



**PERSONNEL
POLICIES
&
OPERATING
PROCEDURES**

Adopted by the Board of Directors

12/14/2022

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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 presently in effect. As policies and benefits are revised, changes will be communicated to employees 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.

GRADD offers no employment contracts, nor does it guarantee any minimum length of employment. Employment at GRADD is "at will," which means either the employee 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 the responsibility of the employee to become familiar with its contents and keep it updated as revisions are issued. Questions concerning the contents of this manual, please ask the appropriate supervisor.

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

Signature _____ Date _____

Section 1: CODE OF CONDUCT AND ETHICS

Employment with GRADD 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. 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 Conduct and Ethics is violated, then corrective procedures shall be taken in accordance with GRADD's Employee Disciplinary Procedures.

I. Standards of Conduct

A. Principles

The foremost principle guiding GRADD in all of its activities is to do the right thing, the first time, all the time. GRADD strives to conduct all of its activities with integrity and honesty and in accordance with applicable laws and the most ethical business practices. GRADD wants to provide its clients the best and most ethical service possible. The culture of GRADD and all its activities, should at all times, exemplify its commitment to ethics, integrity, and quality service.

It is GRADD's policy to prevent unethical or unlawful behavior, to stop such behavior as soon as reasonably possible after its discovery and to discipline persons who violate any applicable laws or regulations contained in the Code of Conduct. The support of all employees is necessary to ensure compliance with this Code of Conduct and any infractions shall be immediately reported to the Executive Director, who will in turn notify the Executive Committee and Board Chairperson.

These principles are a summary of general guidelines summarizing the standards of conduct that GRADD expects of all employees and are not meant to be all-inclusive. Employees with questions about any part of the Code of Conduct should seek advice from his/her supervisor.

B. Purpose

GRADD is a regional planning agency serving the communities of Daviess, Hancock, Henderson, McLean, Ohio, Union and Webster Counties. GRADD offers assistance in the fields of aging, social services, community and economic development, transportation planning and workforce development.

C. Ethics

GRADD strives to earn the trust and respect of its clients and the public. GRADD is guided by the general principles of professionalism, compassion and justice. Every employee will conduct themselves professionally with ethical standards that will build trust in this organization. GRADD will use its best efforts to refrain from actions that could bring discredit upon the organization in fact or appearance. GRADD will strive to manage conflicts that illuminate its role as one of service to the community. GRADD will not tolerate unethical practices or appearances. Any action that violates the Code of Conduct constitutes an activity beyond the scope of the employee's legitimate employment. Employees are responsible for being familiar with and following GRADD's Code of Conduct and Ethics, which obligates them to show respect for all persons, to avoid conflicts of interest and to follow ethical business practices.

D. Responsibilities to GRADD 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 GRADD and local governments and shall seek to improve the quality and image of GRADD 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 GRADD 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 that is illegal or violates regulations.
5. 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 GRADD for review and/or approval.
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.

E. 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 support intentional or unintentional misconduct, illegal activities, malfeasance, fraud, or abuse of public funds.

F. Responsibilities to Clients

1. At all times, employees shall perform client care activities in adherence with ethical and professional standards of practice.
2. Clients or individuals shall be treated with dignity and respect.
3. All client or individual information shall be kept confidential as required by law.
4. Appropriate consent will be obtained from clients or other appropriate persons as required by law.

G. Laws and regulations specific to particular department functions will be incorporated in department procedures and protocols and reviewed at department training and education sessions. Employees are responsible for knowing and following legal requirements relevant to performance of their job duties. Responsibilities to the Profession and to Colleagues

1. Staff members shall strive for personal professional excellence and encourage the professional development of other GRADD 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. 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.

II. Conducting Business

The activities of GRADD involve a variety of business transactions each day. GRADD must have strict rules to guard against fraud or dishonesty and have guidelines for addressing possible problems that may arise.

A. Conflicts of Interest and Disclosure

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. Staff members shall avoid any interest or activity that may be in conflict with the conducting 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.

While an exhaustive list would be impossible to create, the following are examples of circumstances that could create a conflict of interest:

1. An employee is personally or financially invested in persons or firms supplying goods or services to GRADD.
2. An employee is personally or financially invested in persons or firms from whom GRADD leases property or equipment.
3. An employee is an officer, director, trustee, partner, or employee, of any corporations, partnerships, associations, or other professional organizations dealing with GRADD.

Any employee having a business or 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.

GRADD annually requires each staff member to review the Conflict of Interest Policy and complete a Conflict of Interest Disclosure form (Appendix A), on which the employee shall:

1. Disclose any possible personal, familial, or business relationship that reasonably could give rise to a conflict of interest or the appearance of a conflict of interest.
2. Acknowledge by their signature that the individual is acting in accordance with the letter and spirit of such policy.

The information provided on this form shall be available for inspection by members of the Board and the Executive Director and/or Legal Counsel, but shall otherwise be held in confidence except when, after consultation with the applicable employee, the Board determines that GRADD's best interest would be served by disclosure.

B. Government Investigations

GRADD is a participant in numerous local, state, and federal government programs, in which they are governed by laws and regulations. These laws are strict and much more extensive than those of non-governmental commercial contracts. Violations of these laws and regulations can result in criminal sanctions being imposed, not only on the individual employees actively involved, but also on the organization where they work. GRADD is committed to full compliance with all local, state, and federal laws and will cooperate appropriately with government authorities in any investigation of GRADD or its employees. GRADD has established guidelines on how and when to respond to government investigations. Any information that an employee discloses without authorization jeopardizes the rights of clients and puts the agency at risk. The Executive Director will be responsible for coordinating GRADD's response to a government inquiry or investigation.

Every employee who receives a subpoena, inquiry, or other legal document regarding GRADD's business, whether at home or in the workplace, should immediately notify the Executive Director, who in turn will notify the Board Chairperson and the GRADD attorney.

In addition, as applicable, the employee should:

1. Obtain the name and affiliation of the person asking for the information before supplying it;
2. Maintain a written record of each and every document to which they are given access; and
3. Keep a detailed record of all telephone and electronic contact made and any information requested and responses given.

C. Proper Use of Assets

1. The assets of the organization are to be used solely for the benefit of the organization. Each employee is responsible for assuring that assets are used only for valid purposes and not for personal gain of the employee or others. These assets include, but are not limited to, GRADD funds, office supplies, business strategies, financial data, and other information about the organization's business.
2. Employees may at **no** time borrow GRADD property from GRADD premises for their own personal use, and may not use GRADD facilities or equipment for non-GRADD purposes without administrative approval.

D. Compliance with Anti-Kick Back and Corrupt Influence Statutes

1. Existing law specifically prohibits any form of kickback, bribe, or rebate that is intended to induce the purchase or referral of any services or supplies.
2. GRADD employees are obligated to refrain from any such activities prohibited under this law.

E. Relationships with Vendors and Suppliers (Gifts and Entertainment) -

1. In defining illegal compensation, the federal government has included the giving or receiving of gifts or entertainment, specifically if the reason the gift/entertainment is to induce a referral. Employees should not offer or accept kickbacks, rebates, gift cards, services or anything of value to or from any representative of a vendor, supplier, customer, potential customer, client, financial institution, or similar entity if it can be reasonably established that the purpose of the gift is to induce referrals to or from GRADD.

2. Federal, state, and local government departments and agencies are governed by law and regulations concerning acceptance by their employee of entertainment, meals, gifts, gratuities, and other things of value from firms and persons. GRADD does NOT provide anything of value to federal, state, and local government employees.
3. All employees are expected to maintain impartial relationships with the organization's vendors and suppliers. Employees must be motivated solely to acquire goods, purchase services, and make other transactions on terms most favorable to the organization.
Care must be exercised to avoid even the appearance of favoritism on behalf of a vendor or supplier due to personal relationships. When conducting business with vendors or suppliers, GRADD expects employees to make decisions that are in the best interest of the organization.
4. If an offer of a "personal" gift is such that a reasonable person would interpret it as an attempt to improperly influence an employee or GRADD agent, it must be refused and reported to the Executive Director.
5. GRADD may be entitled to rebates, discounts, and allowance from the entities with which it does business. The Director of Finance and Administration shall approve all rebates, discounts, and allowances as being customary and acceptable and not an illegal or unethical payment. Payments will be reasonable in nature. GRADD prohibits any form of bribe or improper receipt.

F. Financial Reporting and Records

1. All accounts and financial records must be maintained strictly in accordance with the GRADD Fiscal Policies and Procedures.
2. GRADD's business records must always be prepared accurately and reliably. Generally accepted accounting policies and procedures must be followed in order to ensure the accuracy of all records and reports, and to protect GRADD's assets.
3. All personnel who make bookkeeping and financial entries, prepare financial reports and statements, and disperse assets (especially cash) have special ethical obligations in performance of job duties.
4. Employees must always keep in mind that each bookkeeping and financial entry will ultimately be incorporated into GRADD's statements.
5. GRADD financial statements are certified by financial services as being true and correct, and are presented to the public and the federal government as accurate and complete.

III. Internal Control – Integrated Framework Principles

Principle 1: The organization demonstrates a commitment to integrity and ethical values.

1. Executive Director and Program Directors lead by example to promote values and pride in working at GRADD.
2. Employees are given a copy of Personnel Policies that defines employee and employer responsibility.
3. If workplace discrimination or harassment is believed to be present at GRADD, Personnel Policies address how to report those and the procedures for investigating.

Principle 2: The Board of Directors demonstrates independence from management and exercises oversight of the development and performance of internal control.

1. Executive Committee is made up of mayors, judges, and citizen members of the region.
2. An orientation is conducted for new Board members regarding GRADD operations and their roles and responsibilities as a Board member.
3. Policies and procedures are taken before the committee for review and approval.
4. New GRADD staff complete a Conflict of Interest Disclosure upon hiring.

5. Any deficiencies in internal controls are discussed with the Executive Committee with a Plan of Action for correction.
6. Notification of failure of Principle 2 shall be immediately reported to the Board Chairperson.

Principle 3: Management establishes, with Board oversight and approval, structures, reporting lines, and appropriate authorities and responsibilities in the pursuit of objectives.

1. Accounting Policy and Procedures memos have been written to establish procedures for handling day-to-day operations such as cash receipts, cash disbursements, processing payroll, etc.
2. GRADD's website has documents readily available for public review to ensure transparency to the public. Some of the items available are annual audits, cost allocation plan, and Board minutes.

Principle 4: The organization demonstrates a commitment to attract, develop, and retain competent individuals in alignment with objectives.

1. During the hiring process, applicants are asked to send a resume notating their certifications and experience. Those that meet requirements are brought in for interviews. Once a decision has been made, the candidate's references are contacted and background checks are conducted.
2. Staff is asked to attend trainings that will enhance knowledge of their job duties.
3. Staff receives an annual evaluation by their supervisor to help identify strengths and areas for improvement. Any cost of living adjustment/merit increases are presented to the Executive Committee for approval subject to availability of funds.

Principle 5: The organization holds individuals accountable for their internal control responsibilities in the pursuit of objectives.

1. All staff members have certain job duties for which they are responsible. A Finance staff member reviews timesheets, travel vouchers, and credit card forms for completion and accuracy. A Social Services staff member reviews units billed by case managers for accuracy and to ensure goals are being met. A Workforce Development staff member reviews files for accuracy and eligibility. An Economic Development staff member reviews projects for accuracy and work completed.
2. The Personnel Policies address Disciplinary Actions for employees.

Principle 6: The organization specifies objectives with sufficient clarity to enable the identification and assessment of risks relating to objectives.

1. GRADD is a good steward of the federal/state/local awards that it receives and strives to see that those funds are spent wisely.
2. Staff follows applicable accounting standards.

Principle 7: The organization identifies risks to the achievement of its objectives across the entity and analyzes risks as a basis for determining how the risks should be managed.

1. Management meets to discuss any issues/risks or possible issues/risks and methods to manage those issues/risks.
2. Procedures are in place if the building were to be under attack by a person.
3. Weather-related issues are reviewed with staff during staff meetings.

Principle 8: The organization considers the potential for fraud in assessing risks to the achievement of objectives.

1. Cash is at risk to be mishandled so processes are in place to lower that risk. Cash receipts are logged by one individual, processed to the bank by a second individual, recorded by a third individual, and reconciled by a fourth individual. Cash disbursements are initiated by one individual, processed by a second individual, approved by a third individual, mailed by a fourth individual, and reconciled by a fifth individual.

2. In order to ensure that ghost employees are not set up, a separate Finance staff member reviews all new payroll files and adjustments. The Payroll Clerk is then able to process payroll for employees.

Principle 9: The organization identifies and assesses changes that could significantly impact the system of internal control.

1. If there is a noticeable lifestyle change of an employee, management will pay close attention to processes in place to ensure that controls are being met.
2. Staff is encouraged to attend trainings so they are aware of new technology or new regulations that could have an impact on internal control.

Principle 10: The organization selects and develops control activities that contribute to the mitigation of risks to the achievement of objectives to acceptable levels.

1. Segregation of duties is important so no one person has control of activities from start to finish.
2. Cycle memos have been established that address segregation of duties.

Principle 11: The organization selects and develops general control activities over technology to support the achievement of objectives.

1. Staff logs on to the network using Active Directory database and can only access files, folders, and servers to which they have been given access.
2. If an employee is terminated, access to the network is removed and email is suspended.
3. Staff files and financial software are backed up on a cloud server which is backed up daily to an offsite location.

Principle 12: The organization deploys control activities through policies that establish what is expected and procedures that put policies into action.

Travel policies have been executed and are to be followed. A yearly check of employee's insurance is conducted. Mileage claimed is checked for reasonableness and calculations are verified. If a meal was not furnished during the conference/meeting attended, the employee is eligible for reimbursement of meals. If airfare is required, less than first class shall be used.

Principle 13: The organization obtains or generates and uses relevant, quality information to support the functioning of internal control.

Accounting software generates reports that can be reviewed to ensure accuracy. These reports would enable users to identify any misappropriations or compare to budgeted numbers and establish percentages of spending at the given time of the report.

Principle 14: The organization internally communicates information, including objectives and responsibilities for internal control, necessary to support the functioning of internal control.

1. Executive Committee reviews checks written monthly to check for any suspicious activity.
2. Executive Committee reviews and approves a monthly financial statement that summarizes budgeted revenues and actual expenditures.

Principle 15: The organization communicates with external parties regarding matters affecting the functioning of internal control.

1. Grantors establish their individual reporting requirements with some being monthly, quarterly, completion of scope of work, etc. These reports are submitted to the grantors at their specifications and reviewed by them. Any questions or concerns with the grantors are discussed and resolved with them.
2. Grantors conduct monitoring, both on-site and desktop, to ensure compliance with federal/state regulations.

3. Meeting with external auditors are conducted during the year to address any issues.
4. Audit is presented to Executive Committee after completion annually.

Principle 16: The organization selects, develops, and performs ongoing and/or separate evaluations to ascertain whether the components of internal control are present and functioning.

Cycle memos are reviewed to ensure internal controls are being met or need to be enhanced.

Principle 17: The organization evaluates and communicates internal control deficiencies in a timely manner to those parties responsible for taking corrective action, including senior management and the Board of Directors, as appropriate.

IV. Access to Services by Family Members

Employees, Board members, and members of their immediate families should not be excluded from participation in the programs/services offered by the GRADD. However, their intent to apply and/or participate in any agency program should be disclosed. GRADD employees who are approached by a co-worker or Board/Committee member regarding programs/services for themselves or their family member(s) should disclose this request.

For the purposes of this section, immediate family is defined as: wife, husband, son, daughter, grandchildren, mother, father, brother, sister, (includes half-brother or sister), brother/sister-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent, and step-child.

Thus, the following disclosure procedures will be applied:

1. Before proceeding with an application or request, the staff member should report, in writing, the intent to make or process an application to his/her immediate supervisor.
2. The supervisor should document, in writing to the staff member, his acknowledgement of the disclosure and any further action that may be indicated by the staff member. A copy of this correspondence should be forwarded to his/her immediate supervisor.
3. In some instances, the supervisor may seek further guidance from his/her supervisor regarding this matter. The facts and circumstances pertaining to the request should be forwarded, in writing, to his/her supervisor.
4. The person receiving the correspondence should acknowledge it and document any further action needed to the staff member in writing. This process shall continue until it reaches the Executive Director. The Executive Director shall report the findings of these written proceedings to the Executive Committee.

Any staff member or member of their immediate family (as described above) that will benefit financially from a project recommended and/or developed by the GRADD shall be subject to this disclosure policy.

V. Nepotism

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

VI. Political Participation and Contributions

The purpose and activities of GRADD 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; and/or
3. Soliciting or discouraging the political activity of any person who has business pending with GRADD.

VII. Participation in Community Affairs

It is the policy of GRADD 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 interests.

Time spent on community affairs, when not undertaken at the request of management, shall normally be outside 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.

VIII. Productive Work Environment

GRADD is committed to a work environment in which all individuals are treated with respect and dignity. GRADD expects employees to treat others as they want to be treated. Conduct that interferes with operations, discredits the GRADD, or is offensive to clients or co-workers will not be tolerated. This includes the use of abusive or vulgar language, profanity, negativism, and/or inappropriate jokes.

Section 2: GENERAL POLICIES

I. Office Dress and Personal Appearance Policy

A. Standard Dress Code

Employees are expected to present a professional, businesslike image and should wear appropriate, clean, pressed business attire. The following guidelines are included for clarification:

1. Suits, sport jackets, dress shirts, casual shirts with collars and sweatshirts with the GRADD logo, golf-type polo shirts, sweaters, blouses, tops, and turtlenecks are generally acceptable;
2. Skirts or dresses shall not be shorter than two inches above the knee;
3. Leggings should be worn only under a skirt/dress/tunic that is no shorter than two inches above the knee;
4. Hair must be neat and clean;
5. Sideburns, mustaches, and beards should be trimmed neatly; and
6. If an employee is doing an activity during the workday that requires less than business attire, they may dress accordingly only for that period of time.
7. Positions allowed to wear scrubs may wear tennis shoes or easily removeable shoes while performing related activities.

B. Inappropriate Attire

The following items are inappropriate and should not be worn:

1. Dirty, ripped, wrinkled, or stained clothing or shoes;
2. T-shirts, sweatshirts, halters, midriffs, tube tops, bare backs, or spaghetti straps (unless covered with a jacket/sweater);
3. Jeans*, shorts, sweatpants, or work out attire;
4. Clothing displaying advertising, graphics, terms, pictures, or words that dominate the article of clothing;
5. Clothing displaying advertising, graphics, terms, pictures, or words that are inappropriate, obscene, or may be offensive to others;
6. Any form fitting, revealing, provocative, or distractive clothing;
7. Undergarments should never be seen;
8. Visible tattoos that are lewd (offensive in nature) or excessive (covering the majority of the exposed skin) and all tattoos on neck or face must be covered;
9. Tennis shoes and sneakers; and/or
10. Flip-flops (e.g. beach/shower shoes).

C. Jeans Day Dress Code

At its discretion, GRADD may allow employees to wear jeans*. On such occasions, employees are still expected to present a neat appearance and follow all guidelines listed above. Tennis shoes/sneakers are never permitted, not even on jean days.

D. Non-Compliance Procedure

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

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; and
3. Further violations may result in a meeting with the Executive Director.

II. Drug Free Workplace Policy

It is the policy of GRADD 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 and a statement on dangers of drugs in the workplace.

It is the policy of GRADD that no employee shall engage in unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in the workplace of GRADD. 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.

All prospective new employees will be subject to pre-employment drug testing.

A. Illegal Substance Use

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.

B. Drug Free Workplace Violations

Each employee shall notify the Executive Director within five days of any criminal drug statute conviction. Within 30 days, GRADD must take appropriate action.

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. Said employee may be required to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes. GRADD will not pay for this rehabilitation.

III. Harassment Policy

It is the policy of GRADD to provide and maintain a work environment that is free of harassment, exploitation, intimidation, and bullying of any kind. All employees will be treated with dignity and respect and employees are required to treat others with the same dignity and respect. All employees are expected to comply with this policy. Failure to do so may result in disciplinary action and may include termination.

This policy covers harassment or bullying, of any sort, which occurs both in and out of the workplace, such as on business trips, or at work-related events or social functions. It covers bullying and harassment by any employees of other employers, Board member, supervisor, co-worker, client or citizen, and visitors to GRADD's premises. Employees should always consider whether their words or conduct could be received as offensive.

The following behaviors, and those in the like, are prohibited:

1. Unwanted and inappropriate physical contact or horseplay, including touching, pinching, pushing, grabbing, unnecessary brushing against someone, invading personal space, and physical or sexual assault;
2. Unwelcome sexual advances or suggestive behavior, and suggestions that sexual favors may further a career or that a refusal may hinder it;
3. Sending or displaying material that is pornographic or that some people may find offensive (including e-mails, text messages, video clips, and images sent by mobile phone, e-mail, or posted on the Internet);

4. Racist, sexist, homophobic, or ageist jokes, or derogatory or stereotypical remarks about a particular ethnic, social, linguistic or religious group, or gender;
5. Physical or psychological threats;
6. Mocking, mimicking, or belittling a person's disability or age; and
7. Physical assaults on another employee, including, but not limited to: rape, sexual battery, molestation, or attempts to commit these assaults.

Any employee who believes they have been the subject of 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 steps may be taken to protect the employee from further harassment. The designated Executive Director/Chair of the GRADD Board of Directors shall undertake an investigation of all complaints immediately and confidentially.

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

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

IV. Protected Health Information Policy

It shall be the policy of GRADD to establish and adhere to guidelines regarding uses and disclosure of Protected Health Information (PHI). Privacy and confidentiality shall be maintained with any use or disclosure of PHI required for treatment, payment, or health care operations. This policy shall be reviewed and revised as necessary.

A. General Provisions

1. GRADD shall be permitted to use or disclose PHI:
 - a. To the individual client;
 - b. Pursuant to and in compliance with a consent;
 - c. Without consent, if consent is not required and has not been sought, to carry out treatment, payment, or health care operations. (EXCEPTION: Psychotherapy notes); and
 - d. Pursuant to and in compliance with an authorization.
2. GRADD shall disclose PHI:
 - a. To the individual client; and
 - b. To the Secretary, Kentucky Cabinet for Health.
3. GRADD shall make reasonable efforts to limit PHI to the minimum necessary to accomplish the intended purpose of the use, disclosure, or request. Exceptions to the minimum necessary shall be recognized as:
 - a. Disclosures or requests by a health care provider for treatment;
 - b. Uses or disclosures made to the individual client;
 - c. Pursuant to an authorization;
 - d. Disclosures made to the Secretary; or
 - e. Uses or disclosures required by law.
 1. GRADD may not use or disclose PHI covered by an agreed restriction.
 2. GRADD may use PHI to create information that is not individually identifiable or disclose PHI only to a business associate of such purpose.

3. GRADD may disclose PHI to a business associate and allow a business associate to create or receive PHI when there is a satisfactory assurance that the business associate will safeguard the information.
4. When under applicable law, a person has authority to act on behalf of an individual who is an adult or an emancipated minor in making decisions related to health care, GRADD shall treat such person as a personal representative with respect to PHI.
5. When a workforce member or business associate believes in good faith that GRADD has engaged in unlawful conduct or violated professional or clinical standards, or that the care, services, or conditions may potentially endanger one or more clients, workers, or the public then GRADD shall not have violated the disclosure requirements when the disclosure is to:
 - a. A health oversight agency or public health authority authorized by law to investigate or oversee the conduct or conditions of GRADD;
 - b. An appropriate health care accreditation organization for the purpose of reporting the allegation of failure to meet professional standards or misconduct by GRADD;
 - c. An attorney retained by or on behalf of the workforce member or business associate for the purpose of determining the legal options; or
 - d. To law enforcement officials when the workforce member is the victim of a criminal act and the PHI is about the suspected perpetrator.

B. Use and Disclosure Requiring an Opportunity for the Individual to Agree or Object

1. GRADD may use or disclose PHI without written consent or authorization, provided the individual is informed in advance of the use or disclosure and the opportunity to agree or prohibit or restrict the disclosure. GRADD may orally inform the individual and obtain an oral agreement or objection.
2. GRADD may be permitted use and disclosure of PHI for involvement in the individual's care and for notification purposes. The uses or disclosures may be:
 - a. To a family member, relative, or close friend of the individual, or any other person identified by the individual when the PHI is directly relevant to such person's involvement with the individual's care or payment;
 - b. To notify or assist in notification of a family member, personal representative, or another person responsible for the care of the individual with regards to location, general condition, or death; or
 - c. When the individual has the capacity to make health care decisions and is in agreement or does not express or infer an objection to the use or disclosure.
3. GRADD may, if the individual is not present or had the opportunity to agree or object because of incapacity or an emergency circumstance, exercise professional judgment to determine whether the disclosure is in the best interest of the individual.

C. Use or Disclosure Not Requiring Consent, Authorization, or an Opportunity to Agree or Object: Updated PHI info move to where??

1. GRADD may use or disclose PHI to the extent that such use or disclosure is required by law and is limited to the relevant requirements of such law.
2. GRADD may disclose PHI for public health activities and purposes when:
 - a. A public health authority is authorized by law to collect or receive such information for the purpose of preventing or controlling disease, injury, or disability;
 - b. A public health authority or other appropriate government authority is authorized by law to receive reports of child abuse or neglect; or

- c. A person is subject to the jurisdiction of the Food and Drug Administration to report an adverse event, track products, or a person may have been exposed to a communicable disease.
3. GRADD may disclose PHI about an individual who is reasonably believed to be a victim of abuse, neglect, or domestic violence to an authority or agency authorized by law to receive such reports. The individual shall agree to disclosure or disclosure may only be to the limit relevant to the requirements by law.
GRADD may disclose PHI to a health oversight agency for activities authorized by law. Disclosure may be for, but not limited to, audits, investigations, civil rights laws, inspections, licensure, or oversight of benefit or regulatory programs.
4. GRADD may disclose PHI in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal or to a subpoena or other lawful process.
5. GRADD may disclose PHI for a law enforcement purpose to a law enforcement official of certain types of wounds or physical injuries to the extent as limited by the relevant requirements of the law.
6. GRADD may disclose PHI to a coroner or medical examiner for the purpose of identifying a deceased person, determining cause of death or other duties authorized by law. additionally , PHI may be disclosed to funeral directors, consistent with applicable law.
7. GRADD may use or disclose PHI, when an individual has given prior consent or authorization, to organ procurement organizations.
8. GRADD may use or disclose PHI for research with prior authorization or authorization waiver. A waiver may be approved by an Institutional Review Board.
9. GRADD may, consistent with applicable law and standards of ethical conduct, use or disclose PHI, if in good faith it is believed it is necessary to prevent or lessen a serious and imminent threat to the health or safety of a person or the public.
10. GRADD may use and disclose PHI of individuals who are Armed Forces personnel for activities deemed necessary by appropriate military command authorities to assure the proper execution of a military mission, if the military authority has published by notice in the Federal Register the appropriate military command and the purpose for which the PHI may be used or disclosed.
11. GRADD may disclose PHI as authorized by and to the extent necessary to comply with laws relating to workers' compensation or other similar programs, established by law, that provide benefits for work-related injuries or illness without regard to fault.

D. Additional Requirements to Uses and Disclosures of PHI

1. GRADD may determine that health information is not individually identifiable health information if a person with appropriate knowledge of and experience with generally accepted statistical and scientific principles and methods for rendering information not individually identifiable, determines that the risk is very small that the information could be used to identify an individual and documents the methods and results of the analysis that justify such determination.
2. GRADD may assign a code or other means of record identification to allow information re-identified to be re-identified when the code is not derived from or related to information about the individual and the code or means of record identification is not used or disclosed for any other purpose and the mechanism of the code is not disclosed.

V. Social Media Policy

GRADD understands that some employees may maintain web "blogs", may contribute posts to the blogs of other persons, and may maintain and participate in other social media, such as Twitter, Facebook, Instagram, YouTube, and LinkedIn (collectively, "social media").

In some instances, the GRADD and employees' careers may benefit from the 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 GRADD's interests, GRADD expects employees who participate in social media abide by the following guidelines:

1. GRADD time and equipment, including computers and electronic systems, are not to be used for social media, including updating personal websites or profiles, unless they have received prior authorization from the Executive Director;
2. When discussing work on a social media website, whether at home, work, or otherwise, employees must abide at all times with all legal and ethical requirements, as well as the GRADD's policies found in this Employee Handbook, including without limitation our anti-harassment, anti-discrimination, and anti-retaliation policies;
3. Employees may not disclose via social media any of the GRADD's confidential or trade secret information, including without limitation information about GRADD's products, services, customers, employees, and vendors learned in the course of their employment;
4. Employees may not use in social media any materials belonging to the GRADD, including promotional and marketing materials, unless they have received prior authorization from the Executive Director;
5. Employees may not use in social media the GRADD's logo, letterhead, or other trademarked material, including a picture of themselves wearing or displaying the GRADD's logo, unless they have received prior authorization from the Executive Director;
6. Employees may not post or publish via social media photographs of themselves in any GRADD location or on the GRADD's premises unless they have received prior authorization from the Executive Director. Likewise, employees may not post photographs of other GRADD employees without their express approval to do so; and
7. Employees should never use their GRADD e-mail account or password in conjunction with a personal social networking site.

Finally, when using social media, employees must be respectful. Employees may not post discriminatory, defamatory, libelous, or slanderous comments when discussing the GRADD, its officers, supervisors, co-workers, customers, or competitors on any social media. Employees should not use social media as a vehicle for personal attacks. Social media postings by employees that reflect negatively on the GRADD, its employees, vendors or customers, or that otherwise violate any provision of this policy may result in disciplinary action up to and including termination from employment. As for employees who maintain 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.

VI. Whistleblower Policy

If any employee reasonably believes that some policy, practice, or activity of GRADD is in violation of law, a written complaint must be filed by that employee with the Executive Director or the Board Chairperson.

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.

Employees shall not make a report he or she knows or reasonably should know is false, nor shall they make a report for the purpose of harassing or retaliating against another person.

GRADD will not retaliate against employees who disclose or threaten 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, 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.

VII. Workplace Violence Prevention Policy

GRADD is committed to preventing workplace violence and maintaining a safe work environment. GRADD has adopted the following guidelines to deal with intimidation, harassment, or other threats of, or actual, violence that may occur onsite or offsite during work-related activities.

All employees, clients, and business associates should be treated with courtesy and respect at all times. Employees are expected to refrain from fighting, "horseplay," or other conduct that may be dangerous to others. Conduct that threatens, intimidates, or coerces another employee, client, or business associate will not be tolerated. GRADD resources may not be used to threaten, stalk, or harass anyone at or outside the workplace. GRADD treats threats coming from an abusive personal relationship as it does other forms of violence.

Indirect or direct threats of violence, incidents of actual violence and suspicious individuals or activities should be reported as soon as possible to a supervisor. When reporting a threat or incident of violence, the employee should be as specific and as detailed as possible. Employees should not place themselves in peril, nor should they attempt to intercede during an incident.

Employees should promptly inform their supervisor of any protective or restraining order that they have obtained that lists the workplace as a protected area. Employees are encouraged to report safety concerns with regard to intimate partner violence. GRADD will not retaliate against employees making good-faith reports.

GRADD will promptly and thoroughly investigate all reports of threats of violence, incidents of actual violence, and of suspicious individuals or activities. The identity of the individual making a report will be protected as much as possible. GRADD will not retaliate against employees making good-faith reports of violence, threats, or suspicious individuals or activities. To maintain workplace safety and the integrity of its investigation, GRADD may suspend employees suspected of workplace violence or threats of violence, either with or without pay, pending investigation.

Anyone found to be responsible for threats of, or actual, violence or other conduct that is in violation of these guidelines will be subject to prompt disciplinary action up to and including termination of employment.

GRADD encourages employees to bring their disputes to the attention of their supervisors before the situation escalates. GRADD will not discipline employees for raising such concerns.

Section 3: COMPANY PREMISES AND OPERATING PROCEDURES

GRADD strives to provide safe working conditions for all employees. Establishment and maintenance of a safe work environment is the shared responsibility of both GRADD and employees from all levels of the organization. GRADD will attempt to do everything within its control to assure a safe environment and compliance with federal, state, and local safety regulations. Employees are required to obey health and safety rules and to exercise caution in all their work activities. Employees are required to immediately address and/or report any unhealthy or unsafe conditions to a Director, who is required to correct unhealthy and unsafe conditions as promptly as possible. Employees should report all incidents that result in injury and/or property damage to a Director, regardless of how insignificant the injury and/or property damage may appear.

Further information regarding an armed intruder, emergency, and disaster procedures can be found in the GRADD Emergency Response Plan (Appendix C)

I. Alarm System

Employees are directed to enter the building through either the two south-end entrances or the west-end entrance to the building. Digital alarm pads are located inside the building at these entrances. The first person arriving at the building on a weekday will be responsible for deactivating the alarm. The last person leaving the building on a weekday will be responsible for activating the alarm. If an employee enters the building in the evenings or on weekends, it is his/her responsibility to deactivate/activate the alarm accordingly.

Employees will be given directions on pass codes for activating and deactivating the alarm system, along with processes to follow if the alarm is accidentally set off. These codes may change periodically and employees will be informed of any changes.

Upon entering the building, the alarm must be deactivated within two minutes; otherwise, the police will be dispatched immediately.

Contact the Network Administrator with any questions regarding the alarm system.

II. Automobiles (GRADD-Owned Vehicles)

GRADD has a fleet of automobiles available for employees to use for business purposes. Employees are required to follow the process for reserving, using, and returning the vehicles to GRADD. Use of staff vehicles is a privilege, not a right. Non-compliance with the procedures could lead to the forfeiting of vehicle privileges.

A. Automobile Safety

All employees are required to operate vehicles in a safe manner and obey all motor vehicle laws and regulations. Only employees who are paid by GRADD and are covered by GRADD's workers compensation policy are authorized to operate GRADD vehicles. 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.

B. Reservations

Vehicles are to be reserved through the Outlook calendar function. The receptionist shall maintain the keys and credit cards for each of the vehicles. When reserving vehicles, first priority shall be given to out-of-district travel. Second priority shall be given to business trips with three or more employees/business associates per vehicle. After these priorities, reservations will be on a first-come first-serve basis. If all cars have been reserved and an employee needs a vehicle because of a priority-level status, it is that employee's responsibility to speak with the employee who has reserved the vehicle before "bumping."

When reserving a vehicle, the employee must specify the beginning time and estimate the ending time. If reserving a vehicle for multiple days in a row, an entry must be made for each day; do not use the "all day" button. It is understandable that estimating the time of return may be difficult to predict so employees need to be mindful of the time they report and understand that another employee may be relying on them to return the vehicle at that time. If an employee will be delayed in his/her return, he/she should contact the office immediately.

C. Location of Vehicles

Staff cars are to be parked and locked in the back GRADD parking lot any time they are not being used. Vehicles are NOT to be taken home overnight by staff without PRIOR approval by the Executive Director.

D. Vehicle Care While on the Road

It is the employee's responsibility to report any vehicle maintenance or service issues to the Finance Director and the Executive Director, so that repairs can be made. The office credit card is provided in the wallet that accompanies each vehicle. This credit card can be used for any minor repairs that are necessary while on the road.

In the event of an accident, staff shall notify the Finance Director and the Executive Director.

E. Returning Vehicles to GRADD

Employees should prepare the vehicle for the next employee who has it reserved. This means cleaning it out of any debris, filling the gas tank if it is less than one-half (½) full, and recording the ending mileage on the travel form. If the car's exterior is dirty, the employee shall use the office credit card to have it washed. Employees must always lock the doors and return the keys and credit cards to their rightful place. This process applies in all circumstances except when returning vehicles late at night or during inclement weather. Please note, it is imperative staff ensure vehicle is available the following morning for employees who have an early morning departure.

F. If returning a vehicle late at night, the employee should use their own discretion if there is or seems to be danger in the GRADD parking lot or there is inclement weather that would keep the employee from returning the vehicle to GRADD. At this time the employee should contact their director to explain the circumstances and/or call 911. Please note, it is imperative staff ensure vehicle is available the following morning for employees who have an early morning departure. Record Keeping

Upon return, an employee must complete the travel form and attach receipts for any and all charges for gasoline, maintenance, and/or service.

The Executive Director may be assigned a GRADD owned vehicle. All mileage both business and personal is tracked and logged daily. All personal use of the vehicle is reported according to IRS Publication 15-B as a taxable benefit on the W-2 at year end.

III. Checking In/Out

For safety reasons, it is every employee's responsibility to check in and out with the receptionist every time he/she leaves or returns to the building during working hours or when he/she will be taking annual or sick leave.

IV. Computers

GRADD employees are expected to abide by the generally accepted rules of user etiquette. These rules include, but are not limited to being polite, never send or encourage others to send abusive messages, use inappropriate language, do not use the network in any way that would disrupt network use by others, which includes streaming music or videos, do not send messages relating to or in support of, illegal or inappropriate activities. For purposes of this document, email 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 email by individuals or organizations are considered inappropriate and unacceptable at GRADD. In general, email 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.

Electronic information resources that include, but are not limited to voice mail, email, the Internet and other network files or accounts, are available to employees of 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.

GRADD business must be conducted on GRADD equipment and be connected to the GRADD network or VPN when working off site.

In to the following electronic information policies, employees must adhere to the "Workstation Privacy and Security" policies located in GRADD's HIPAA Policy.

A. Email and Internet Policy

Email and the Internet are for conducting the business of GRADD. Employees are prohibited from using email, the Internet, or other parts of GRADD's system to transmit confidential or privileged information outside the company without prior written permission and unencrypted. All personal devices used to access GRADD email or data must be password protected. This includes client addresses or information input into GPS mobile navigation software.

Offensive or vulgar email messages, such as messages that contain sexual or racist 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 email or computer files without prior authorization.

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

All employees will be assigned an email account. This email account is for the express purpose of conducting GRADD business. Employees shall NOT use their office email account to solicit or forward junk email, including poems, greeting cards, chain letters, etc. GRADD employees are prohibited from sending, receiving, or opening any non-business attachments on the GRADD email system. It is the employee's responsibility to let family, friends, and business associates know that employees are not allowed to receive these at work.

GRADD employees are prohibited from using Internet access at the office to link into their personal email accounts.

B. Software

The installation or downloading of unauthorized software (including screen savers, wallpaper, games, etc.) will be prohibited on computers owned by 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 Network Administrator. All software media purchased by GRADD shall remain in the possession of the Network Administrator and shall not be copied for home use by GRADD employees.

Random checks will be made on GRADD equipment to verify 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.

C. Computer Viruses

Every precaution should be made to minimize the possibility of computer viruses entering GRADD's computer network. Most viruses enter through attachments to email messages. Employees should never open an attachment unless they know the sender and were expecting the attachment to be sent to them.

If an employee suspects that a virus has gained access to their computer, the employee should immediately shutdown computer by holding down the power button for 10 seconds and immediately contact the Network Administrator.

D. 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:

1. Copyrighted material; threatening or obscene material;
2. Material protected by trade secrets;
3. The design or detailed information pertaining to explosive devices;
4. Criminal activities or terrorist acts;
5. Sexism or sexual harassment;
6. Creating, downloading, viewing, storing, copying, or transmitting sexually oriented material;
7. Gambling;
8. Illegal solicitation;
9. Racism;

10. Inappropriate language;
11. Use of product advertisement, or political lobbying;
12. Using peer-to-peer (P2P) file sharing services and software;
13. Using any software that allows a computer to be shared outside the GRADD firewall; and/or
14. 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.

V. Doors

A. Exterior Doors

There are seven entry/exit doors to the building; employees should become familiar with their locations. Accessibility is designed for employee safety. Exterior doors should never be left propped open.

The exterior front door shall be unlocked during standard working hours only (8:00 a.m. – 4:00 p.m.). The two doors in the Board Room and the emergency door on the north end of the building shall remain locked/bolted at all times. The two doors on the south end of the building and the door on the west end of the building will remain locked at all times but employees can gain entrance through these doors with their key card or fob. Employees can exit the building easily through these doors by pressing the green button on the side wall near the exit door.

B. Interior Doors

In addition to individual office doors throughout the building, there are several doors in the hallways. GRADD has been directed to leave certain doors closed at all times for fire prevention purposes. The following doors are to remain closed at all times:

1. The doors in the hallway behind the reception area (near the mechanical room);
2. The doors between the east and west end of the building; and
3. The doors to the kitchens.

The only hallway doors that may remain open during business hours are the library doors.

C. Key Cards

All employees will be issued a key card/fob for entry into the building. Each key card/fob is specifically coded for the employee to whom it is assigned. Employees are not to trade or give their key card/fob to another individual.

Employees are advised not to leave their key card/fob on their key ring when leaving their vehicle at a dealership or mechanic for servicing.

Lost key cards/fobs must be reported to the Network Administrator immediately and the employee will be charged \$10 for a replacement. Old key cards/fobs will be deactivated and will no longer work for entry into the building. Upon termination from GRADD, key cards/fobs will be deactivated and must be turned over to the Network Administrator.

VI. Employee Safety

A. Fires and Emergencies

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

The GRADD Emergency Response Plan describes the procedures to follow in case of earthquakes, fire, disaster, or other emergency. Exits, fire extinguishers, and first aid kits are located throughout the main GRADD office.

In the event of an emergency, if a visitor refuses to abide by office procedures, they shall be courteously and promptly asked to vacate the premises by the highest-ranking employee available.

Due to potential hazards, space heaters, lit candles, and plug-in air fresheners are not to be used in the building.

B. Workplace Accidents

The Kentucky Workers Compensation Law requires immediate and formal notice of accidents and injuries on the job. If an employee becomes injured on the job, the incident must be reported to the Executive Assistant IMMEDIATELY, no matter how insignificant the injury may seem.

In the absence of the Executive Assistant the injured employee shall notify Access 24 at 866.367.5226 for nurse triage.

VII. Facility Maintenance

GRADD is proud of its facility and the clean working environment it provides. All employees have a responsibility to assist in keeping the facility maintained. GRADD has maintenance/janitorial employee(s) that also assist in this endeavor.

The general rule is “if you drop it, pick it up” or “if you mess it up, clean it up.” This philosophy applies to the employee’s own office space, as well as any common area, including meeting rooms. Employees are responsible to return any dishes to the kitchen and place them in the dishwasher.

If employees notice something that needs fixing or something that needs cleaning, it is every employee’s responsibility to notify the Facilities Manager.

VIII. Marketing and Promotions

All marketing and promotional efforts should be designed to send a unified, clear, and effective message to the region that we are “GRADD.” The official GRADD logo shall be used on all stationary, brochures, press releases, documents, promotional products, etc. Approval will not be granted to purchase any program-specific stationary, promotional supplies, or products that do not carry the official GRADD logo. It is up to the employee to clarify and insist on this directive at any meetings or event planning. Be creative and innovative, but still send a unified message that we are GRADD.

IX. Meeting Rooms

Meeting rooms shall be available for use by GRADD members (i.e., city/county governments), standing committees, and staff at no cost. Scheduling is to be made on a first-come first-serve basis and marked in a designated calendar. At the discretion of the Executive Director, meetings may be scheduled during non-business hours.

GRADD meeting rooms shall be accessible to nonmembers and nonprofit organizations at the discretion of the Executive Director, during normal business hours, for a nominal charge to cover maintenance expenses at the discretion of the Executive Director. The following rates will apply: \$50/hour for meeting space only; \$60/hour for meeting space and coffee; and \$70/hour for meeting space, coffee, and equipment usage.

X. Office Equipment and Supplies

GRADD is fortunate to have numerous tools to help employees accomplish their work tasks. Equipment is provided for the sole purpose of conducting GRADD business. If any piece of equipment is used for personal reasons, prior approval must be granted and employees will be charged for the associated costs.

The meeting rooms are equipped with the latest technology for presentations. Equipment is also available for off-site presentations. Employees are expected to learn how to use the equipment, take care of it, and report any problems that arise while using the equipment. If equipment is to be moved for use or taken out of the building, employees must report they are taking it and then return it to its appropriate location.

Any equipment taken out of the GRADD office building must be checked out. The staff person who is taking the equipment must return it to its proper location per the equipment listing. This includes all large and small equipment, including extension cords, cameras, etc. The Executive Director must approve, in advance, any outside agency or organization requesting the use of GRADD equipment.

XI. Office Visitors

To provide for the safety and security of employees, only authorized visitors are allowed in the GRADD building. Restricting unauthorized visitors helps maintain safety standards, protects against theft, ensures security of equipment, protects confidential information, safeguards employee welfare, and avoids potential distractions and disturbances. It will be at the discretion of GRADD to determine who is an unauthorized visitor. Because of safety and security reasons, family and friends of employees are discouraged from visiting. All visitors should enter and exit through the main entrance. All visitors must wait in the front vestibule until a staff member comes up front to meet them. Upon entering the building, all visitors must sign in with the receptionist. Employees are responsible for the conduct and safety of their visitors. Unauthorized or disruptive visitors shall be courteously and promptly asked to vacate the premises by the highest-ranking employee available.

XII. Outgoing Correspondence

GRADD takes pride in accuracy, consistency, and neatness and GRADD has adopted a specific “Style Manual” that is followed by the Program Assistants. The style manual addresses the fonts to be used, margins, paragraph formatting, spacing, etc.

All typed letters/memorandums that are sent from GRADD should be processed and proofed by the Program Assistants so they comply with the GRADD’s Style Manual. The Program Assistants also retain copies of all outgoing correspondence so everything can be documented.

XIII. Parking

Employees are expected to park in the back (west-end) parking lot. Parking spaces in front of the building and on the south-end of the building have been earmarked for guests.

XIV. Records Retention

GRADD is required by law to keep certain types of business records for defined periods, depending on the requirements of that program or service. Employees should know and understand the requirements. Each department should dispose of their records according to the records retention requirements so excessive storage is not necessary.

Minutes for all GRADD Board and GRADD committee meetings will be permanently retained in paper. Once approved, the written minutes will be considered the “record.” It is customary to record meetings to assist employees in transcribing the minutes. The recordings are NOT to be considered the “record.” Once the minutes have been approved, the audio recording associated with that meeting should be destroyed after 30 days.

Recordings required for legal hearings shall be retained in accordance with the grantor's regulation.

GRADD shall follow the Records Retention Schedule for GRADDs as maintained by the Kentucky Department for Libraries and Archives.

Each department at GRADD has been provided an off-site storage unit to store records and other items used for their program(s). Items that a department elects not to place in storage must be kept in their respective offices. Closets at GRADD contain mechanical units, such as furnaces or water heaters, so these closets CANNOT be used to store items.

XV. Staff Meetings

Staff meetings for the entire staff are held at least once a month. The regular date and time is set for the first Monday, beginning at 8:30 a.m. Employees are expected to arrange their schedule so they can attend the meeting.

Departments and the Directors shall also schedule regular meetings at least once a month. Employees are expected to arrange their schedules so they can attend these regular meetings.

XVI. Telephones

A. Office Telephones

Employees will be assigned their own telephone and extension. Telephones at GRADD are to be used for the express purpose of conducting GRADD business. Under no circumstance shall an employee make a personal long distance telephone call that would be charged to GRADD. All personal phone calls should be kept to a minimum during working hours.

All extensions will have a direct incoming telephone number that can be used to bypass the switchboard. Employees may share their direct telephone number with business associates, as they deem appropriate. Business cards will continue to list the main number for GRADD.

Telephones are set up with voice mail capabilities. Incoming messages will be left on an employee’s voice mail, rather than using paper messages. Employees do have the capability of checking their voice mail from a remote site.

XVII. Tobacco Use

The use of tobacco and vaping is prohibited in the GRADD building and on GRADD property, at all times, including entryways to our buildings, parking lots and in company owned or leased vehicles. Tobacco refers to cigarettes, pipes, cigars, snuff, or chewing tobacco. Vaping refers to the use of electronic nicotine delivery systems or electronic smoking devices such as e-cigarettes, e-pipes, e-hookahs and e-cigars.

XVIII. Weapons

GRADD 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. For purposes of this policy, premises shall be defined as land, buildings, vehicles, etc., owned, occupied, or operated by 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.

Section 4: TRAVEL

This policy establishes the rules that govern agency travel and reimbursement of travel in relation to employee expenses. This policy applies to all employees, board members, interns, and community partners that request reimbursement from GRADD for travel and travel-related expenses incurred while performing work related functions. A valid driver's license is required for any GRADD travel, using both GRADD-owned or personal vehicles. Employees are responsible for reviewing the policy and being aware of all aspects before traveling. Any rule not followed in this policy could result in loss of reimbursement to the requester.

I. Policy

A. Disbursements

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

1. The Executive Director or designee shall be responsible for ensuring travel expenses are economical and conform 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 GRADD.
3. Mandatory direct deposit is required for payment of all GRADD staff 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 expenses if a GRADD 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 personal vehicles shall not exceed airplane coach fare 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.

B. Official Workstation

The official workstation of an employee shall be:

1. The street address of 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 GRADD;
4. Designated for a valid purpose.

C. Travel Approval

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 Director. Claims cannot be paid without the approved form; and

2. Requests for travel to other states must be approved by the Director and the Executive Director.

D. 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: the Executive Assistant makes all airline reservations for staff and board members. Commercial airline travel shall be the lowest negotiated coach or tourist class. Additional expenses for first-class travel will 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.
4. Bridge and toll charges are reimbursable with receipts.
5. A maximum of \$20.00 per night for parking shall be reimbursed. Actual parking shall be reimbursed. A receipt is required.

E. Mileage Determination (See Attached)

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; therefore,
 - 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.
4. Mileage for in-state travel may be based on the Kentucky Official Highway Map, MapQuest Web site, Google Maps Web site, or similar web mapping service. Out-of-state mileage may be based on the most recent edition of the Rand McNally Road Atlas, MapQuest Web site, Google maps Web site, or similar web mapping service.
 - a. Printed map with mileage should be attached to travel each month when your personal vehicle is used.

F. Accommodations

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 Program Assistants 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 part of the submitted receipt for lodging.
4. If an employee chooses a different hotel than arranged by the Program Assistants and the lodging expense is higher, the employee will then 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), who is not a GRADD employee, shall be reimbursed at the rate for a single room.
6. In case of cancellation, or if modifications are needed, in order to approve lodging arrangements, employees must notify their Director and the Program Assistants 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.

G. Hotel Direct Billing

1. Direct Bill: GRADD has established accounts with certain hotels that allow direct billing. When a Support Service Technician makes hotel reservations for employees, they will make "direct bill" arrangements at those specified hotels and inform the employee of the process when checking in. The employee is still responsible to obtain a statement from the hotel and it is to be submitted with the travel reimbursement request.
2. Not Direct Bill: When a Support Service Technician makes hotel reservations for employees at a hotel that does not allow direct billing, they will secure the reservation for late arrival with a GRADD credit card number. The GRADD credit card is only used to secure a reservation and shall not be used to charge the expense. When an employee checks into a hotel, he/she must use a personal credit card or pay cash for the hotel expenses incurred. Employees will be reimbursed through the Travel Expense procedure.

H. Subsistence (Meals)

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 continuing through 9:00 a.m.;
 - b. To receive lunch reimbursement, employees must be in authorized travel status during the entire time beginning at 11:00 a.m. and continuing through 2:00 p.m.; and
 - c. To receive dinner reimbursement, employees must be in authorized travel status during the entire time beginning at 5:00 p.m. and continuing 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	\$8.00	\$10.00
Lunch	\$10.00	\$11.00
Dinner	\$18.00	\$23.00

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 eight hours in duration outside the seven-county GRADD region that does not include an overnight stay. Itemized 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.

I. Travel Advances

Travel advances may be requested for overnight stays when “travel reimbursement” for a trip would be more than \$50. Employees should complete the “Out-of-District Travel Approval” form and obtain the applicable approvals. Reservations should be made by the appropriate Program Assistants and the section on the form for hotel costs should be completed. A projected beginning and ending time must be recorded on the form to estimate per diem. A signed copy of the “Out-of-District Travel Approval” form should then be given to the Accounting Clerk for processing of the advance prior to the trip.

J. Reimbursement

An expense voucher to which all receipts required by adopted travel regulations have been attached shall be submitted for all reimbursable expenses. Travel reimbursement requests are due on the last day of the month. It is the employee’s responsibility to code his/her travel expenses and to be sure such coding matches the time records for the respective days.

Travel expenses must be itemized and properly entered into the online mileage system maintained by GRADD. Each employee is responsible for entering mileage and expenses, along with all supporting documentation, by the designated date. The appropriate Supervisor or Director shall review the entered mileage and expenses for accuracy and conformance to these regulations and approve by the designated date.

II. Travel Expense High Rate Areas

Effective September 15, 2016, the list of High Rate Areas recognized by the Secretary of the Finance and Administration Cabinet for travel expense purposes shall be as follows:

Effective September 15, 2016, the list of High Rate Areas recognized by the secretary of the Finance and Administration Cabinet for travel expense purposes shall be the corporate limits of each city listed or the entire state as outlined below:

Alabama: Birmingham, Mobile, Montgomery	Nebraska: Lincoln, Omaha
Alaska: Entire State	Nevada: Carson City, Lake Tahoe, Las Vegas, Reno
Arizona: Phoenix/Scottsdale, Tucson	New Hampshire: Entire State
Arkansas: Hot Springs, Little Rock	New Jersey: Entire State
California: Entire State	New Mexico: Albuquerque, Santa Fe
Canada: All Provinces	New York: Entire State
Colorado: Entire State	North Carolina: Entire State
Connecticut: Entire State	North Dakota: Bismarck
Delaware: Dover, Wilmington	Ohio: Akron, Cincinnati, Cleveland, Columbus, Dayton, Toledo
District of Columbia (DC): Entire District	Oklahoma: Oklahoma City, Tulsa
Florida: Entire State	Oregon: Salem, Portland
Georgia: Entire State	Pennsylvania: Entire State
Hawaii: All Islands	Puerto Rico
Idaho: Boise, Coeur d'Alene	Rhode Island: Entire State
Illinois: Chicago (Cook County and DuPage County), Springfield	South Carolina: Charleston, Columbia, Hilton Head Island, Myrtle Beach
Indiana: Indianapolis	South Dakota: Pierre, Rapid City
Iowa: Des Moines	Tennessee: Chattanooga, Gatlinburg/Pigeon Forge, Knoxville, Memphis, Nashville
Kansas: Kansas City, Topeka	Texas: Entire State
Louisiana: Baton Rouge, New Orleans	Utah: Salt Lake City
Maine: Entire State	Vermont: Montpelier, Burlington
Maryland: Entire State	Virginia: Entire State
Massachusetts: Entire State	Virgin Islands: All Islands
Michigan: Entire State	Washington: Entire State
Minnesota: Minneapolis, St. Paul	West Virginia: Charleston, Morgantown
Mississippi: Jackson, Biloxi	Wisconsin: Madison, Milwaukee
Missouri: Jefferson City, Kansas City, St. Louis	Wyoming: Cheyenne, Jackson Hole
Montana: Helena	**All Other United States Possessions

(KRS 45.101 and 200 KAR 2:006)

Section 5: PURCHASING AND PROCUREMENT

The GRADD Board of Directors adopted the Kentucky Model Procurement Code effective August 19, 1992. GRADD shall comply with the Kentucky Model Procurement Code and any revisions thereof.

I. Major Purchases

Items or services with a cost of \$30,000 or more must be bid in accordance with the Kentucky Model Procurement Code and shall be reviewed and approved by the Executive Committee. If a grant has purchasing requirements more restrictive than these stated policies, then the items to be charged to that grant shall be purchased in accordance with the provisions of that grant.

Employees shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or potential contractors in accordance with KRS 45A.455.

II. Small Purchases

In accordance with KRS 45A.385, a local public agency may use small purchase procedures for any contract for which a determination is made that the aggregate amount of the contract does not exceed \$30,000 if such small purchase procedures are in writing and are available to the public.

All purchases must first be initiated by completion of a "Purchase Request" form. This form must be approved by the employee's supervisor and the Director of Finance for review and approval/denial for ordering based on the Procurement Policy. The Director of Finance may take any requests to the Executive Director for further approval, as he/she deems necessary. Each department will be responsible for placing all orders, unless otherwise designated.

1. For purchases of less than \$500, efforts will be made to get the lowest and best price, but written records of such efforts are not necessary.
2. Purchases of supplies, equipment, and services which cost between \$501 and \$30,000 will require written estimates but no legal advertisement is required. GRADD will solicit written responses from at least three vendors, and if no such responses are available, a statement explaining the procurement will be prepared and filed.

III. Kentucky State Price Contract

The Kentucky State Price Contract allows local units of government and ADDs to purchase items listed on the State Price Contract. This means the state has gone through the bidding process and has awarded contracts to specific vendors for specific items. Even when buying on the State Price Contract, prices should be compared to other vendors for the best available price.

When the State Price Contract is used, documentation should be filed that shows the purchase has been completed on a valid State Price Contract along with the vendor's identification number.

IV. Petty Cash

The Accounting Clerk shall maintain a petty cash fund for the purchase of incidental supplies. A "Purchase Request" form must be completed and approved to receive petty cash. All receipts must be maintained and submitted for reimbursement of the petty cash fund.

Section 6: WORK HOURS AND SALARY ADMINISTRATION

I. Work Schedules

A. 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.-4:00 p.m. Monday through Friday. It is expected that employees arrive by 8:00 a.m. and leave no earlier than 4:00 p.m., if they are working the standard office hours. If the employee has chosen flex time, it is expected that they arrive and leave at their assigned work hours.

B. Alternative Work Schedules

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

C. Flextime

The normal working hours are from 8:00 a.m.- 4:00 p.m. Monday through Friday. Flex time may be approved between the hours of 6:00 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 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. (For GRADD's definitions of full-time, part-time, and temporary employees, refer to Section 10, Definitions of Employment Status.)

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

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

Flextime for a 37.5-hour workweek:

Start time	End time (with 1/2-hour lunch)	End time (with 1-hour lunch)
6:00 a.m.	2:00 p.m.	2:30 p.m.
7:00 a.m.	3:00 p.m.	3:30 p.m.
7:30 a.m.	3:30 p.m.	4:00 p.m.
8:00 a.m.	4:00 p.m.	4:30 p.m.
8:30 a.m.	4:30 p.m.	5:00 p.m.
9:00 a.m.	5:00 p.m.	5:30 p.m.

D. Compressed Workweek

A Compressed Workweek is a flexible work arrangement whereby an employee works longer hours in exchange for a reduction in the number of working days in the standard workweek.

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

E. To promote telework as a means of sustaining the hiring and retention of a highly qualified team by enhancing work/life balance.

ELIGIBILITY

Employee Initiated Teleworking is not an entitlement but rather a management option where such arrangements may provide schedule and commuting flexibility for employees while supporting and achieving the work and ultimate mission of the GRADD.

Management has sole discretion to designate positions for teleworking and supervisors are expected to consider work performance in determining eligibility.

GRADD supports teleworking for employees with job duties that lend themselves to this arrangement provided certain requirements are met. Not every position nor every set of duties within a position lend themselves to teleworking arrangements.

A Teleworking Agreement is required for both employee-initiated teleworking and business-mandated teleworking.

GRADD may require an employee to telework as a condition of employment. In such cases, this requirement will be included in a recruitment advertisement and in the employee's position description.

Suitability of Work for Teleworking

The nature of the work should be suitable for teleworking. Suitability for teleworking depends on job content, rather than job role, title or work schedule.

Suitable Characteristics of Teleworkers

Teleworking is best suited for employees who are organized, highly disciplined and conscientious self-starters requiring minimal supervision.

TELEWORKING AGREEMENT

Employees must sign the teleworking agreement and comply with conditions set forth prior to teleworking.

Supervisors must agree to the terms of the teleworking agreement before employees are permitted to work at an alternate work location. (See Teleworking Agreement)

Management, as well as the employees requesting to telework, may terminate the teleworking agreement, preferably providing two weeks notice. This does not apply in the case of business-mandated teleworking.

GENERAL PROVISIONS

Policies and procedures that normally apply to GRADD employees remain the same regardless of work location. Teleworking assignments do not change the conditions of employment or required compliance with policies and procedures.

Employees who telework must comply with all GRADD policies, practices and guidelines. A Teleworker must notify their supervisor immediately of any situation that interferes with their ability to perform their job.

Teleworking should not adversely affect the performance of the teleworker or their co-workers.

Compensation and Benefits

An employee's compensation and benefits will not change when teleworking.

GRADD will compensate teleworkers as required by the Fair Labor Standards Act (FLSA) and GRADD policies and pay practices.

Tax and Other Legal Implications

The employee must determine any tax or legal implications under IRS, state and government laws and/or restrictions of working out of a home-based office. Responsibility for fulfilling all obligations rests solely on the employee.

Hours of Work

The hours that employees are expected to work will not change, regardless of their work location. The standard telework practice will be three days working in the office and two days working at the alternate work location. The employee and her/his supervisor shall work jointly to determine which two days will be telework.

It is the preference of the Executive Director that a standard schedule is practiced. However, it is noted that exceptions may occur.

Employees who telework are expected to follow the policies and procedures established for tracking time, requesting time off and approval of time off. GRADD procedures must be followed for reporting sick or disability situations. When leaving and returning from lunch or leave, employees must notify the front desk receptionist. Flex time is encouraged to be utilized on telework days.

Prior management approval to work overtime is required and failure to obtain this approval may be addressed under the GRADD personnel policies and the Standards of Conduct. FLSA and GRADD policies and pay practices for overtime apply.

Employees are expected to participate in staff meetings, progress meetings or other business-related functions even when working at their alternate work location. Attendance at all GRADD staff meetings will be in person as a hybrid/zoom meetings will not be an option.

Teleworking is not intended to serve as a substitute for child or adult care. Teleworking may help facilitate solutions for some employees who have other responsibilities but employees must make arrangements that will not interfere with work obligations. Employees agree to apply themselves to their work during work hours.

Use of Leave

Teleworking is not intended to be used in place of Sick Leave, Family and Medical Leave, Workers' Compensation leave or other types of leave.

The Executive Director may determine whether or not it is appropriate to offer teleworking as an opportunity for partial or full return to work from traditional sick leave, short term or long-term disability based on the criteria normally applied to decisions regarding the approval of teleworking.

Central Work Location Closing/Inclement Weather/Emergency Closing

When there is inclement weather or an emergency at the central workplace, each individual employee's situation is reviewed on an individual basis. Determinations regarding teleworking during these occasions are based on job duties and expectations. The Executive Director will determine the course of action when closing the office.

Injury Compensation

Employees are covered under the Kentucky Workers' Compensation Act and may be covered for injuries suffered, arising out of and in the course of performing official duties at the alternate work location or central workplace during the set work hours. Employees are responsible for immediately reporting to their supervisor any accident or injury suffered, arising out of and in the course of performing official duties at the alternate work location during the set work hours. They must allow their supervisor to visit the alternate work location immediately after any accident or injury has occurred while working, if necessary. It is the responsibility of the employee to report the accident or injury to KACo and her/his supervisor.

Supervisor Responsibility

Work performed at alternate work locations or central workplace is considered official business. The duties, performance and work expectations should be fully discussed with employees prior to implementing the teleworking agreement.

The supervisor will monitor productivity deadlines and work produced and will measure and evaluate the employee's job performance when teleworking in accordance with established performance management policies and procedures.

The supervisor must clearly communicate procedures to track and document hours worked by non-exempt employees covered under the Fair Labor Standards Act (FLSA).

Use of Equipment, Supplies and Data

Employees working at alternate work locations or central workplace are responsible for the security and confidentiality of any information, documents, records or equipment in their possession. Employees are responsible for immediately reporting any confidential information or documents that have been lost or damaged to their supervisor. Employees must agree to follow company security procedures in order to ensure confidentiality and security of data.

In the event that equipment becomes temporarily inoperable or the employee is unable to perform job duties at the alternate work location, employees and their supervisor should reach an agreement of whether other work assignments can be performed without relying on the equipment or if the employee should report to the central workplace.

Printing and Reproduction

Employees are encouraged to use GRADD equipment for all printing and reproduction. Print and copy jobs should be reserved for days when the employee is in the GRADD office. Employee must receive approval for any printing or reproduction offsite for which they will require reimbursement.

Company-Owned Equipment

Use of company equipment for teleworking is dependent on the availability of funds and equipment. Company provided equipment and connectivity method (broadband, DSL, etc.) for the alternate work location is not an entitlement.

Authorized Use and Maintenance – Authorized employees who have prior supervisory approval may use company-owned equipment for legitimate GRADD business purposes. Authorized employees are responsible for protecting company-owned equipment from damage and unauthorized use. Company-owned equipment used in the normal course of employment will be maintained, serviced and repaired by GRADD.

GRADD owned computers are required to connect to the GRADD VPN network when being utilized at alternate work locations. Failure to do so, may result in suspension of teleworking privileges.

Employee-Owned Equipment

Employees are prohibited from using their own computer equipment to perform work at their alternate work location. If unable to utilize GRADD owned equipment at alternate work location, the employee must report to work at GRADD.

Definitions

Alternate Work Location: Approved work sites other than the central workplace where official GRADD business is performed. This location will be the employee's home. However, it is noted that in rare and extenuating circumstances, the alternate site may be an additional location. Alternate work sites that are not the employee's home will require Executive Director and Department Director approval.

Central Workplace: Green River Area Development District, 300 GRADD Way, Owensboro, KY 42301.

Teleworker: An employee who, under formal agreement with GRADD performs her/his usual central workplace job duties in an alternate work location with a specific telework schedule usually *at least one day per week or at least 30 hours per month.*

Teleworking: A work arrangement where supervisors direct or permit employees to perform their usual central workplace job duties to take place at an alternate work location, in accordance with their same performance expectations and other company approved or agreed-upon terms.

Employee-Initiated Teleworking: A work arrangement where employees request to telework where such arrangements would not impact the company's business needs.

Business-Mandated Teleworking: A work arrangement where GRADD mandates teleworking for all or part of the workweek either as a condition of employment or if there is a business necessity for doing so.

Teleworking Agreement: GRADD's written agreement with the employee that details the terms and conditions of the employee's work at her/his alternate work location.

Work Schedule: The employee's designated hours of work regardless of work location.

Authority and Interpretation

Authorized by the Executive Director effective 07/01/21. The Executive Director is responsible for official interpretation of this Guidance. The Executive Director reserves the right to revise or eliminate this Guidance, as necessary.

II. 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.

III. Breaks

A. 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.

B. Nursing Mothers

GRADD will provide a reasonable break time for nursing mothers to express breast milk for her nursing child for up to one year after the child's birth each time such employee has need to express milk.

GRADD will provide a place, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public, which may be used by an employee to express breast milk. If the nursing mother does not have an office with a door that closes, she will be provided a space temporarily made available that is shielded from view and free from any intrusion from co-workers and the public. Visitors who are nursing mothers shall also have access to a space temporarily made available that is shielded from view and free from any intrusion from employees and the public.

IV. Lunch Period

Employees are to be allowed an unpaid lunch period as close to the middle of the employee's work shift as possible. Employees shall not be required to take a lunch period 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 them. Lunch periods are for a one-hour period. In no instances, shall non-exempt personnel take less than 30 minutes for a lunch period, in order to avoid working overtime hours in excess of 40 hours per week.

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.

V. Holidays

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. Paid holidays shall be:

1. New Year's Day;
2. Martin Luther King Jr. Day;
3. President's Day;
4. Good Friday - Office closes at 12:00 Noon (3.5 hours holiday pay);
5. Memorial Day;
6. Fourth of July;
7. Labor Day;
8. Veteran's Day;
9. Thanksgiving Day;
10. Friday after Thanksgiving;
11. Christmas Eve;
12. Christmas Day; and
13. New Year's Eve.

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

When Christmas Day or New Year's Day falls on Sunday, the observed holiday will be Monday. In this case, the Director shall determine Christmas Eve or New Year's Eve holiday in accordance with the day the State observes.

VI. 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.

VII. 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 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;
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 Director and the Executive Director being out of the office, will be reviewed on an individual basis by the 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.

VIII. Overtime and Compensatory Leave Policy

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

A. 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.

B. FLSA Classifications

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

1. Exempt - Refers to an employee who is not covered by the FLSA; and
2. 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.

C. Recordkeeping

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

D. 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.

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.
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.
3. **Payment for Actual Overtime Hours Worked:** Non-exempt employees whose actual hours worked exceed 40 hours per workweek shall be paid for the overtime hours in the pay period immediately following the pay period in which the overtime occurred.
4. **Donated Time:** Non-exempt employees shall not donate work time to GRADD at any GRADD office or other location.

E. Exempt Employees

Exempt employees, as defined in the FLSA, are exempt from overtime pay. However, GRADD shall allow exempt employees to accumulate compensatory leave in the following manner:

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.
2. **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.
3. **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.
4. **Use of Compensatory Leave by Exempt Employees:** An exempt employee who has accrued compensatory leave shall be permitted by their 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.
5. **The Executive Director or appropriate 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.
6. **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.

F. 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.

IX. 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. Hourly employees are paid on a two-week delay. Salaried employees are paid on the 15th and the last day of each month for the current pay period.

Payroll shall be done as direct deposit.

Employees shall not receive a bonus or one-time salary increase.

X. 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 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 Director;
4. The 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. Directors shall inform non-exempt employees if they will not be paid for certain hours of absence; and
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.

The schedule for submitting timesheets shall be set, in advance, for six-month periods. Timesheets shall be due every two to three weeks. All timesheets are batched together for processing so it is REQUIRED that each employee submit a timesheet by the due date. It is the employee's responsibility to have completed timesheets approved by the employee's respective Director PRIOR to submission.

Section 7: BENEFITS

I. Benefit Programs

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 the employee's general information.

The group health, vision 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). The benefits 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.

A. Cafeteria Plan

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

B. Dental and Vision Insurance

GRADD provides dental and vision insurance to regular full-time employees. GRADD pays 100 percent 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.

C. Health Insurance

GRADD will pay 95 percent of a single policy and 80 percent of a family plan for regular full-time employees. Any remaining balance is withheld as a payroll deduction from the employee's paycheck.

D. Life Insurance

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

E. Long-Term Disability Insurance

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

F. Social Security and Medicare Taxes

G. Supplemental Insurance

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

H. Kentucky Public Employees Deferred Compensation Plan

401K or 457 Plan can be payroll deducted. Optional participation by full-time staff.

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

I. Workers Compensation

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

II. Retirement System

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 five-percent to the CERS Pension Plan through payroll withholding. Eligible employees who began participating in CERS after September 1, 2008, shall make an additional pre-tax one-percent health insurance contribution through payroll withholding.

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 in accordance with CERS regulations. For more information on CERS visit <https://kyret.ky.gov/Members/Pages/Members.aspx>.

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.

III. Fringe Benefits

A. Educational Assistance for Higher Education

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.

GRADD may provide educational assistance to regular full-time employees who have completed one year of employment. GRADD may reimburse the cost of tuition 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 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 Director shall consider the following factors in evaluating requests for educational assistance before recommending approval to the Executive Director:

1. Nature and purpose of the course of study;
2. Direct relationship between the course and the employee's job responsibilities;
3. Employee's level of responsibility and length of service; and
4. 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:

Grade	Percent reimbursable costs
A	100%
B	100%
C	50%
Lower than C	0%
Passing grade in a pass/fail class	75%

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 the reimbursable cost.

The employee shall submit to the Finance Department a certified transcript of their grades and receipts for the expenses incurred. The Finance 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 workforce 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 Director and the Executive Director shall review these on an individual basis.

B. 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 Director. The Director shall consider the following factors in evaluating requests for professional development training assistance before recommending approval to the Executive Director, whom shall have final approval:

1. Nature and purpose of the course of study;
2. Direct relationship between the course and the employee's job responsibilities;
3. Employee's level of responsibility and length of service; and
4. Estimated cost.

C. Health Club Reimbursement

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

D. Membership in Professional Organizations

In accordance with OMB 2 CFR Part 200 - Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, GRADD will pay the cost of membership in civic, business, technical, and professional organizations if:

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; or
4. The expenditure is not for membership in an organization which devotes a substantial part of its activities to lobbying.

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.

E. Service Awards and Recognition

1. Board Members: Members of the GRADD Board of Directors shall receive recognition for years of service upon departure from the Board.
2. Staff Members: Regular full-time staff members shall receive recognition for consecutive years of service upon completion of five years of employment. Thereafter, awards will be presented for every five years of service. Awards for years of service will include a plaque based on the number of consecutive years of service. The plaque may be presented at the GRADD Board meeting, if the employee chooses, following the anniversary of employment.

Section 8: LEAVE

I. Annual Leave

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.

A. Accumulating Annual Leave

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

Years of Service	Hours earned bi-monthly
1 – 4 years	3.75
5 – 9 years	4.75
10 – 14 years	5.75
15+ years	6.75

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 six 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.

B. Taking Annual Leave

All annual leave must have the prior approval of the employee's supervisor and the Director. In their absence, another Director or the Executive Director may approve annual leave. Annual leave may be taken in 30-minute increments. Any portion of 30 minutes shall be counted as 30 minutes. 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.

Any annual leave beyond 10 consecutive working days requires the approval of the Executive Director.

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

C. 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.

II. Sick Leave

Sick leave may be granted for personal illness, hospitalization, or doctor's appointment of an employee.

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. Other members may be approved at the discretion of the Executive Director.

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 six 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.

A. 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.

Sick 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 sick leave until they have actually earned and been credited with the sick leave.

B. 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 (three days or more) to submit a doctor's release that states that the employee may return to work and state any limitations, if applicable.

C. 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 six months of accumulated sick leave to be used toward retirement service credit.

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

III. Maternity Care or Care of an Adoptive Child

A combination of annual leave and sick leave may be used for up to 12 weeks for maternity care or care of an adoptive child. This policy adhered to and in accordance with the Family Medical Leave Act (FMLA) policy.

In the event of a serious health condition, 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.

For the purposes of sick leave transfer, a serious health condition is 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.

A. Employee Receiving Sick Leave

The employee who is to receive sick leave from another employee(s) must exhaust all of his/her sick and annual 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.

B. 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 qualifies. Under no circumstance may a transfer be made that places the donating employee under the 225 hour threshold.

IV. Bereavement Leave

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 three 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 one 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.

V. Fitness for Duty

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.

VI. Jury Duty

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 their supervisor may arrange 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.

VII. 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 this document.

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

A. 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, and vision shall be prorated and reimbursed by the employee to the agency for the portion of time the employee is on voluntary unpaid leave.

B. 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. A physician or doctor's note may be required.

For employees who are on involuntary leave without pay, GRADD shall pay the cost of the premiums for health, dental, and vision 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.

C. Involuntary Leave without Pay/Disability

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

VIII. Military Leave of Absence

A. 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.

B. Short-Term Military Leave for Training

GRADD will adhere to KRS 61.394, which states,

All officers and employees of this state, or of any department or agency thereof who are members of the National Guard or of 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 a state or of the United States under competent orders as specified in this section. In any one (1) federal fiscal year, officers or employees, while on military leave, shall be paid their salaries or compensations for a period or periods not exceeding twenty-one (21) calendar days. Any unused military leave in a federal fiscal year shall be carried over to the next year. Any unused military leave shall expire two (2) years after it has accrued.

IX. Witness Duty

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, is not affected during witness leave or while giving a deposition.

X. Family and Medical Leave Act (FMLA) Eligibility and Entitlement

A. Eligibility

FMLA leave is available to “eligible employees.” To be an “eligible employee,” an employee must:

1. Have been employed by GRADD for at least 12 months (which need not be consecutive);
2. Have worked at least 1,250 hours of service during the 12-month period immediately before the start of the leave; and
3. Be employed at a worksite where 50 or more employees are located within 75 miles of the worksite.

XI. Basic FMLA Leave Entitlement

The FMLA provides eligible employees up to 12 workweeks of unpaid leave for certain family and medical reasons during a 12-month period. The 12-month period is determined based on a rolling 12-month period measured backward from the date an employee uses his/her FMLA leave.

Leave may be taken for anyone, or for a combination, of the following reasons:

1. For incapacity due to pregnancy, prenatal medical care, or childbirth;
2. To care for the employee’s child after birth, or placement for adoption or foster care;
3. To care for the employee’s spouse, son, daughter, or parent who has a serious health condition; and/or
4. For a serious health condition that makes the employee unable to perform their job.

In regard to FMLA, a serious health condition is defined as an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee’s job or prevents the qualified family member from participating in school or other daily activities. Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatments.

XII. Military Family Leave Entitlement

Eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. These may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangement, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave during a single 12-month period to care for a covered service member. Leave to care for a service member shall only be available during a single 12-month period, and when combined with other FMLA-qualifying leave, may not exceed 26 weeks during the single 12-month period. The single 12-month period begins on the first day an eligible employee takes leave to care for the injured service member.

A “covered service member” is either:

1. A current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or
2. A veteran who was discharged or released under conditions other than dishonorable at any time during the five year period prior to the first date the eligible employee takes FMLA leave for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of “serious injury or illness” for current service members and veterans are distinct from the FMLA definition of “serious health condition.”

XIII. Maximum Leave Benefit

The maximum Leave under FMLA is twelve (12) workweeks of paid or unpaid leave during a 12-month rollback period. When a holiday occurs during an entire week of FMLA leave, it is still counted one week of FMLA.

For employees normally working 37.5 hours per week, all protection afforded under the FMLA ceases after 480 hours (12 weeks).

A non-full-time employee who is eligible under FMLA will have his/her leave allotment determined on a pro-rata basis. The normal workweek for such an employee, for the purposes of FMLA, will be calculated by taking the weekly average of the hours worked over the 12 weeks prior to the beginning of the leave period, and then multiplying this average by 12 to arrive at the total FMLA allotment. For example, if an eligible part-time employee averages 20 hours/week, in the 12 weeks prior to the leave, then 12 multiplied by 20 equals 240 hours. Therefore, the part-time employee would be eligible for 240 hours of leave under FMLA.

XIV. Intermittent Leave and Reduced Leave Schedules

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer’s operations. Leave due to qualifying exigencies may also be taken on an intermittent basis. Depending on the circumstances, any employee may be transferred to an alternative position during the use of intermittent or reduced schedule leave.

XV. Notice of Eligibility for, and Designation of, FMLA Leave

Employees requesting FMLA leave are entitled to receive written notice informing them whether they are eligible for FMLA leave and, if not eligible, the reasons why they are not eligible. When eligible for FMLA leave, employees are entitled to receive written notice of:

1. Their rights and responsibilities in connection with such leave;
2. A designation of leave as FMLA-qualifying or non-qualifying, and if not FMLA-qualifying, and the reasons why; and
3. The amount of leave, if known, that will be counted against the employee’s leave entitlement.

XVI. Employee FMLA Leave Obligations

A. Provide Notice of the Need for Leave

Employees who take FMLA leave must timely and directly notify the “contact” person (listed at the end of this policy) of their need for FMLA leave.

Notifying someone in the employee's department is not sufficient. Likewise, calling in "sick" will not be considered sufficient notice for FMLA leave. Employees are required to respond to questions to determine if absences are potentially FMLA-qualifying.

The following describes the content and timing of such employee notices:

1. **Content of Employee Notice:** To trigger FMLA leave protections, employees must inform the "contact" person (listed at the beginning of this policy) of the need for FMLA-qualifying leave and the anticipated timing and duration of the leave, if known. Employees may do this by either requesting FMLA leave specifically, or explaining the reasons for leave to allow GRADD to determine if the leave is FMLA-qualifying. For example, employees might explain that:
 - a. A medical condition renders them unable to perform the function of their job;
 - b. They are pregnant or have been hospitalized overnight;
 - c. They or a covered family member are under the continuing care of a health care provider;
 - d. The leave is due to a qualifying exigency caused by a military member being on covered active duty or called to duty status; or
 - e. If the leave is for a family member, that the condition renders the family member unable to perform daily activities, or that the family member is a covered service member with a serious injury or illness.
2. **Timing of Employee Notice:** Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days advance notice is not possible, or the approximate timing of the need for leave is not foreseeable, employees must provide notice of the need for leave as soon as practicable under the facts and circumstances of the particular case. Employees who fail to give 30 days' advance notice for foreseeable leave without a reasonable excuse for the delay, or otherwise fail to satisfy FMLA notice obligations, may have FMLA leave delayed or denied.

If employees fail to explain the reasons for FMLA leave or fail to adequately answer questions that would assist GRADD in determining eligibility for leave, the leave may be denied. When employees seek leave due to FMLA-qualifying reasons for which GRADD has previously provided FMLA-protected leave, they must specifically reference the qualifying reason for the leave or the need for FMLA leave.

In all cases, from the time an employee requests FMLA leave and is absent until the time an employee's FMLA certification paperwork/leave is approved, the employee must comply with their department's required call-in procedures to report the absence, in addition to complying with GRADD's Sick Leave policy.

B. Cooperate in the Scheduling of Planned Medical Treatment and Intermittent Leave or Reduced Leave Schedules

When planning medical treatment, employees must consult with their supervisor and make a reasonable effort to schedule treatment so as not to unduly disrupt GRADD's operations. Employees must consult with their supervisor prior to the scheduling of treatment to work out a treatment schedule that best suits the needs of both GRADD and the employees. If employees providing notice of the need to take FMLA leave on an intermittent basis for planned medical treatment neglect to fulfill this obligation, GRADD may require employees to attempt to make such arrangements.

When an employee seeks intermittent leave or a reduced leave schedule for reasons unrelated to the planning of medical treatment, upon request, the employee must advise the "contact" person (listed at the beginning of the policy) of the reason why such leave is medically necessary.

In such instances, GRADD and the employee shall attempt to work out a leave schedule that meets the employee's needs without unduly disrupting GRADD's operations.

C. Submit Medical Certifications Supporting Need for FMLA Leave

Depending on the nature of FMLA leave sought, employees may be required to submit medical certifications supporting their need for FMLA-qualifying leave. It is the employee's responsibility to provide timely, complete, and sufficient medical certifications. Whenever GRADD requests employees to provide FMLA medical certifications, employees must provide the requested certifications within 15 calendar days after the request, unless it is not practicable to do so despite an employee's diligent, good faith efforts. GRADD shall inform employees if submitted medical certifications are incomplete or insufficient and provide employees at least seven calendar days to cure deficiencies. GRADD will deny FMLA leave to employees who fail to timely cure deficiencies or otherwise fail to timely submit requested medical certifications.

With the employee's permission, an authorized GRADD employee may contact the employee's health care provider to authenticate or clarify medical certifications. If employees choose not to provide GRADD with authorization allowing it to clarify or authenticate certifications with health care providers, GRADD may deny FMLA leave.

As described below, there generally are three types of FMLA medical certifications:

1. **Initial Medical Certifications:** Employees requesting leave because of their own, or a covered family member's, serious health condition, or to care for a covered service member, must supply medical certification supporting the need for such leave from their health care provider or, if applicable, the health care provider of their covered family or service member. If employees provide at least 30 days' notice of medical leave, they should submit the medical certification before leave begins. A new initial medical certification may be required every 6 months for serious health conditions. If GRADD has reason to doubt initial medical certifications, it may require employees to obtain a second opinion at GRADD's expense. If the opinions of the initial and second health care providers differ, GRADD may, at its expense, require employees to obtain a third, final, and binding certification from a health care provider designated or approved jointly by GRADD and the employee.
2. **Medical Recertifications:** Depending on the circumstances and duration of FMLA leave, GRADD may require employees to provide recertification of medical conditions giving rise to the need for leave. GRADD will notify employees if recertification is required and will give employees at least 15 calendar days to provide medical recertification.
3. **Return to Work/fitness for Duty Medical Recertifications:** Employees returning to work from FMLA leaves that were taken because of their own serious health conditions may be required to provide a medical certification confirming they are able to return to work and the employees' ability to perform the essential functions of the employees' position, with or without reasonable accommodation. If requested, but not provided, GRADD may delay and/or deny job restoration until employees provide such certifications.

D. Submit Certifications Supporting Need for Military Family Leave

Upon request, the first time employees seek leave due to qualifying exigencies arising out of the active duty or call to active duty status of a covered military member, GRADD may require employees to provide:

1. A copy of the covered military member's active duty orders or other documentation issued by the military indicating the covered military member is on active duty or call to active duty status and the dates of the covered military member's active duty service.
2. A certification from the employee setting forth information concerning the nature of the qualifying exigency for which leave is requested.

When leave is taken to care for a covered service member with a serious injury or illness, GRADD may require employees to obtain certifications completed by an authorized health care provider of the covered service member. In addition, and in accordance with the FMLA regulations, GRADD may request that the certification submitted by employees set forth additional information provided by the employee and/or the covered service member confirming entitlement to such leave.

E. Substitute Paid Leave for Unpaid FMLA Leave

An employee is required to use paid leave benefits concurrently with FMLA leave, if such benefits are available. In other words, if an employee has accumulated sick, vacation, or compensatory leave benefits, they are required to use this benefit while they are on FMLA leave.

F. Employee's Share of Health Insurance Premiums

While on leave, the employee's health insurance, and that of any covered spouse or dependent, will be maintained unless the employee chooses not to do so. To be maintained, contributions must be continued by both GRADD and the employee. If an employee is on paid leave, the contributions will continue to be payroll deducted. If the leave is unpaid, the employee will be required to make payment by the date the contribution would have been due had it been payroll deducted. GRADD's obligations to maintain health insurance coverage cease under the FMLA if an employee's premium payment is more than 30 days late. In order to drop the coverage for an employee whose premium payment is late, GRADD must provide written notice to the employee that the payment has not been received. Such notice must be mailed to the employee at least 15 days before coverage is to cease, advising that coverage will be dropped on a specific date at least 15 days after the date of the letter unless the payment has been received by that date. However, if health coverage is lost while on FMLA leave, coverage will be reinstated upon returning to work and no pre-existing condition limitations or waiting period will be imposed. Refer to the applicable health plan document for further information.

XX. Questions and/or Complaints about FMLA Leave

For questions regarding this FMLA policy, please refer to the contact person listed below. GRADD is committed to complying with FMLA and, whenever necessary, shall interpret and apply this policy in a manner consistent with FMLA.

Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. FMLA makes it unlawful for employers to:

1. Interfere with, restrain, or deny the exercise of any right provided under FMLA; or
2. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or involvement in any proceeding under or relating to FMLA.

If employees believe their FMLA rights have been violated, they should immediately notify the contact person listed below. GRADD will investigate any FMLA complaints and take prompt and appropriate remedial action to address and/or remedy any FMLA violation. Employees may also file FMLA complaints with the United States Department of Labor or may bring private lawsuits alleging FMLA violations. FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement, which provides greater family or medical leave rights.

Contact: Mariah Myres
 Director of Finance
 Phone: 270-926-4433
 Email: mariahmyres@gradd.com

Section 9: EMPLOYMENT POLICIES

GRADD recognizes that its greatest strength lies in the talents and abilities of its employees. Although the tasks of its employees are different, GRADD has established guidelines to make sure that each employee is treated with fairness and equality. GRADD provides equal opportunity for employment and advancement on the basis of ability and aptitude without regard to race, color, national origin, creed, age, gender, sexual orientation, or disability.

GRADD compensates employees according to performance and provides equitable benefits within the framework of prevailing practices and fiduciary constraints.

I. Civil Rights Compliance

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.

II. Equal Employment Opportunity

It is the policy of GRADD 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, gender, sexual orientation, 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.

III. American 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; and
5. Not accepting applications for employment unless there is a vacancy. Unsolicited resumes shall be returned upon receipt, unless there is a vacancy.

IV. Pregnancy Discrimination Act

GRADD shall comply with the Pregnancy Discrimination Act (PDA), which is an amendment to Title VII of the Civil Rights Act of 1964. Discrimination on the basis of pregnancy, childbirth, or related medical conditions constitutes unlawful sex discrimination under Title VII. Women affected by pregnancy or related conditions must be treated in the same manner as other applicants or employees who are similar in their ability or inability to work.

An employer cannot refuse to hire a woman because of her pregnancy related condition as long as she is able to perform the major functions of her job. An employer cannot refuse to hire her because of its prejudices against pregnant workers or because of the prejudices of co-workers, clients, or customers. The PDA also forbids discrimination based on pregnancy when it comes to any other aspect of employment, including pay, job assignments, promotions, layoffs, training, fringe benefits, firing, and any other term or condition of employment.

V. Employee Background Checks

GRADD considers the care and safety of its clients to be its goal. In order to maintain the quality and safety of information, GRADD conducts background checks during the employment process as outlined in the Personnel Policies and Procedures manual. GRADD reserves the right to recheck the background of current employees.

In addition, any temporary or agency staff, either intended or granted staff privileges, may have a background check by either GRADD or an outside agency.

Section 10: EMPLOYMENT STATUS & RECORDS

I. Definitions of Employment Status

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

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.
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 in either a fiscal or calendar year period. Regular part-time employees who regularly work less than 7.5 hours per day shall receive paid holidays based on their normal daily hours.
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:
 - a. Works hourly on an as-needed basis;
 - b. Completes a specific job; or
 - c. 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 12 months of employment. A temporary employee shall not receive any other fringe benefits.

II. 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:

1. Position Title;
2. Essential Job Function;
3. Other Job Responsibilities;
4. Education Requirements;
5. Experience Requirements; and
6. Skill Requirements.

III. 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.

A. 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 Director of Finance to inspect their file. All inspections must be conducted in the presence of the Director of Finance.

B. 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; and/or
6. The record and supporting documentation for each personnel action.

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

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

D. 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 70 years from the date of hire, 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.

Orientation and Training Procedure

IV.

It is the policy of GRADD to provide orientation programs for new employees and to conduct or support training programs as deemed appropriate.

The Executive 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 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 observed.

V. Employee References

The Executive Director of GRADD shall be the only employee authorized to provide job reference information on existing or former GRADD employees. The Executive Director may delegate, to another employee, the ability to provide a job reference.

Verification of employment, specifically the dates of employment, 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 an 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.

VI. 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 a positive work environment;
5. support 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 in 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, 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 (e.g., 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, expressed 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 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.

VII. Employee Job Evaluations

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

Each Director and the immediate supervisor, if applicable, shall work together to complete an Employee Evaluation Form for each staff member whom they supervise. The Executive Director shall evaluate the Directors, Executive Assistant, Network Administrator, Special Projects Coordinator and Receptionist.

Each employee shall complete an Individual Development Plan for his/her supervisor.

Each Director, 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 Director, the immediate supervisor, and the staff member cannot resolve a problem area, or the staff member does not concur with the 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 Director, immediate supervisor, and staff member's discussion regarding the evaluation.

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 Director. The Executive Director shall review all Employee Evaluation Forms.

VIII. Promotions

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

A. 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.

B. 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 with similar duties and responsibilities. This may or may not result in a change of pay.

C. 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.

IX. 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 ensure 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.

A. Disciplinary Procedure

The following provisions govern disciplinary actions affecting GRADD employees. 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 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 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/she wishes. The decision of the Executive Committee shall be final and may not be appealed to the Board of Directors.

B. Appeal Right

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

X. 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/Director. If the grievance cannot be resolved to the mutual satisfaction of the employee and supervisor/Director within five working days, it shall be forwarded in writing to the Executive Director. A meeting among the aggrieved party, immediate supervisor/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/Director shall take place within 10 working days. The Chairperson 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.

XI. Employment at Will

Any employee may voluntarily leave employment or be terminated by GRADD. 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.

XII. Voluntary Termination

An employee shall submit written notice of voluntary termination of employment to the Executive Director through his/her Director. The employee shall complete the Notice of Voluntary Separation of Employment form. Employees shall give 14 calendar days of notice of resignation.

XIII. Involuntary Termination

A. 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.

B. 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.

C. 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 or dismiss the Executive Director without compensation.

Section 11: GOVERNING, TRANSPARENCY, AND ACCOUNTABILITY PRACTICES

GRADD has adopted the following policies as defined in the Kentucky Council of GRADD's Governing, Transparency, and Accountability Practices.

I. Transparency

1. All GRADD meetings treated as public/open meeting
2. Full Board training on Open Meetings/Open Records Laws after every election
3. Board orientation for all members on roles and responsibilities of Board members

II. Governance

The following policies will be reviewed every two years for any needed updates:

1. Code of Ethics;
2. Whistleblower;
3. Records Retention (mirroring KDLA Schedule for GRADDs);
4. Board Travel;
5. Contract Approval;
6. Procurement (mirroring State Model Procurement); and
7. Bylaws (reviewed every four years).

III. Accountability

The Executive Committee of the GRADD Board will be charged to provide oversight of the financial affairs of the district and report back to the full Board.

1. Reviews Monthly Budget-to-Expense Report
2. Reviews Executive Director travel voucher & timesheet
3. Approves Executive Director's Out-of-State Travel
4. Approves creation of new staff positions & any salary adjustments
5. Procures Audit on a regular cycle

IV. Public Records Inspection

GRADD's official policy regarding the inspection of public records can be found in Appendix B. A copy of this notice will be posted in the reception area of the GRADD office.

The following reports will be posted to the GRADD website in a timely manner:

1. Audit;
2. Cost Allocation Plan;
3. Annual Budget;
4. Monthly Financial Report/Statement;
5. Monthly Meeting Schedule; and
6. Board Meeting Minutes.

CONFLICT OF INTEREST DISCLOSURE

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. Staff members shall avoid any interest or activity that may be in conflict with the conducting 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.

Any employee having a business or 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.

The information provided on this form shall be available for inspection by members of the Board and the Executive Director and/or Legal Counsel, but shall otherwise be held in confidence except when, after consultation with the applicable employee, the Board determines that GRADD's best interest would be served by disclosure.

1. List all corporations, partnerships, associations, or other professional organizations of which you are an officer, director, trustee, partner, or employee, and briefly describe your affiliation with such entity.

2. List all corporations, partnerships, or other entities in which you have a material financial interest as defined in the Policy.

3. Are you aware of any other relationships, arrangements, transactions, or matters which could create a conflict of interest or the appearance of conflict? If so, please describe.

I hereby certify that the information set forth above is true and complete to the best of my knowledge. I have reviewed, and agree to abide by, the GRADD Conflict of Interest Policy.

Signature: _____

Date: _____

NOTICE

ADMINISTRATIVE REGULATIONS GOVERNING

INSPECTION OF THE PUBLIC RECORDS OF THE

GREEN RIVER GRADD

Pursuant to KRS 61.870 to 61.884, the public is notified that, as provided herein, the public records of the above named Agency of the Commonwealth of Kentucky are open for inspection by any person on written application to _____ (name), _____ (title), official custodian of the public records of GRADD, whose address is 300 GRADD Way, Owensboro, KY, from 8:00 a.m. to 4:00 p.m., Monday through Friday, each week, except holidays. Application forms for the inspection of the public records of this agency will be furnished on request to any person by an employee in this office. Assistance in completing the application form will be provided by an employee on request.

Applicants for the inspection of public records shall be advised of the availability of the records requested for inspection and shall be notified in writing no later than three (3) working days after receipt of an application for inspection of any reason the records requested are not available for public inspection.

Copies of written material in the public records of the agency shall be furnished to any person requesting them on payment of a fee of ten (10) cents a page; copies of non-written records (photographs, maps, material stored in computer files or libraries, etc.) shall be furnished on request, on payment of a charge equal to the actual cost of producing copies of such records by the most economic process not likely to damage or alter the record.

This the _____ day of _____ 20____.

Joanna Shake, Executive Director, GRADD



EMERGENCY RESPONSE PLAN

Revised January 2023

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LOSS CONTROL MANAGEMENT AND SAFETY POLICY STATEMENT

The Loss Control Management and Safety Policy for the Green River Area Development District has as its ultimate objective the preservation of the ADD's personnel and assets. Toward that end, the GRADD Disaster Preparedness Committee has the ultimate responsibility of formulating, implementing, and/or managing programs and procedures that will minimize the ADD's property, revenue and personnel losses. The GRADD Disaster Preparedness Committee will work closely with the Executive Director in accomplishing these tasks.

The Executive Director will appoint a staff member to act as the Emergency Coordinator and Chairperson of the Disaster Preparedness Committee. This Coordinator, in conjunction with all departments, will utilize a four-step process to determine the best way to protect the ADD's assets.

Occasionally, changes in sociological, regulatory and other conditions/factors will dictate that changes in the program be undertaken. As a result, the management process is viewed as cyclical and does not stop once a particular program has been implemented. Exposures encountered within the ADD are varied, are governed by different law and statutes and must be handled in a variety of ways. Consequently, no single loss control management technique can be aptly applied to all the ADD's exposures. Rather, a combination of control techniques (i.e. loss prevention and loss control) is used to lower the severity and frequency of loss.

The safety policies promulgated by the Disaster Preparedness Committee have the full support of the ADD administration. Each employee is obligated to follow these policies and each supervisor shall enforce them.

RESPONSIBILITIES

Executive Director – Joanna Shake

The Executive Director is responsible for notifying associate directors and staff of the need for evacuation of staff or relocation. The Executive Director shall act as the media spokesperson unless a designee is appointed. He/she shall notify police and/or fire department (if necessary); implement post-crisis procedures; keep staff on site, if possible, for local investigators, so interviews and accurate documentation of the events can be completed, if event warrants; and see that detailed notes are kept of the crisis event.

Emergency Coordinator – Andrew Rudkosky

The Emergency Coordinator, assisted by the Disaster Preparedness Committee, is responsible for the development, organization, coordination, and implementation of safety programs and safety education. His/her responsibilities also include hazard reduction and/or elimination and accident/injury investigation, reporting and management. The Emergency Coordinator will advise the Executive Director, as well as Associate Directors, Supervisors and employees of unsafe conditions, problems related to accident prevention and recommendations for loss control.

Directors – Michelle Drake, Sarah Duncan, Blake Edge, Mariah Myres, Jennifer Williams

The Directors are responsible for fulfillment of departmental goals and objectives, as well as the health and welfare of each employee in the department. In this Loss Control Management and Safety Program, the highest priority has been placed on employee safety. Even though it is normal practice for Directors to delegate to supervisors the authority to carry out the safety policies, the responsibility for meeting safety related objectives and the protection of employees in performance of their assignments cannot be transferred. In conjunction with supervisors, Directors should consider whether any of their staff might need assistance in event of an emergency and identify someone to provide that assistance.

Supervisors – Charity DeHart, Amber Phelps, Leslie Wilson

Supervisors assume the responsibility of thoroughly instructing their personnel in the safe practices to be observed in the workplace. They are to consistently enforce safety standards and requirements to the utmost of the ability and authority. Supervisors will act positively to eliminate any potential hazards within the activities under their jurisdiction and they will set the example of good safety practice in all spheres of their endeavors.

The principal duties of supervisors in discharging responsibilities for safety are:

- Enforce all safety regulations in effect and make employees aware that violations of safety rules will not be tolerated.
- Make sure all injuries are reported promptly and treated properly and all accidents are reported, even if injury is not apparent.
- Conduct thorough investigations of all accidents and take necessary steps to prevent recurrence through employee safety education, operating procedures or equipment modification.

All Staff

- Account for other staff members.
- Refer media to Executive Director (or designee).
- Keep detailed notes of crisis event.

UNIVERSAL PRECAUTIONS POLICY

While GRADD employees are not normally exposed to bodily fluids on the job, the Aging Case Managers may be at risk for exposure by the nature of their position. Universal Precaution refers to a system of infectious disease control that assumes every direct contact with bodily fluids is infectious and requires every employee to be protected as though such bodily fluids were infected with bloodborne pathogens. Case managers should avoid contact with bodily fluids. However, if there is no alternative, bodily fluids must be handled according to universal precautions.

Training

Employees who have the potential for occupational exposure to bloodborne pathogens will participate in annual training, at no cost to the employees, during working hours. Training will be performed by a person knowledgeable in the subject matter in a method that appropriately covers the material in content, vocabulary, and language of the employees.

Prevention

Any employee, who has direct client contact with potential for exposure, will be offered an annual tuberculosis test and the Hepatitis B vaccine. These will be given at no cost to the employee.

Personal Protective Equipment

GRADD will provide, at no cost to the employees, personal protective equipment appropriate for the anticipated potential exposure. This equipment must be worn anytime there is danger of exposure to blood or other potentially infectious materials. Personal protective equipment will be replaced as necessary.

MEDICAL EMERGENCIES

First aid and CPR training will be offered each year to those staff who want to be certified or recertified in these emergency procedures.

GRADD shall keep a total of five first-aid kits in the office. The locations are indicated below and are indicated on the map of the GRADD building.

- Employee Lounge
- Copy Room
- Serving Room
- Kitchen by the Training Room
- Support staff area leading to the Community & Economic Development hallway

Each first aid kit shall contain items necessarily essential for the safe delivery of emergency care. These items are to include, but not limited to:

- Mouth Shield for CPR
- Splatter Apron
- Pressure Bandages
- Gauze
- Surgical Tape
- Band-Aids

Procedures

In case of emergency, FIRST dial 911, then summon staff that are trained in first-aid or CPR to give initial care until the ambulance personnel arrives.

Unconscious Victim:

If rescuer **IS** trained in **CPR**:

- **YELL FOR HELP, THEN HAVE SOMEONE CALL 911**
- Establish Airway
- Check for Pulse
- Check for Breathing
- Start ventilation or CPR if necessary

If the rescuer is **NOT** trained in **CPR**:

- **YELL FOR HELP, THEN HAVE SOMEONE CALL 911**

Conscious Victim:

- **YELL FOR HELP, THEN HAVE SOMEONE CALL 911**
- Do not move patient or allow the patient to move around.
- Try to control any heavy bleeding using direct pressure on the wound.
- Try to keep the patient from going into shock by maintaining body temperature and elevating the lower extremities if possible.

Serious Injury/Death:

If incident occurred in building:

- Call 911. Do not leave the victim unattended.
- Notify CPR/first aid certified persons in building of medical emergencies

- If possible, isolate affected staff member.
- Initiate first aid if trained.
- Do not move victim unless evacuation is absolutely necessary.
- Notify Executive Director, Emergency Coordinator, or designee.
- Designate staff person to accompany injured/ill person to hospital.
- Refer media to the Executive Director.

If incident occurred outside of building:

- Notify staff if before normal operating hours.
- Refer media to Executive Director.

Post-crisis intervention (Executive Director)

- Determine level of intervention for staff.
- Assess stress level of staff and recommend counseling to those in need.
- Allow for changes in normal routines to address injury or death.

FIRES

Procedure

If a staff member discovers a fire before the alarm is activated by the sensors, the staff member will activate the alarm by manually pulling down the nearest Fire Alarm and immediately exit the building along the established escape routes. **A map of evacuation routes and safe shelter locations has been attached as the final page of this document. It is recommended you remove this map from the document or print it and post it near your workstation.**

The alarm system will notify the fire department. However, the receptionist will also call 911 to verify that they have been alerted.

If the Fire Alarm is activated during business hours, all staff and guests are required to:

- Exit the building immediately along the established escape routes.
- Follow alternate route if normal route is too dangerous or blocked.
- **Assemble in the back parking lot, near the Dumpster.**
- Take roll of staff and guests after being evacuated. (The receptionist will bring the staff roll call sheet and the guest sign in log as he or she exits the building.)
- Report missing staff members or guests to Emergency Coordinator immediately.

After consulting with the receptionist, staff may move to the Senior Community Center if weather is inclement or building is damaged.

No one may reenter the building until fire or police personnel declare entire building safe. The Emergency Coordinator or Receptionist will notify staff of the termination of the emergency, at which time normal operations shall resume.

Fire Safety Preparedness

GRADD will ensure the following:

- The fire alarm system will be tested at least once per calendar year.
- Fire drills will be conducted once per calendar year.
- Fire department will train all employees in the proper use of fire extinguisher.
- Fire extinguishers will be recharged yearly.

Fire Alarm Instructions

GRADD has a fire alarm system with smoke detectors on the ceilings. These detectors will sound an alarm and activate flashers in the hallways when they detect smoke. The alarm system will automatically alert the fire department to send a truck to the office. All GRADD staff should evacuate the building immediately. Upon arrival, fire personnel will inspect the building to determine the cause of the alarm.

Monitoring Company

Simplex Grinnell: 1-888-746-7539

Account #: 116-2791

To request a service call: 1-800-444-3020

SEVERE WEATHER

Forecasts and Warnings

By observing storm warnings, adequate preparation can be made to lessen the impact of hazardous weather conditions.

- **TORNADO WATCH:** Conditions are favorable for the development of a tornado. Stay alert for further information or upgrade to a warning.
- **TORNADO WARNING:** A tornado has been seen or detected. TAKE SHELTER IMMEDIATELY!
- **WINTER STORM WATCH** indicates severe winter weather conditions may affect your area (freezing rain, sleet or heavy snow may occur either separately or in combination).
- **WINTER STORM WARNING** indicates that severe weather conditions are imminent.
- **BLIZZARD WARNINGS** are issued when considerable falling and/or blowing snow accompany sustained wind speeds of at least 35 miles per hour. Visibility is dangerously restricted.
- **HEAVY SNOW WARNING** indicates snowfalls of at least four inches in 12 hours or six inches in 24 hours are expected.
- **FREEZING RAIN AND FREEZING DRIZZLE** indicates rain that freezes as it strikes the ground and other surfaces forming a coating of ice, creating hazardous driving and walking conditions.
- **SLEET** indicates small particles of ice, usually mixed with rain. If enough sleet accumulates, it will make travel hazardous.
- **HIGH WIND WATCH** indicates sustained winds of at least 40 miles per hour, or gusts of at least 50 miles per hour or greater, are expected to last for at least an hour.
- **TRAVELER'S ADVISORIES** are issued to indicate that falling, blowing or drifting snow, freezing rain or drizzle, sleet or strong winds may make driving difficult.
- **WIND CHILL** is the effect of wind, in combination with actual temperatures, which increases the rate of heat loss.
- **HEAT INDEX** is the effect of humidity, in combination with actual temperatures, which increases the rate of overheating.

Tornado/Severe Thunderstorm Watch

If a Tornado/Severe Thunderstorm Watch has been issued for Daviess County:

- Monitor Emergency Alert Stations (see EAS section) or NOAA Weather Radio (National Weather Service).
- Bring all persons inside building.
- Know your pre-designated shelter area. **A map of safe shelter locations and evacuation routes has been attached as the final page of this document. It is recommended you remove this map from the document or print it and post it near your workstation.**
- All visitors and staff attending meetings in any of the meeting rooms should be informed of the designated areas.
- Review “drop and cover” procedures.

Tornado/Severe Thunderstorm Warning

If a Tornado/Severe Thunderstorm Warning has been issued for Daviess County, or a tornado has been spotted nearby:

- **TAKE SHELTER IMMEDIATELY!**
- Each individual office is to evacuate at once, including all visitors. They should proceed rapidly to their predesignated tornado shelter area. **A map of safe shelter locations and evacuation routes has been attached as the final page of this document. It is recommended you remove this map from the document or print it and post it near your workstation.**
- Avoid windows and glass doorways. Close all interior office doors as you exit. Ensure everyone is in “duck and cover” positions. Protect your head against falling debris. Account for all staff members and guests. Remain in safe area, with doors closed, until warning expires or until emergency personnel have issued an all-clear signal.
- All visitors and staff attending meetings in any of the meeting rooms should be evacuated and directed to the designated areas. All visitors and staff should refrain from using the main entrance hallway due to the glass windows and doors.
- During the Tornado Warning period, no employee may leave the shelter area. Those departments that have an AM-FM Radio should unplug the device and bring it to a shelter area. Further information will be broadcast such as tornado warning cancellation, thus allowing the employees to return to their job sites.
- If the tornado warning is still in effect at the end of the business day, it is suggested that employees continue to stay in the shelter area until the tornado warning cancellation is announced. If employees wish to leave, they must inform their supervisor of their intentions. If an employee is physically handicapped and in need of assistance during evacuation, the supervisor is to arrange to have someone assist that individual when a tornado warning is in effect.

Although there is no guaranteed safe place during a tornado, some locations are better than others. By following these suggested safety tips, you can increase your chances for survival.

Winter Storms

Winter storms in the form of freezing rain or sleet, ice, heavy snow or blizzards can be a serious hazard to people in this area. The first line of protection is to be aware of weather conditions.

If the Executive Director closes the building to allow employees to leave early, an announcement will be made. All employees should leave the premises as quickly as possible – taking all travel precautions as may be necessary. However, check with your Director as dismissal may be at the discretion of the Department.

POWER OUTAGES

When the main source of power is cut off to buildings, an emergency power back-up system should kick into place. This will provide only hallway lighting. Besides lights, power to operate computers/printers and other electronic equipment, as well as heating/cooling of the buildings may cease. An amateur radio is available in the copy room, next to the fax machine.

The magnetic exit doors are also affected during a power outage. The back-up system should provide about two hours of continued power for the door locks. After that time, the magnets will release and the doors will not lock.

Procedure

DO NOT:

- Call the utility. They will be aware of the outage and will be attempting to find the cause and predict the length of time the power will be out.
- Use the telephone, except for emergency notification, to keep the phone lines open.

DO:

- Notify the Emergency Operations Center (EOC) at 270-685-8448 or 270-240-5749 to verify they are familiar with your outage.
- Turn off all computers, printers and any other electrical equipment, which may be affected when the power is restored, in order to prevent surge damage. Use of power surge protectors is recommended but turning off equipment is an added means of protection for equipment.
- Wait for at least 15 minutes after the power has been restored, before turning on equipment to be certain that the problem has been corrected.
- Listen for messages from local officials. They will be broadcasting updates of the situation as it progresses.
- Stay calm and bear with the circumstances until resolved – you will be kept informed.

HAZARDOUS MATERIALS

Procedure

If incident occurred inside building:

- Notify Executive Director or Emergency Coordinator, who may order an evacuation.
- Call 911. If identity and/or location of hazardous materials is known, report information to 911.
- Evacuate to an upwind location. Close office doors as you leave to limit contamination.
- Follow procedures for sheltering or evacuation (see pages 18-20). **A map of safe shelter locations and evacuation routes has been attached as the final page of this document. It is recommended you remove this map from the document or print it and post it near your workstation.**
- Resume normal operations after consulting with fire officials.

If incident occurred near property:

- Fire or Police will notify GRADD officials.
- Consider need for evacuation of staff to a safe area or sheltering staff in the building until transportation arrives.
- Fire officer in charge of scene will recommend shelter or evacuation actions.
- Follow procedures for sheltering or evacuation (see pages 18-20). **A map of safe shelter locations and evacuation routes has been attached as the final page of this document. It is recommended you remove this map from the document or print it and post it near your workstation.**
- Resume normal operations after consulting with fire officials.

*Note: Special consideration may be needed for staff with special medical and/or physical needs, especially respiratory.

EARTHQUAKES

Procedure

In the event of an earthquake, the following plan of action for the Green River Area Development District office has been developed. This plan of action delineates the procedures that should be followed by the staff of the GRADD. The purpose of the plan and procedures is first to protect the lives of the staff members of the GRADD, and secondly, to protect the GRADD facility itself. The GRADD Earthquake Emergency Disaster Plan consists of three stages.

STAGE 1: Earthquake Preparedness

The Disaster Preparedness Committee shall arrange for an inspection of the GRADD facility to identifying potential earthquake hazards. It is recommended this take place every three years. Any potential pre-earthquake hazards will be reported to the Executive Director, who will take steps to correct any hazards or problems.

STAGE 2: During an Earthquake

During a major earthquake, you may experience a shaking that starts out to be gentle and within a second or two grows violent and knocks you off your feet; or you may be jarred first by a violent jolt, as though the buildings were hit by a truck. A second or two later you'll feel the shaking and you'll find it very difficult (if not impossible) to move from one room to another.

Employees and visitors should take cover under a desk or table or stand and brace themselves in a doorway. **DO NOT** try to run out of the building. Try to stay clear of fixtures that could fall and cause injury, such as windows, bookcases or cabinets.

If you are outside, do not try to enter the building. Head for an open area away from power lines, trees or other objects that could fall on you. If you are outside, you should drop to the ground and ride out the quake on your hands and knees. This will prevent you from being knocked from your feet and from possibly incurring a head injury.

If you are in a staff car or your own car, you should pull over to the side of the road and turn the engine off. You should stay away from any bridges, underpasses, trees, power lines or any building that could fall on you and the vehicle. You should stay in the vehicle and wait for the earthquake tremors to end.

REMEMBER - DURING AN EARTHQUAKE:

- Take cover underneath a desk or table. **PROTECT YOUR HEAD AND NECK.**
- Stay away from windows and objects that could fall on you.
- Stay where you are, **DO NOT RUN OUTSIDE**, falling debris may cause injury.
- **IF OUTDOORS**, stay in an open area. **DO NOT** enter the building.

STAGE 3: After an Earthquake - Aftershocks

Once it appears the earthquake tremors have subsided, employees and visitors should report to a designated meeting site for a roll call and head count.

- Minor Earthquake: If the earthquake is a minor earthquake and it is obvious there is no major structural damage to the building, employees should report to the main board room for a roll call and head count. If there are aftershocks, employees should take cover under the conference room tables.
- Major Earthquake: If the earthquake is a major earthquake and there is structural damage to the GRADD building, employees should report outside to the back parking lot near the Dumpster.

It will be the responsibility of the Receptionist to obtain the out-of-office log and guest log, which show who is present in the building at the time of the earthquake. This list will enable the Emergency Coordinator to take roll call at the designated meeting site. In the event of a minor quake, after a roll call and head count has been taken, if all employees are not present and accounted for, a search may be made **ONLY IF IT IS SAFE TO DO SO**. In the event of major quake, **DO NOT RE-ENTER THE BUILDING**.

If someone has been injured, first aid should be administered. Staff members who have had nursing or first aid training will be recruited to treat any employee injuries.

If telephone service has been disrupted due to the earthquake, it may not be possible to summon an ambulance. If telephone services have not been disrupted, it may still be difficult to get an ambulance, as the ambulance system may be overburdened. In either case, those trained in CPR and first aid will be asked to take care of the injured until professional medical help can be obtained. The Emergency Coordinator should determine whether the phones are working and assign someone to summon help for the injured and report any damages.

Volunteers will be recruited to be responsible to monitor the radio and report any significant communications to the Executive Director. If the Executive Director is not present, communications will be reported to the Emergency Coordinator.

Emergency procedures shall be practiced.

Annual CPR training will be offered on-site to those who are interested. Training on use of the fire extinguisher will be provided for all employees.

REMEMBER - AFTER AN EARTHQUAKE – AFTERSHOCK:

- Be prepared for **AFTERSHOCKS**. Do not return to your office until directed.
- Give first aid to injured personnel.
- **DO NOT MOVE VICTIMS UNLESS ABSOLUTELY NECESSARY**.
- Alert Emergency Personnel and/or Supervisors to anything needing their attention.
- Replace telephone handsets, but **DO NOT USE THE PHONE** except to report fire or medical emergencies.
- Go to the interior of the building staying away from the exterior wall. Avoid glass and equipment.
- Wait for and follow instructions from Emergency Personnel.
- Be prepared to evacuate if necessary.

ARMED INTRUDERS

The purpose of this procedure is to identify and help GRADD office employees in the event of an armed intruder situation. In event of an armed intruder, find a safe location and call 911 immediately. Do not assume someone else has called.

If an armed intruder enters the front of the building, the receptionist will warn staff by making an announcement over the intercom, if possible. If you see an intruder come through another door, yell to alert the staff, if possible.

If an intruder enters the building, evacuate if you can do so safely. If you cannot get out, close and lock your door, turn off the lights and hide under your desk or in a corner away from the door. **CALL 911.**

When calling 911, identify yourself as a GRADD employee and give your location, (300 GRADD Way.) Be as detailed as possible to help the police assess the situation before their arrival including your location, the number of intruders, physical description of the intruders, types of weapons and the number of potential victims at the location. **DO NOT PUT YOURSELF AT RISK TO GATHER ADDITIONAL INFORMATION.**

If you are entering or exiting the building and your see a threat, shout for help and shout to warn others. **Panic buttons that will summon the police have been installed at each door. The button is located on the bottom of the box.**

Panic buttons have also been installed on the underside of both desks in the receptionist's area.

If the intruder is outside, lock all interior doors and proceed to a safe place, preferably a room with a lockable door. Close window blinds, lock the doors and wait for an all-clear call from law enforcement.

In the event of an intruder, the situation will likely end before law enforcement can arrive. You likely will be on your own. Your first option should be to evacuate the building. If you cannot get out, hide. If confronted by the intruder, you may have to fight.



Evacuation, Hide Out and Take Action Procedures

EVACUATE:

- Warn individuals where the intruder is located if it safe to do so;
- Have an escape route and plan in mind, but get out as quickly as possible;
- Encourage others to evacuate but leave regardless of whether or not others follow;
- Leave belongings behind;
- If you have your phone, **CALL 911.**

- Staff and guests should evacuate to a safe distance from building. Once law enforcement arrives, try to gather at the bike rack on the Greenbelt just past the entrance to the Joe Ford Nature Center. If you do not feel safe attempting to go to this location, do not go.
- Keep your hands visible for arriving police officers and emergency personnel;
- Follow instructions of emergency personnel; and
- Do not attempt to move wounded individuals.

HIDE:

- Find a place out of the intruder's view, preferably a room with a lockable door;
- Try not to trap yourself or restrict your potential movement;
- If possible, lock the door or barricade the door with heavy furniture;
- Close, cover and move away from windows;
- Silence cell phone and remain quiet so not give away your hiding place
- If you feel you can do so safely, **CALL 911**; and
- Be prepared to defend yourself.

TAKE ACTION:

- If confronted by the intruder:
- Act aggressively;
- Throw items and use improvising weapons; and
- Yell.
- Fight only if you have to – hiding or fleeing are much better options

Reactions of Employees

In event of an armed intruder, visitors will look to employees to direct them to safety. Employees should be ready to:

- Take immediate action;
- Remain calm, professional, and be prepared to lead;
- Lock and barricade doors; and
- Evacuate employees and visitors via a safe route.

Law Enforcement's Role

Law enforcement's immediate purpose is to stop the intruder as soon as possible. The first officers that arrive at the scene will not stop to help injured persons because their priority is save lives from immediate threats. Allow them to secure the scene.

DO:

- Identify yourself as a GRADD employee;
- Keep your hands visible;
- Follow directions and try to remain calm

DO NOT:

- Avoid making quick movements toward officers, such as attempting to hold on to them for safety, as this could endanger both of your lives.
- Avoid pointing, screaming and/or yelling, and proceed in the direction from which officers are entering.
- Do not leave the safe location until released by law enforcement.

BOMB THREATS

Reporting Procedure

Upon receiving a **phone call** that a bomb has been placed in the building:

- Complete the Bomb, Chemical Hazard, or Biological Hazard Threat Phone Report. **This report is attached as the next-to-last page of this document. It is recommended you remove this report from the document or print it and post it near your workstation.**
- Listen closely to the caller's voice and speech patterns and to noises in background.
- After hanging up phone, immediately dial the call-back service (*69) to trace the call, if possible.
- Call 911.
- Notify Executive Director and/or Disaster Coordinator, who may order an evacuation.
- If evacuation occurs, staff log and guest log should be taken.

If threat is received by a **written note or letter**:

- Call 911.
- Avoid any unnecessary handling of note.
- Place note in a zip-lock plastic bag. These are available at the receptionist's desk.

Evacuation Procedure

- The Executive Director or Disaster Coordinator shall notify the staff.
- All staff should report any unusual activities/objects immediately to the appropriate officials.
- The receptionist should take the staff log and guest log when evacuating.
- **Staff and guests should evacuate to a safe distance from building. Employees should proceed up the Greenbelt past the entrance to the Joe Ford Nature Center. There is a green bike rack just past the entrance. This will be the gather point.**
- Emergency Coordinator or designee should stop at the Joe Ford Nature Center and notify staff there of the threat and advise them to evacuate.
- Do not reenter building until emergency personnel declare entire building safe.
- Executive Director or designee notifies staff of termination of emergency. Resume normal operations.
- Be alert for secondary threats (e.g. bomb at exit, armed aggressor outside facility).

CHEMICAL OR BIOLOGICAL THREATS

Reporting Procedure

Upon receiving a phone call that a chemical or biological hazard has been placed in the building:

- Complete the Bomb, Chemical Hazard, or Biological Hazard Threat Phone Report. **This report is attached as the next-to-last page of this document. It is recommended you remove this report from the document or print it and post it near your workstation.**
- Listen closely to caller's voice and speech patterns and to noises in background.
- Call 911.
- Notify Executive Director and/or Disaster Coordinator, who may order an evacuation.

Upon receiving a biological or chemical threat letter:

- Minimize the number of people who come into contact with the letter by immediately limiting access to the immediate area in which the letter is discovered.
- Ask the person who discovered/opened the letter to place it into another container, such as a plastic zip-lock bag and then place that bag into another zip-lock bag. These are available at the receptionist's desk.
- Call 911 and the Emergency Management Agency (685-8448).
- Move "involved" people out of the immediate area to a holding area.
- Move all "uninvolved" people out of the immediate area to a separate holding area.
- Ask "involved" people to remain calm until public safety officials arrive.
- Limited decontamination and change of clothing for a person who opened or handled letter may be appropriate. Do not do anything before consulting with emergency personnel.

Suspicious Packages, Mail, etc.

DO NOT HANDLE!

- Refer to Letter and Parcel Bomb Recognition Points on Page 17.
- Do not use cellular phones or radio communication as some devices can be activated by radio frequency energy.
- Leave at once and report incident to Executive Director and/or Disaster Coordinator, who may order an evacuation.
- Notify 911 and the Emergency Management Agency (685-8448).
- If item has been opened and is threatening, or appears to be a suspicious device, **DO NOT HANDLE FURTHER.**
- **DO NOT MOVE** the bomb/device away from people. Instead, move people away from the bomb/device.
- Keep everyone away until allowed to return by emergency personnel.

Letter and Partial Bomb Recognition Points

- Suspect Foreign Mail, AirMail and Special Delivery.
- Restrictive Markings such as “Confidential,” “Personal,” etc.
- Excessive Postage
- Hand-written or poorly typed address
- Incorrect titles
- Titles but no names
- Misspellings of common words
- Oily stains or discoloration’s
- No return address
- Excessive weight
- Rigid envelope
- Lopsided or uneven envelope
- Protruding wires or tinfoil
- Excessive securing material such as tape, string, etc.
- Visual distractions

Evacuation Procedure

- The Executive Director or Disaster Coordinator shall notify the staff.
- All staff should report any unusual activities/objects immediately to the appropriate officials.
- The receptionist should take the staff log and guest log when evacuating.
- “Uninvolved” staff will be evacuated to a safe distance outside of building. These employees should proceed up the Greenbelt past the entrance to the Joe Ford Nature Center. There is a green bike rack just past the entrance. This will be the gather point. After consulting with appropriate officials, GRADD official may move staff to the Senior Community Center, if indicated.
- Staff “involved” in a letter opening or receiving a phone call will be evacuated as a group if necessary, per consultation of the building administrator and public safety officials.
- Do not reenter building until emergency personnel declare entire building safe.
- Executive Director or designee notifies staff of termination of emergency. Resume normal operations.

EVACUATION

Procedure

- Call 911.
- Turn off lights, electrical equipment, gas, water faucets, air conditioning, and heating system, **ONLY IF TIME ALLOWS AND IT IS SAFE TO DO SO.**
- Close doors.
- Alert visitors and assist the disabled.
- Proceed to the nearest exit; use alternate exit if necessary.
- Directors are responsible for ensuring their staff and visitors to their department evacuate.
- Proceed quietly and orderly. Remove high heels to avoid tripping.
- Do not open doors if they are hot or smoke is present.
- Once assembled at a designated area, stay there. Your Director will need to have a tally of their personnel.
- Directors should coordinate with receptionist to ensure all staff and guests are accounted for.
- Do not reenter the building for personal items.
- **DO NOT** search for others. Notify fire department or EMA of possible trapped persons.

Clip and post near your desk

Gathering Points

If the Executive Director calls for the building to be evacuated here is where you should gather:

- **Fire:** At the Dumpster in the back parking lot
- **Bomb threat:** On the Greenbelt, just past the entrance to the Joe Ford Museum
- **Hazardous materials:** Upwind
- **Earthquake (minor):** GRADD boardroom
- **Earthquake (major):** On the Greenbelt, just past the entrance to the Joe Ford Museum
- **Shooting:** Get as far from the building as possible until police arrive. Once police arrive, gather on the Greenbelt, just past the entrance to the Joe Ford Museum, unless otherwise instructed by law enforcement.
- **Chemical attack:** Uninvolved staff should meet on the Greenbelt, just past the entrance to the Joe Ford Museum. Involved staff should remain together near the building and wait for public safety officials to begin decontamination.

SHELTERING

Sheltering provides refuge for staff and public within the building during an emergency. Shelters or safe areas maximize the safety of inhabitants. Safe areas may change depending on the emergency.

- Identify safe areas in the building. (tornado shelter areas)
- Emergency Coordinator or designee warns staff to assemble in safe areas. Bring all persons inside building(s).
- Close all exterior doors and windows, if appropriate.
- Turn off any ventilation leading outdoors, if appropriate.
- Cover up food not in containers or put it in the refrigerator, if appropriate and time permitting.
- If advised, cover mouth and nose with handkerchief, cloth, paper towels or tissues.
- All persons must remain in safe areas until notified by emergency responders.

There is a two-way emergency radio in the copy room. If necessary, this radio may be unplugged and taken to another area. This device is linked with emergency management, area nursing homes, the district health department, the hospital and other local agencies.

Disaster supply kits are available in the following areas:

- Under the desk in the reception area
- The staff breakroom

These kits will include at least the following:

- Blanket
- Flashlight
- Batteries
- Small Radio
- Emergency Candles
- Lantern
- Waterproof Matches
- Drinking Water

LOSS OF FACILITIES/RELOCATION

If the GRADD office is destroyed or deemed uninhabitable, a temporary office would be created at a prearranged site, assuming that facility is not harmed. The Executive Director and Directors would report to this alternate site to decide which essential staff will be asked to work from that location. Every effort will be made to correct damages at the GRADD building or to secure another facility as quickly as possible so staff may resume daily business.

The following procedures will be followed in preparation for such an event:

- Agreements shall be established and secured with at least two alternate sites to be used in an emergency. One will be close to the existing facility and one will be across town, in case of a communitywide emergency.
- Each department will compile a collection of forms and other items essential to the function of that department. These will be maintained in an off-site storage location. A key to the off-site storage will be maintained in the safety deposit box.
- A list of phone numbers for insurance companies, software vendors, etc. shall be compiled and maintained at the off-site location.
- A list of personnel phone numbers and emergency contact numbers will be updated at least annually and maintained both on-site and off-site.

Relocation Centers

Primary Relocation Center:

Senior Community Center
1650 West Second Street
270-685-0712

Secondary Relocation Center:

Owensboro Community & Technical College – Main Campus
4800 New Hartford Road
270-686-4501

EMERGENCY PROCEDURES FOR STAFF OUTSIDE THE GRADD OFFICE

If a staff member is out of the office during a disaster, they should follow these procedures:

- If an incident has occurred in the county where they are working, the staff member should take necessary safety precautions until the disaster has passed and then report to the nearest fire station/city hall/county courthouse and contact the GRADD office to determine if it is safe to return to the office.
- Maps of fire stations and other key locations within the seven counties are provided in the staff vehicles. Every staff vehicle also has been outfitted with emergency equipment such as blankets, flashlights, flares, fresh water, etc.
- If a staff member is in another county and has been informed that a disaster has occurred in Daviess County and/or at the GRADD office, they should try to contact the office or go to a location on the provided list to get more information details before returning the office.

REMEMBER

- In the event of a tornado: Do not try to outrun a tornado in a vehicle. Do not stay in the vehicle; seek shelter in a building. If you cannot get to a building, get into in a low area such as a ditch and cover your head and neck. (Do not enter high water.)
- In an Earthquake: Drive away from overpasses and underpasses. Get to an open area and stay in the vehicle. Turn on the radio and listen for instructions from safety personnel. When safe, move to a local fire station/city hall/county courthouse to determine a safe route to return home.
- In a Fire: Be aware of exits, and always exit the building immediately.
- In event of Flooding: Do not wade into or attempt to drive through floodwaters.

No matter where you are, or the situation at hand, be aware of your surroundings and use common sense to stay safe!

MEDIA RELATIONS

Spokesperson

Refer all media to the GRADD spokesperson. GRADD assumes responsibility for issuing public statements during an emergency. The Executive Director serves as spokesperson (Public information person) unless he/she designates a spokesperson. If spokesperson is unavailable, an alternate assumes responsibilities.

Executive Director:

Joanna Shake

Work: 270-926-4433, ext. 1324

Cell: 270-993-8010

Procedure

- Staff relays all factual information to public information person.
- Establish a media information center away from the building.
- Update media regularly. Do not say “No comment.”
- Do not argue with media.
- Maintain log of all telephone inquiries. Use scripted response to inquiries.

Media statement

- Create a general statement before an incident occurs. Adapt statement during crisis.
- Emphasize safety of staff first. Briefly describe GRADD’s plan for responding to the emergency.
- Issue a brief statement consisting only of the facts.
- Respect privacy of victim(s) and family of victim(s). Do not release names to media.
- Refrain from exaggerating or sensationalizing crisis.

EMERGENCY ALERT SYSTEM (EAS) STATIONS

Warning information is disseminated to local stations from the Kentucky Emergency Warning Network, National Weather Service, and Daviess County Emergency Management Agency. Listen to the following radio stations for information regarding a potential or impending emergency:

FM Radio

- WSTO - 96.1 – Official Warning Station
- WBKR - 92.5

AM Radio

- WVJS - 1490 – Official Warning Station
- WOMI - 1420

CONTACT INFORMATION

GRADD

Position	Name	Work Phone	Cell Phone	Home Phone
Executive Director	Joanna Shake	Ext. 1324	270-993-8010	270-993-8010
Executive Assistant	Kim Wells	Ext. 1337	270-993-0370	N/A
Directors	Blake Edge	Ext. 1335	270-302-5484	N/A
	Mariah Myres	Ext. 1389	270-925-2855	N/A
	Michelle Drake	Ext. 1312	270-993-0644	N/A
	Sarah Duncan	Ext. 1352	270-823-2605	N/A
	Jennifer Williams	Ext. 1323	270-929-6340	270-688-8458

Fire, Ambulance, Police

Emergency	911	
Police	270-687-8888 (City)	270-685-8444 (Sheriff)
Fire	270-687-8408 (City)	270-685-8440 (County)
EMS	270-926-4066 (Yellow Ambulance)	
Crisis Intervention/Mental Health Hotline	270-684-9466	1-800-433-7291

Other

Hazardous Materials/Poison	
Report any hazardous materials leak or spill	911
Local Emergency Planning Committee (LEPC)	270-685-8448
Kentucky Regional Poison Control Center	1-800-222-1222
Disaster Assistance	
Big Rivers Chapter of American Red Cross	270-683-2438
Salvation Army	270-685-5576
Emergency Management Agencies	
Daviess County Emergency Management Agency	270-685-8448
KyDEM (Division of Emergency Management) (24-hour)	1-800-422-0798
Public Utilities	
Electricity	OMU: 270-926-3200
Gas	WKG: 1-800-482-8429
Water	OMU: 270-926-3200

A list of those certified in CPR, first aid, and CERT members will be kept at the front desk and updated annually. Also, those certified in CPR are listed on the staff phone list.

BOMB, CHEMICAL HAZARD, OR BIOLOGICAL HAZARD THREAT Phone Report Form

Date and time call received: _____

Exact words of caller: _____

Remain calm and be firm. Keep the caller talking and ask these questions:

- Where is the package/device?
- What does the package/device look like?
- When will it go off/detonate?
- What will cause it to go off/detonate?
- How do you deactivate it?
- Why was it put there?
- Did you place the device/package?

Caller's identity:

Name (if given): _____

Gender: _____ Male _____ Female

Approximate age: _____ Years _____ Adult _____ Juvenile

Origin of call: _____ Local _____ Long Distance _____ Internal

*If call is received on a digital phone, check to see the origin of the call and write down the number.

Caller's voice:

Loud ___ Soft ___ Fast ___ Slow ___ Deep ___ Squeaky ___ Distant ___ Distorted ___

Sincere ___ Raspy ___ Stressed ___ Stutter ___ Nasal ___ Drunken ___ Slurred ___

Lisp ___ Disguised ___ Crying ___ Broken ___ Calm ___ Irrational ___ Rational ___

Angry ___ Incoherent ___ Excited ___ Laughing ___ Righteous ___ Accent ___

Background noises:

Voices ___ Airplanes ___ Street traffic ___ Trains ___ Animals ___ Party ___

Factory machines ___ Quiet ___ Music ___ Horns ___ Office machines ___ Bells ___

Familiarity:

Did the caller sound familiar? _____ Yes _____ No

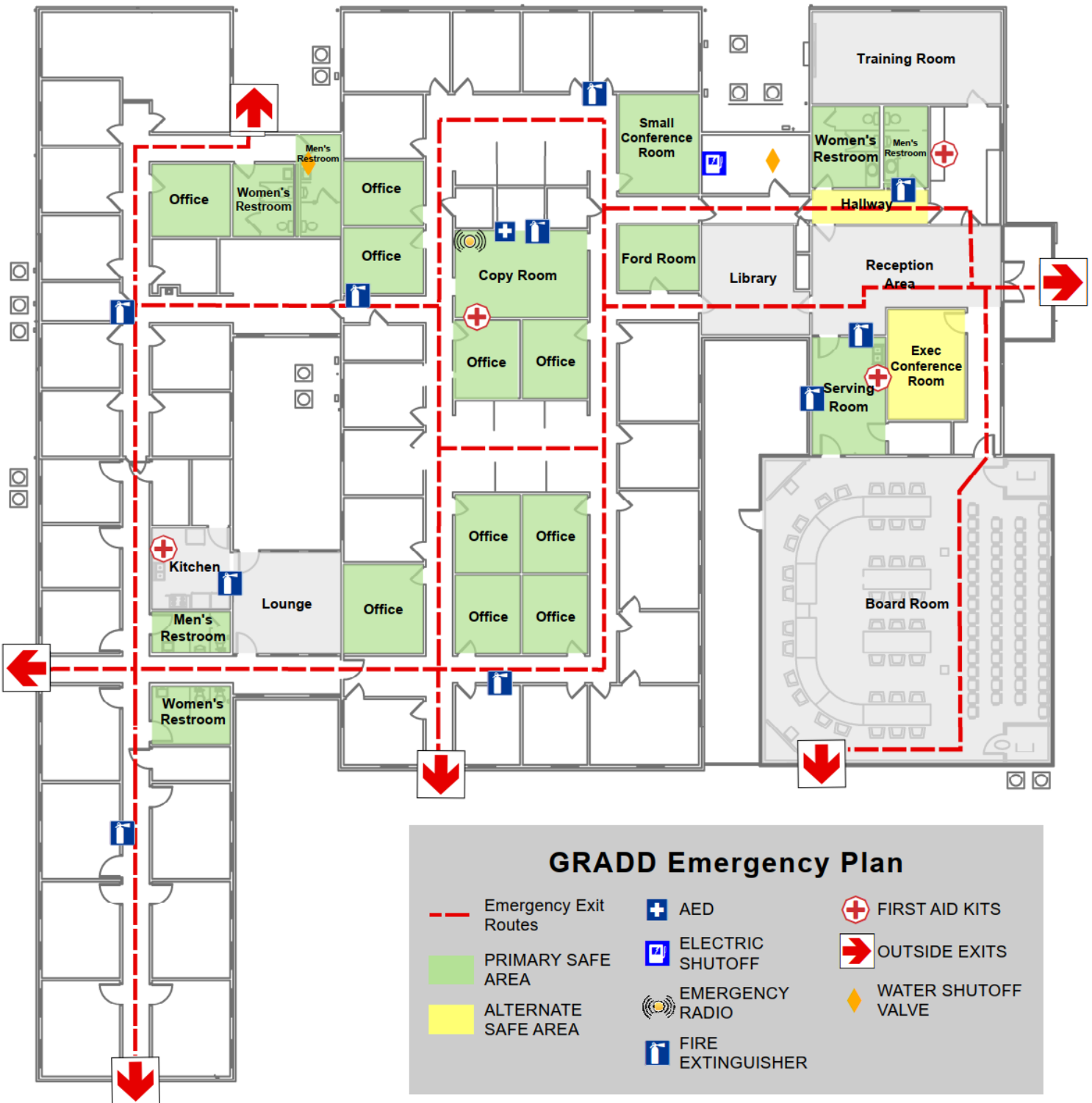
Did caller appear familiar with the building or area by his/her description of the device location?
_____ Yes _____ No

Name of person receiving the call: _____

Telephone number call received at: _____

Immediately after caller hangs up, report threat to 911.

EMERGENCY EXIT ROUTES



GRADD Emergency Plan

- Emergency Exit Routes
- PRIMARY SAFE AREA
- ALTERNATE SAFE AREA
- + AED
- ⚡ ELECTRIC SHUTOFF
- 📻 EMERGENCY RADIO
- 🧯 FIRE EXTINGUISHER
- + FIRST AID KITS
- ➡ OUTSIDE EXITS
- ◆ WATER SHUTOFF VALVE