personal responsibility of the staff and no reimbursement will be made for the expenses. This action is necessary because this type of expense is unallowable under Federal Management Circulars.

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

309.3 Airline Reservations

The Executive Assistant shall make all airline reservations for staff and board members.

309.4 Transportation Expenses

Official workstation of an employee shall be:

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

Travel expense must be authorized in advance as follows:

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

Mileage determination:

1. Mileage commuting between home and workstation shall not be paid.
2. If an employee's point of origin for travel is the employee's residence, mileage shall be paid for the shorter of mileage between:
 - a. Residence and travel destination; OR
 - b. Workstation and travel destination.
3. If an employee's point of origin for travel is the employee's workstation, and after proceeding to a travel destination, the employee's final destination is the employee's residence, mileage shall be paid for the shorter of mileage between:
 - a. Residence and travel destination; OR
 - b. Workstation and travel destination.
 - c. If the shortest distance is from the claimant's workstation, then the point of origin is the claimant's official workstation, mileage and time shall be paid between the workstation and travel destination.

The use of personal automobiles is permitted. Employees are encouraged to use staff cars that are provided for staff use. Employees should carpool whenever possible when attending meetings in the same general locations. Staff and board members are paid for the following whether they drive their own car or a staff car:

1. Actual expenses for parking, taxicabs and shuttle buses will be reimbursed, provided a receipt is presented. A maximum of twenty dollars per night for parking shall be reimbursed. No reimbursement shall be claimed without a receipt.

2. Reimbursement for parking meters and actual toll expenses within the State of Kentucky are reimbursable without receipts. A receipt is needed for out-of-state tolls.

Modes of Transportation:

1. Buses and subways. For city travel, employees are encouraged to use buses and subways. Taxi fare shall be allowed if more economical transportation is not feasible.
2. Airline Travel. Commercial airline travel shall be the lowest negotiated coach or tourist class. Additional expenses for first-class travel shall not be reimbursed. Expense for one checked bag round trip is allowed for reimbursement with a receipt.
3. Special Transportation. Under justifiable circumstances and for expediency, the Executive Director may authorize other travel means including chartered aircraft.

For major trips where an employee chooses to drive rather than fly, the lesser of cash in lieu of plane fare or mileage reimbursement shall be paid. The payment of such mileage will be based on the most direct route from the point of departure to the point of destination.

309.5 Hotel Expenses

Hotel expenses shall be reimbursed at the single room rate plus taxes. If two staff members are sharing a room, the double room rate will be reimbursed. GRADD is exempt from sales tax. Some hotels will honor this exemption, and others will not. GRADD does not pay for meals, personal phone calls, or movies charged to the room. GRADD will pay the hotel phone access fee.

309.6 Per Diem

A per diem allowance shall be paid for meals reimbursement in-lieu-of submitting receipts for any overnight stays for any trip outside of the seven county GRADD district.

309.7 Meal Expenses

1. Reimbursement for meals in conjunction with approved overnight lodging:
 - a. To receive breakfast reimbursement employees must be in authorized travel status during the entire time beginning at 6:30 a.m. and continue through 9:00 a.m.
 - b. To receive lunch reimbursement employees must be in authorized travel status during the entire time between 11:00 a.m. and continue through 2:00 p.m.
 - c. To receive dinner reimbursement employees must be in authorized travel status during the entire time beginning 5:00 p.m. and continue through 9:00 p.m.
2. Departure and arrival time shall be based on the time zone in which the employee reports for work and must be recorded on the travel form.

3. Reimbursement for meals is established at the following rate. Receipts are not required and the reimbursement is the maximum and includes taxes and tips.

Meal Type	Reimbursement for non-high rate areas	Reimbursement for high rate areas
Breakfast	\$7.00	\$8.00
Lunch	\$8.00	\$9.00
Dinner	\$15.00	\$19.00

4. Reimbursement is not allowable when meals are furnished at no cost or as part of a registration fee.
5. Employees shall be paid the actual cost of meals (up to the rate allowed in #3 and within the guidelines in #1) for any trip over 8 hours in duration outside of the seven-county GRADD district that does not include an overnight stay. Receipts for meals must be attached to the travel voucher.
6. Employees assigned to attend a function where a meal is provided at a cost to the employee can be reimbursed for the actual meal cost up to the above rates in item #3 above. A receipt is required.

309.8 Reimbursement of Travel Expenses

An expense voucher to which all receipts required by adopted travel regulations have been attached shall be submitted for all reimbursable expenses. Travel expenses must be itemized and properly identified on a Travel expense Voucher Form. Each employee is responsible for filling out and turning in the Travel Expense Voucher form to their Associate Director by the designated date. It shall be the responsibility of each employee submitting a Travel Expense Voucher Form to insure that the voucher is mathematically correct and to certify by his/her signature that all expenses claimed are proper and correct. The appropriate Associate Director shall review the Travel Expense Voucher Form for completeness and conformance to these regulations and sign his/her approval.

All Travel Expense Voucher forms must be submitted to the Finance Department. The Executive Director shall make final approval for payment.

309.9 Travel Advances

Employees may request a travel advance if their travel expenses are estimated to exceed \$50. Travel advances will only be issued for the actual amount of hotel and calculated per diem. In extenuating circumstances travel advances may be issued for transportation costs.

WORK CONDITIONS

401 WORK HOURS

401.1 Standard Work Week and Hours

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

The standard workday is 7.5 hours per day.

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

401.2 Non-Standard Work Hours

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

401.3 Flextime

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

Flextime is available to regular full-time employees. Temporary employees may request flextime, but it will be subject to approval on an individual basis dependent on the employee's work responsibilities.

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

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

402 PROMPTNESS

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

403 REST BREAKS

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

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

404 LUNCH PERIOD

Employees are to be allowed a one hour unpaid lunch period as close to the middle of the employee's work shift as possible. Lunch periods should be taken between the hours of 10:30 a.m. and 2:00 p.m. Employees shall not be required to take a lunch period no sooner than three hours or no later than five hours from the time their work shift commences.

Part-time employees working less than 37.5 hours per week shall be allowed a lunch period if they are scheduled to work five consecutive hours during any workday.

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

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

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

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

405 HOLIDAYS

Paid holidays shall be:

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

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

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

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

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

406 EMERGENCY OFFICE CLOSING

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

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

407 LABOR LAWS, OVERTIME AND COMPENSATORY LEAVE POLICY

407.1 Kentucky State Labor Laws

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

407.2 Fair Labor Standards Act (FLSA) - Compliance

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

407.3 FLSA Classifications

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

Exempt - Refers to an employee who is not covered by the FLSA.

Non-exempt - Refers to an employee who is covered by the FLSA.

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

407.4 Recordkeeping

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

407.5 Approval of Hours in Excess of Standard Work Hours

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

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

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

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

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

407.6 Non-Exempt Employees

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

407.6.1 Computing Overtime Hours

Only actual hours worked per workweek will be used for purposes of computing overtime hours for non-exempt employees. Any time taken as annual leave, sick leave, holiday, or any leave of absence shall not constitute working hours for the purpose of computing overtime hours.

407.6.2 Rate of Overtime Pay

Employees classified as non-exempt shall earn overtime pay at the rate of one and one-half times their regular rate of pay for actual hours worked in excess of 40 hours per workweek.

407.6.3 Payment for Actual Overtime Hours Worked

Non-exempt employees whose actual hours worked exceed 40 hours per work week shall be paid for the overtime hours in the pay period immediately following the pay period in which the overtime occurred.

407.6.4 Donated Time

Non-exempt employees shall not donate work time to GRADD at any GRADD office or other location.

407.7 Exempt Employees

Exempt employees, as defined in the Fair Labor Standards Act, are exempt from overtime pay. However, GRADD shall allow exempt employees to accumulate compensatory leave in the manner prescribed in this policy.

407.7.1 Compensatory Leave for Exempt Employees

Employees classified as exempt, with proper prior approval, shall earn compensatory leave at the rate of one hour for each hour worked in excess of 40 hours per workweek.

The Executive Director is an exempt employee. The Executive Committee authorizes the Executive Director to work hours in excess of 40 as deemed necessary and to earn and take compensatory leave in accordance with this policy.

407.7.2 Maximum Accumulated Compensatory Leave

The maximum amount of compensatory leave that an exempt employee may carry forward from one month to another shall be 37.5 hours. If an exempt employee has reached the maximum compensatory leave hours at the end of any month, the employee shall take compensatory leave in order to reduce their accumulated compensatory leave. No additional compensatory hours shall be earned or recorded after the employee has reached the maximum compensatory leave.

407.7.3 Use of Compensatory Leave by Exempt Employees

An exempt employee who has accrued compensatory leave shall be permitted by their Associate Director or the Executive Director to take such time off if the use of such time does not unduly disrupt the operations of the agency. Compensatory leave shall be taken and recorded in no less than one-half hour increments.

The Executive Director or appropriate Associate Director may direct an employee to take accumulated compensatory leave in order to maintain a manageable level of accumulated compensatory leave and for the specific purpose of reducing an employee's compensatory leave. Notice must be in writing to the employee specifying the number of hours to be taken and the pay period in which the hours must be used.

407.7.4 Disposition of Accumulated Compensatory Leave upon Termination

Upon termination of service with GRADD, exempt employees shall not be paid for any unused accumulated compensatory leave.

407.8 Time Records

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

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

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

407.9 Violation of Policy

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

408 PAY PRACTICES, PERIODS AND PROCEDURES

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

GRADD utilizes direct deposit through a local bank for employees' payroll. A Direct Deposit Authorization Form shall be submitted to the Finance Department. Employees may designate up to three accounts in which their pay may be deposited.

501 FRINGE BENEFITS

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

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

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

501.1 Health Insurance

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

501.2 Dental and Vision Insurance

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

501.3 Long-Term Disability Insurance

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

501.4 Life Insurance

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

501.5 Cafeteria Plan

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

501.6 Supplemental Insurance

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

501.7 Social Security and Medicare Taxes

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

Part-time and temporary employees not eligible for the retirement program are subject to social security taxes. The mandatory amount to be withheld from employees is 4.20% of adjusted gross wages and GRADD is required to contribute the same amount.

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

501.8 Unemployment Compensation

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

501.9 Workers Compensation

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

502 RETIREMENT

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

GRADD shall contribute the required percentage for eligible employees who participate in the CERS Pension Plan. In addition, the employee is required to make a mandatory contribution of 5.00% to the CERS Pension Plan through payroll withholding.

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

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

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

503 ANNUAL LEAVE POLICY

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

503.1 Accumulating Annual Leave

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

1 through 4 years of service	3.75 hours bi-monthly
5 through 9 years of service	4.75 hours bi-monthly
10 through 14 years of service	5.75 hours bi-monthly
15 years of service and more	6.75 hours bi-monthly

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

Employees shall earn annual leave on a semi-monthly basis. An employee who is on unpaid leave of absence for 6 or more working days during a pay period shall not earn annual leave for that pay period.

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

503.2 Taking Annual Leave

All annual leave must have the prior approval of your supervisor and the Associate Director. In their absence, another Associate Director or the Executive Director may approve annual leave. Prior to taking annual leave, the employee shall inform their supervisor and the receptionist when they plan to leave the office and when they will be returning.

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

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

503.3 Remaining Annual Leave at Termination

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

504 SICK LEAVE POLICY

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

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

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

504.1 Accumulating Sick Leave

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

Employees shall earn sick leave on a semi-monthly basis. An employee who is on unpaid leave of absence for 6 or more working days during a pay period shall not earn sick leave for that month.

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

504.2 Taking Sick Leave

The employee shall notify their supervisor as soon as possible of any sick leave. The employee shall submit sick leave for doctor's appointments for approval in advance to their supervisor. If an employee calls in sick, the employee shall complete a sick leave record immediately upon their return to work and submit it to their supervisor for approval.

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

GRADD may require a doctor's excuse for more than 3 consecutive days of sick leave.

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

504.3 Extended Sick Leave / Disability

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

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

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

504.4 Remaining Sick Leave at Termination

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

Upon retirement, GRADD shall purchase up to 6 months of accumulated sick leave to be used toward retirement service credit.

505 SICK LEAVE TRANSFER

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

505.1 Employee Receiving Sick Leave

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

505.2 Employee Donating Sick Leave

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

506 FAMILY AND MEDICAL LEAVE ACT (FMLA)

As provided by the 1993 Family and Medical Leave Act (FMLA), 29 CFR. Part 825, all eligible employees shall be entitled to take up to 12 weeks of unpaid, job-protected leave during any 12 month period for specified family and medical reasons.

506.1 Covered Family and Medical Reasons.

An eligible employee shall be entitled to 12 weeks of unpaid leave during a 12-month period for one or more of the following reasons:

1. the birth or placement of a child for adoption or foster care;
2. to care for an immediate family member (spouse, child (under 18), or parent, not in-law) with a serious health condition; or
3. to take medical leave when the employee is unable to work because of a serious health condition;
4. a serious health condition, which shall be defined as an illness of a serious and long-term nature resulting in recurring or lengthy absences. Treatment of such an illness would occur in an inpatient situation at a hospital, hospice, or residential medical care facility, or would consist of continuing care provided by a licensed health care provider.

An employee may take leave if a serious health condition makes the employee unable to perform the functions of his/her position. Employees with questions about whether specific illnesses are covered under this policy or under GRADD's sick policy are encouraged to meet with the their department Associate Director and the Associate Director of Finance.

506.2 Employee eligibility

An employee shall be entitled to family leave when he/she meets the following criteria:

1. The employee has worked for at least 12 months for GRADD. The 12 months need not have been consecutive. (If the employee was on the payroll for part of a week, GRADD will count the entire week. GRADD considers 52 weeks to be equal to 12 months.)
2. The employee has to have worked for the employer for at least 1,250 hours over the 12 months before the leave would begin.

3. The employee must work in an office that employs 50 or more employees, or there must be 50 employees within 75 miles of the office or worksite. At GRADD, all employees work within a 75-mile radius of GRADD's office.
4. When both spouses are employed by GRADD, they are jointly entitled to a combined total of 12 work weeks of family leave for the birth or placement of a child for adoption or foster care, and to care for a parent who has a serious health condition.

506.3 Calculation of Leave

Eligible employees can use up to 12 weeks of leave during any 12-month period. GRADD will use a rolling 12-month period measured backwards from the date an employee uses any FMLA leave. Each time an employee uses leave, GRADD computes the amount of leave the employee has taken under this policy, subtracts it from the 12 weeks, and the balance remaining is the amount the employee is entitled to take at that time.

For example, if an employee has taken 5 weeks of leave in the past 12 months, he or she could take an additional 7 weeks under this policy.

506.4 Maintenance of Benefits

An employee shall be entitled to maintain group health insurance coverage on the same basis as if he/she had continued to work at GRADD. To maintain uninterrupted coverage, the employee will have to continue to pay their share of insurance premium payments. This payment shall be made either in person or by mail to the GRADD Finance Department by the 25th day of the month. If the employee's payment is more than 30 days overdue, then the coverage will be dropped by GRADD.

If an employee informs GRADD that he/she does not intend to return to work at the end of the leave period, GRADD's obligation to provide health benefits ends. If an employee chooses not to return to work for reasons other than a continued serious health condition, GRADD will require the employee to reimburse GRADD the amount that GRADD contributed towards the employee's health insurance during the leave period.

If an employee contributes to a life insurance or disability plan, GRADD will continue making payroll deductions while the employee is on paid leave. While the employee is on unpaid leave, GRADD will request that the employee continue to make those payments, along with the health care payments.

Certain types of earned benefits such as seniority may not be accrued during the leave period. Other benefits such as the accrual of seniority will not continue during leave. However, the use of family of medical leave will not be considered a break in service when vesting or eligibility to participate in benefit programs is being determined.

506.5 Job Restoration

An employee who utilizes family or medical leave under this policy will be restored to the same job or a job with equivalent status, pay, benefits, and other employment terms.

GRADD may choose to exempt certain highly compensated, "key" employees from this job restoration requirement and not return them to the same or similar position at the completion of FMLA leave. Employees who may be exempted will be informed of this status when they request leave. If GRADD deems it necessary to deny job restoration for a key employee on FMLA leave, GRADD will inform the employee of its intention and will offer the employee the opportunity to return to work immediately.

506.6 Use of Paid and Unpaid Leave

If an employee has accrued paid leave of less than 12 weeks, the employee will use paid leave first and take the remainder of the 12 weeks as unpaid leave.

506.7 Intermittent Leave and Reduced Work Schedules

In certain cases, intermittent use of the 12 weeks of family or medical leave or a part of a reduced work week may be allowed by GRADD. Employees wishing to use leave intermittently or to utilize a reduced workweek for birth or adoption purposes will need to discuss and gain approval for such use from the Executive Director.

Employees may also use family or medical leave intermittently or as part of a reduced workweek whenever it is medically necessary. If the need to use leave is foreseeable and based on preplanned and prescheduled medical treatment, then the employee is responsible to schedule the treatment in a manner that does not unduly disrupt the GRADD's operations. This provision is subject to the approval of the health care provider.

In some cases, GRADD may temporarily transfer an employee using intermittent or a reduced workweek to a different job with equivalent pay and benefits if another position would better accommodate the intermittent or reduced schedule.

506.8 FMLA Procedures

506.8.1 Procedure for requesting leave

All employees requesting leave under this policy must complete the Family/Medical Leave form available from the Fiscal Officer.

When an employee plans to take leave under this policy, the employee must give GRADD 30 days notice. If it is not possible to give 30 days notice, the employee must give as much notice as is possible.

An employee undergoing planned medical treatment is required to make a reasonable effort to schedule the treatment to minimize disruptions to GRADD's operations. While on leave, employees are requested to report periodically to GRADD regarding the status of their medical condition, and their intent to return to work.

506.8.2 Procedure for Notice and Certification of Serious Health Condition

On occasion, GRADD may require the employee to provide notice of the need to utilize leave (where it is possible to know beforehand) and/or may require the employee to provide certification of an employee's or immediate family member's serious health condition by a qualified healthcare provider. The employee should try to respond to such a request within 5 days of the request, or provide a reasonable explanation for the delay.

Qualified health care providers include: doctors of medicine or osteopathy, podiatrists, dentists, clinical psychologists, optometrists, and chiropractors, nurse practitioners and nurse-midwives authorized to practice under State law and performing within the scope of their practice under state law; and Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.

When seeking certification of a serious medical condition, an employee should ensure that the certification contains the following:

1. Date when the condition began; expected duration; diagnosis; and a brief statement of treatment.
2. If employee is seeking medical leave for his/her own medical condition, certification should also include a statement that the employee is unable to perform the essential functions of the employee's position.
3. For a seriously ill family member, the certification should include a statement that the patient requires assistance and that the employee's presence would be beneficial or desirable.
4. If taking intermittent leave or working a reduced schedule, certification should include dates and duration of treatment and a statement of medical necessity for taking intermittent leave or working a reduced schedule.

If deemed necessary, GRADD may ask for a second opinion. GRADD will pay for the employee to get certification from a second doctor, which GRADD will select. If there is a conflict between the original certification and the second opinion, GRADD may require the opinion of a third doctor. GRADD and the employee will jointly select the third doctor, and GRADD will pay for the opinion. The third opinion will be considered final.

507 LEAVE OF ABSENCE WITHOUT PAY

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

No employee shall be paid for holidays that occur during the time they are on leave without pay if they have been on leave without pay for the entire pay period as defined in Section 408.

If an employee is on leave without pay for 6 or more working days during a pay period, they shall not earn sick or annual leave for that pay period.

507.1 Voluntary Leave Without Pay

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

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

507.2 Involuntary Leave without Pay

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

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

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

507.3 Involuntary Leave Without Pay/Disability

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

508 BEREAVEMENT LEAVE POLICY

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

An employee may use up to 3 days of bereavement leave in the event of death of an employee's spouse, father, mother, children, step-children, grandparents, brother, sister, father-in-law, mother-in-law, sister-in-law, brother-in-law, daughter-in-law, son-in-law, or any person who has assumed a parental relationship with the employee, and any member of the employee's household.

For any other family members, up to 1 day of sick or annual leave may be used to attend the funeral.

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

509 MILITARY LEAVE OF ABSENCE POLICY

509.1 Extended Military Leave

In a declared war, a military leave of absence without pay will be granted if an employee is inducted or recalled to active duty in the Armed Forces of the United States for a period of up to four years (plus any involuntary extension for not more than one year).

Employees who perform and return from military service in the Armed Forces, the Military Reserves, or the National Guard will retain such rights with respect to reinstatement, seniority, annual leave, layoffs, compensation, and length of service pay increases as required by applicable federal and state laws.

509.2 Short-Term Military Leave for Training

GRADD will adhere to KRS 61.394 that states, "All officers and employees of this state, or of any department or agency thereof who are members of the national guard or any reserve component of the Armed Forces of the United States, or of the reserve corps of the United States Public Health Service, shall be entitled to leave of absence from their respective duties, without loss of time, pay, regular leave, impairment of efficiency rating, or of any other rights or benefits to which they are entitled, while in the performance of duty or training in the service of this state or of the United States under competent orders, for a

period in any calendar year not to exceed that specified in this section. Officers or employees while on leave shall be paid their salaries or compensations for a period or periods not exceeding 15 calendar days or 10 working days if the employee's position is based upon a 5-day workweek; 12 days if the employee's position is based upon a 6-day workweek; 15 days if the employee's position is based upon a 7-day work week, in any one federal fiscal year."

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

510 JURY DUTY POLICY

GRADD encourages employees to fulfill their civic responsibilities by serving jury duty when required.

Any employee who is called to serve as juror will receive time off with pay for any regularly scheduled work time lost due to such service. Employees shall remit the jury duty notice to GRADD to receive time off with pay.

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

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

511 WITNESS DUTY POLICY

Employees may be required to appear in court for witness duty, to give depositions, or after being subpoenaed.

The subpoena should be shown to the employee's supervisor immediately after it is received so that the work schedule can be adjusted, where necessary, to accommodate the employee's absence. The employee is expected to report to work whenever the court schedule permits.

Any employee, who has been subpoenaed as a witness or to give a deposition, will receive paid time off for the entire period when the employee does not have a vested interest.

Any applicable employee benefits will remain in effect and unchanged for the full term of time off for witness duty or giving a deposition. Accrual for benefits calculations, such as annual leave, sick leave, or holiday benefits, will not be affected during witness leave or while giving a deposition.

512 EDUCATIONAL ASSISTANCE

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

512.1 Educational Assistance for Higher Education

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

Employees may take individual classes, may pursue a degree that is advanced to what they currently possess or may pursue a degree related specifically to their job. The classes that are directly related to their job would qualify for educational reimbursement. The classes that are not directly related to their job but are required for the degree would not qualify. In addition, GRADD shall not provide educational reimbursement for any class that an employee has previously taken.

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

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

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

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

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

1. the nature and purpose of the course of study;
2. the direct relationship between the course and the employee's job responsibilities;
3. the employee's level of responsibility and length of service; and
4. the estimated cost.

The Executive Director shall authorize final approval.

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

For a grade of "A" - 100% of reimbursable costs;
For a grade of "B" - 100% of reimbursable costs;
For a grade of "C" - 50% of reimbursable costs;
For a grade lower than "C" - 0% of reimbursable costs;
For a passing grade in ungraded classes that are pass-fail - 75% of reimbursable costs.

Employees receiving reimbursement from any outside sources, such as the Veterans Administration or scholarships, may use the above formula but GRADD's portion may not make the total exceed 100% of the reimbursable cost.

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

If an employee is unable to complete an approved course because of a transfer within GRADD, the employee will be reimbursed for the full amount of the course costs incurred up to the date of transfer. If an employee is enrolled in an approved course and is terminated because of a reduction in work force or job elimination, GRADD shall reimburse the full amount of the course costs incurred up to the date of termination. If an employee is enrolled in an approved course and is terminated for any other reason, GRADD shall not reimburse the course costs.

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

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

512.2 Professional Development Training

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

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

Employees who request professional development training must obtain approval from their Associate Director. The Associate Director shall consider the following factors in evaluating requests for professional development training assistance and recommending approval to the Executive Director: (1) the nature and purpose of the course of study; (2) the direct relationship between the course and the employee's job responsibilities; (3) the employee's level of responsibility and length of service; and (4) the estimated cost.

The Executive Director shall authorize final approval.

513 MEMBERSHIP IN PROFESSIONAL ORGANIZATIONS

In accordance with OMB Circular A-87, Cost of Principles for State and Local Governments, GRADD will pay the cost of membership in civic, business, technical and professional organizations provided:

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

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

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

514 SERVICE AWARDS AND RECOGNITION

514.1 Board Members

Members of the Green River Area Development District Board of Directors shall receive recognition for years of service upon completion of five (5) years service. Thereafter, awards will be presented for every five (5) years service and upon departure from the Board.

514.2 Staff Members

Regular full-time staff members shall receive recognition for consecutive years of service upon completion of 5 years of employment. Thereafter, awards will be presented for every 5 years of service. Awards for years of service will include a plaque and a gift of appreciation based on the number of consecutive years of service. The plaque will be presented at the GRADD Board meeting following the anniversary of employment. The gift of appreciation will be received immediately following attainment of the necessary years of service. The employee will receive a catalog of the appropriate level of gift and will make their selection from those items. The value of the gift and the selection of items will be reviewed and updated periodically.

The awarding of gifts of appreciation shall begin as of July 1, 1995, and shall not be retroactive prior to that date.

515 HEALTH CLUB REIMBURSEMENT

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

EMPLOYMENT

601 CIVIL RIGHTS COMPLIANCE

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

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

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

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

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

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

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

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

602 EQUAL EMPLOYMENT OPPORTUNITY

It is the policy of the Green River Area Development District that employment decisions shall be based on merit, qualifications, and competence.

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

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

603 AMERICANS WITH DISABILITIES ACT

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

1. not denying a job to an individual because of a disability if the individual is qualified and able to perform the essential functions of the job, with or without reasonable accommodation.

2. making reasonable accommodations when an individual has a disability and is otherwise qualified.
3. not lowering the existing performance standards for a job when considering the qualifications of an individual who has a disability if the standards are job-related and uniformly applied to all employees and candidates for that job.
4. only using job-related and business necessity criteria when screening applicants.
5. not accepting applications for employment unless there is a vacancy. Unsolicited resumes shall be returned upon receipt, unless there is a vacancy.

604 NEPOTISM

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

605 SERIOUS ILLNESSES OR DISEASES

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

EMPLOYMENT STATUS & RECORDS

701 DEFINITIONS OF EMPLOYMENT STATUS

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

701.1 Regular Full-Time Employee

Staff members who work 37.5 hours per week on a regular basis, in a regular position and who are entitled to receive full fringe benefits.

701.2 Part-Time Employee

Staff members who regularly work less than 37.5 hours per week in a regular position and receive no benefits. Part-time employees are eligible to join the Kentucky County

Employees Retirement System pension plan if they average working 100 hours per month.

Regular part-time employees who regularly work less than 7.5 hours per day shall receive paid holidays based on their normal daily hours.

701.3 Temporary Employee

Staff members, including interns, who are hired to provide services, sometimes of a technical nature for a specific project, for a time period agreed upon (in writing and before commencement of employment) between the temporary staff member and GRADD.

A temporary employee is an employee, either full time or part-time, who (1) works hourly on an as-needed basis; (2) completes a specific job; or (3) works a specific time period.

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

All employees whether full-time, part-time or temporary are subject to the same introductory period. That period shall begin with the first day of employment and continue for a period of six (6) months of continuous employment. During this period, the new employee shall receive all benefits for which they are eligible. These are explained in the benefits sections.

702 PERSONNEL FILES AND RECORDS RETENTION

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

702.1 Access to Personnel Files

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

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

702.2 Employment-Related Information to be kept in Personnel Files

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

1. employee name and address
2. title of position(s) held
3. classifications
4. rates of compensation
5. all changes in status including evaluations, promotions, demotions, layoffs, transfers, disciplinary actions, commendations, awards, and preliminary and other supporting documentation for each action.
6. the complete record and supporting documentation for each personnel action.

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

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

702.4 Personnel Records Retention

Personnel records shall be kept in accordance with GRADD's Records Retention Schedule. In all instances, personnel records will be kept for one (1) year, at a minimum, after termination for permanent full-time and/or part time employees. Regarding any pending legal actions, personnel records will be kept until litigation is resolved.

703 EMPLOYEE SUPERVISION

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

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

1. respect and treat employees as individuals;
2. represent all employees when making decisions;
3. never cause, and always discourage negativity;
4. encourage positive work environment;
5. support, at all times, the GRADD, its leadership and its goals;
6. discourage negative conversation toward GRADD and any of its employees;
7. create a feeling of teamwork and belonging among employees;
8. demonstrate a desire for good performance by setting work goals and standards for employees;
9. give recognition for good performance and provide guidance when improvement is needed;
10. recommend employees with growth potential for promotion, even if it means losing them to other work units;
11. support management policies and procedures;
12. explain in advance when and why changes are necessary;
13. be impartial and let employees know the reasons for any decisions that might be interpreted as unfair;
14. show integrity by admitting mistakes instead of shifting the blame to others; and
15. set good examples by holding themselves to the standards of conduct and performance that they demand of their employees.

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

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

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

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

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

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

704 JOB DESCRIPTIONS

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

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

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

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

A job description shall include

- Position Title
- Essential Job Function
- Other Job Responsibilities
- Education Requirements
- Experience Requirements

- Skill Requirements
- Entry Level Salary Range

705 ORIENTATION AND TRAINING

It is the policy of the Green River Area Development District (GRADD) to provide orientation programs for new employees and to conduct or support training programs as deemed appropriate.

705.1 Orientation and Training Procedure:

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

Each supervisor is responsible for orientation as it applies to introducing the new employee to the specific job and department and may select a co-worker to serve as a sponsor to facilitate the new employee's transition. Supervisors are responsible for recommending employees for special training programs, for providing on-the-job training, or for arranging on-the-job trainers. Such training will normally be conducted during regular working hours.

The Associate Director and the Executive Director shall approve employee participation in continuing education and/or training programs when such instruction is deemed beneficial or considered necessary for satisfactory job performance.

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

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

706 PROMOTIONS AND SALARY SCHEDULES

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

706.1 Promotion and Demotion

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

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

706.2 Transfers

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

706.3 Annual Adjustment

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

707 EMPLOYEE JOB EVALUATIONS

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

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

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

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

The Executive Director shall review all Employee Evaluation Forms.

Annual evaluations shall be completed with the corresponding evaluation form. These forms will be reviewed and discussed with the staff person by the supervisor and Associate Director.

708 EMPLOYEE REFERENCES

The Executive Director of GRADD shall be the only employee authorized to provide job reference information on existing and former GRADD employees.

The Executive Director may delegate, to another employee, the ability to provide job reference information on GRADD-related employees. “GRADD-related employees” include any employees of GRADD’s functional advisory committees.

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

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

709 EMPLOYEE DISCIPLINARY PROCEDURE

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

709.1 Disciplinary Procedure

The following provisions govern disciplinary actions affecting employees of the Green River Area Development District. The agency endorses a policy of progressive discipline as outlined below, which attempts to provide employees with notice of deficiencies and an opportunity to improve. This disciplinary procedure does not restrict the agency's right to bypass the disciplinary procedures suggested, depending on the severity of the offense, such as; conviction of a felony will be immediate grounds for dismissal.

1. Warning - Verbal or written warning from the supervisor stating the nature of the problem and the corrective action necessary. The supervisor shall use the Employee Corrective Action Notice form.
2. Reprimand - The Executive Director may submit a written reprimand to an employee when earlier communication, discussion, and actions have not resulted in the expected improvement. The written reprimand will be signed by the employee and the employee may submit a written response within five business days. Copies of all reprimands and employee responses will be forwarded to the Associate Director, the Executive Director, and the personnel file.

3. Suspension - The Executive Director may, with cause, suspend an employee for up to ten days without pay. A written statement specifically setting forth the reasons for suspension will be furnished to the employee. The employee may provide a written response within five business days. Copies will be forwarded to the Executive Director, the Associate Director, and the personnel file.
4. Dismissal - The Executive Director may dismiss any employee whose job performance or actions are determined to be detrimental to the agency. This shall include incidents of the same or more serious nature within the limitations period. In case of dismissal, the employee shall be given an opportunity to appear before the Executive Committee if he or she wishes. The decision of the Executive Committee shall be final and may not be appealed to the Board of Directors.

709.2 Limitation Period

Records of disciplinary actions will not be cause for any action affecting the employee unless there is evidence of similar or repeated conduct. The period of time for a reprimand is six months, and one year for a suspension.

709.3 Appeal Right

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

710 EMPLOYEE GRIEVANCE PROCEDURE

Any employee who has a grievance pertaining to personnel policies, office procedure or other working conditions shall submit their grievance in writing to his/her immediate Supervisor/Associate Director.

If the grievance cannot be resolved to the mutual satisfaction of the employee and Supervisor/Associate Director within 5 working days, it shall be forwarded in writing to the Executive Director. A meeting between the aggrieved party, immediate Supervisor/Associate Director and Executive Director shall take place within 10 working days.

Should a mutually satisfactory agreement not be reached at this level, a meeting with the Executive Committee, Executive Director, aggrieved party and immediate Supervisor/Associate Director shall take place within 10 working days. The Chairman shall call the meeting at a time and place specified by him and convenient to all parties.

The Executive Committee decision is final and cannot be appealed to the Board of Directors.

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

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

711 EMPLOYMENT AT WILL

Any employee may voluntarily leave employment or be terminated by the Green River Area Development District. Any oral statements or promises to the contrary are disavowed and should not be relied on by any prospective or existing employee.

Conditions for voluntary or involuntary separation from employment are outlined in the applicable policies.

712 VOLUNTARY TERMINATION

An employee shall submit written notice of voluntary termination of employment to the Executive Director through his or her Associate Director. The employee shall complete the Notice of Voluntary Separation of Employment form. Prior to leaving, the employee must report personally to the Administrative Assistant for an exit interview before his final payroll check and other benefits are paid.

Employees shall give 14 calendar days of notice of resignation.

713 INVOLUNTARY TERMINATION

713.1 Involuntary Termination Due to Reduction in Force or Funds

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

Staff dismissed for reasons stated above shall be entitled to receive severance pay equal to an amount 1/12 of their yearly salary.

713.2 Involuntary Termination Due to Other Reasons

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

713.3 Suspension or Dismissal

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

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

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