**DISCLAIMER**

**THIS HANDBOOK IS NOT AN EMPLOYMENT CONTRACT.**

**INFORMATION IN THIS HANDBOOK IS SUBJECT TO CHANGE AT THE SOLE DISCRETION OF COMMUNITY ACTION OF LARAMIE COUNTY, INC. (“CALC”).**

**CALC MAY UNILATERALLY CHANGE THIS HANDBOOK AT ANY TIME WITHOUT PRIOR NOTICE OR CONSIDERATION.**

This handbook is a general guide designed to acquaint you with CALC’s policies, procedures and organizational structure.

**YOUR EMPLOYMENT WITH CALC IS “AT-WILL.” YOU MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE, WITH OR WITHOUT ADVANCE NOTICE, AND WITHOUT RIGHT OF APPEAL.**

**Nothing in this handbook, nor any oral statement made by a CALC representative is intended to or shall be construed as a contract of employment. In no event shall this handbook or any representations made by a CALC representative be used to create a guarantee or expectation of employment for a specific duration of time.**

If you have questions after reading this handbook, please speak with your immediate supervisor or the CALC Executive Director.

CALC Executive Director direct line: 307-635-9291 ext. 18.

I acknowledge that I have received a copy of CALC’s employee handbook. I have read and understood the employee handbook. I have been provided the opportunity to ask questions and seek clarification about the policies and provisions contained herein. I understand that the policies and procedures may, at the discretion of CALC, be amended or terminated at any time. I understand I am an “at-will” employee.

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Signature Printed Name Date

After signature, employee and CALC Executive Director shall each keep one copy of this page.

**Welcome to CALC**

A Message from the Executive Director

All of us at CALC would like to welcome you. It is our sincere hope your new position will be an enjoyable and rewarding experience. CALC’s mission is to eliminate poverty by empowering people through education, advocacy, crisis intervention and providing opportunities toward self-sufficiency. We hope this position will help you successfully use your talents and abilities to further this very important objective.

This handbook will serve as a tool to assist you in becoming familiar with our organization; it is also designed to be a quick reference resource when the need for specific information or guidance arises.

Please take the time to acquaint yourself with our history, organization goals, and services. You are important to the organization, and it is important for you to understand how you fit in here at CALC. We understand and appreciate that the secret behind the success of CALC has always been our hardworking, dedicated and loyal employees. Thank you for becoming a member of our team.

Alicia “Lisa” Ammons

Executive Director

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# ORGANIZATION OF COMMUNITY ACTION OF LARAMIE COUNTY, INC. AND POLICY REGARDING BOARD/EXECUTIVE DIRECTOR/STAFF RELATIONS

Community Action of Laramie County, Inc. (“CALC”) is a private, not-for-profit corporation organized under the laws of the State of Wyoming and registered under Section 501(c)(3) of the United States Internal Revenue Code. The mission of CALC is to eliminate poverty by empowering people through education, advocacy, crisis intervention and providing opportunites toward self-sufficiency. CALC is governed by a Board of Directors selected/elected/serving according to the approved By-laws of the Corporation. The CALC Board of Directors (the "Board") is the source of authority for the administration of CALC. The CALC Board delegates to the Executive Director the authority and responsibility for the administration of CALC, retaining for itself the power to establish objectives and priorities and to issue Board policy statements for the direction of the Executive Director. The power to hire and fire is delegated to the Executive Director upon the advice and consent of the Board and the Board shall retain the right to review appeals on personnel practices. The right of appeal shall apply to job applicants as well as the employees.[[1]](#footnote-1)

CALC is one of over 1,000 Community Action Agencies in the United States. We are guided by the “Community Action Code of Ethics” as adopted by the Community Action Partnership Board of Directors. A copy of the “Community Action Code of Ethics” should have been provided to you upon your hire. All CALC Policies, including the Code of Ethics, are located in the CALC Policy Manual, and are available for employee review by asking the Program Director, the Fiscal Officer, or the Executive Director. **If any inconsistency exists between the language contained in this handbook and a CALC policy, the policy controls.**

The Board desires to maintain open channels of communication between itself and the staff, through the Executive Director, and so the Board encourages staff to follow the basic channel of communications in relaying information, concerns, or other matters to the Board.

Staff Communications to the Board. All communications or reports to the Board or any Board committee from staff members shall be through the Executive Director or his/her designee. This shall not deny any staff member’s right to appeal to the Board administrative decisions, provided that the Executive Director shall have been notified of the forthcoming appeal and that it is processed according to the applicable procedures for complaints and grievances.

Board Communications to Staff. All official communications, policies, and directives of staff interest and concern will be communicated to staff members through the Executive Director, and the Executive Director will employ all such media as are appropriate to keep staff fully informed of the Board's concerns and actions.

Social Interaction**.** Staff and Board members share a keen interest in the organization, and it is to be expected that when they meet at social affairs and other functions, they will informally discuss matters related to the organization. Discussions of personalities or staff grievances are not appropriate. Staff members are reminded that individual Board members have no authority except when they are convened at a legal meeting of the Board at which a quorum is present; or when an individual or committee may be vested with special authority by Board action taken at a convened meeting at which a quorum is present.

**EMPLOYMENT PRACTICES**

A. Equal Employment Opportunity Policy

## CALC is an equal opportunity employer. It is the policy of CALC to comply with all applicable laws requiring equal employment opportunity to all qualified applicants and employees without regard to race, color, religion, sex, national origin, disability, age, veteran status, sexual orientation or political belief. This policy applies to conditions, terms and privileges of employment. Evidence of practices that are not consistent with the policy should be reported to the Executive Director immediately.[[2]](#footnote-2)

CALC prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our Equal Employment Opportunity (EEO) policy or retaliation standard, please follow the EEO/Sexual Harassment Complaint Procedure outlined below.

### People with Disabilities.

### CALC adheres to all federal and state laws regarding individuals with disabilities. If an employee has a disability, the employee may contact his or her immediate supervisor or the Executive Director to initiate the process used to determine whether the employee has a qualifying disability under the law and if so, whether a reasonable accommodation can be made. The Executive Director can also assist if the employee needs to file a long-term disability claim.

### Harassment.[[3]](#footnote-3)

### CALC is committed to providing a work environment that is free of discrimination and unlawful harassment. Unlawful harassment will not be tolerated and may include, but is not limited to, verbal or physical conduct which has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment. The policy against harassment applies to all employees, including managers and supervisors. Under certain circumstances, it may extend to non-employees, such as customers, clients, vendors and consultants. The CALC EEOC Policy and the Harassment and Discrimination in the Workplace Policy are available upon request to the employee’s Program Director, the Fiscal Officer, or the Executive Director.

CALC has standard, formal procedures to immediately respond to all reports of workplace violence. All threatening incidents will be investigated and documented by the Executive Director or a Board designee. Employees may also review a full copy of the Workplace Violence Policy through their Program Director, the Fiscal Officer, or the Executive Director.[[4]](#footnote-4)

###  Sexual Harassment. [[5]](#footnote-5)

### CALC will not tolerate sexual harassment or retaliation for reporting sexual harassment. Employees engaging in such conduct will be subject to disciplinary action, up to and including termination.

It is important to recognize that the fact that someone did not intend to sexually harass another individual is no defense to a claim of sexual harassment. Regardless of intent, it is the effect and characteristics of the conduct that determine whether the conduct constitutes sexual harassment.

**Sexual harassment includes, but is not limited to**, unwelcome sexual advances, requests for sexual favors, horseplay, and other verbal or physical conduct of a sexual nature, when:

- Submission to such conduct is made explicitly or implicitly a term or condition of employment.

- Submission to or rejection of such conduct is used as the basis for decisions affecting an

individual’s employment.

- Such conduct has the purpose or effect of substantially interfering with an individual’s work performance or creating an intimidating, hostile or offensive work environment.

- In a written form, sexual harassment may include cartoons, pictures, posters, calendars, notes, letters and e-mail.

- In a verbal form, sexual harassment may include comments, jokes, foul or obscene language of a sexual nature, gossiping or questions about another’s sex life or repeated unwanted requests for dates.

### General Provisions Relating to the Equal Employment Opportunity and Harassment policies. The following provisions apply to all situations arising under the Equal Employment Opportunity (EEO) or Harassment policies stated above:

#### *Management Responsibility.* Management responsibilities and obligations under the EEO and Harassment policies include but are not limited to: monitoring the workplace and responding to any violations of these policies, encouraging employees who have complaints to report those complaints, reporting all violations and complaints to the Executive Director or the Chair of the Board, and investigating thoroughly any and all reports of harassment or discrimination and taking corrective action when appropriate. All supervisors are required to immediately report any complaint or observation of conduct that may violate the EEO or Harassment policies to the Executive Director or the Chair of the Board.

#### *Reporting Procedure.* An employee who believes that he or she has been subject to or has observed any form of harassment or discrimination based on one of the characteristics discussed in the above policies, or any violation of the EEO or Harassment policies, should report the incident or concern to their immediate supervisor, and/or the Executive Director or the Chair of the Board. An employee should make a timely complaint to enable CALC to promptly investigate and correct any behavior that may be in violation of the policy.

#### *Investigation and Confidentiality*. All reports or observations of conduct that may violate the EEO or Harassment policies will be investigated by the Executive Director or other appropriate designees. Confidentiality of the report and investigation will be maintained to the greatest degree possible consistent with the need to conduct a thorough and complete investigation.

#### *Retaliation Is Prohibited*. No adverse employment action will be taken against any employee because of the employee’s good faith report of alleged harassment or discrimination or suspected violation of the EEO or Harassment policies, or against any employee because the employee is a witness or is otherwise involved in an investigation of such a complaint or report. Any retaliatory conduct should be reported through the procedure stated in the preceding paragraph.

#### *Corrective Action* If CALC determines that an employee’s behavior is in violation of this policy, appropriate disciplinary action will be taken against the offending employee, up to and including termination of employment.

# SELECTION OF EMPLOYEES

## Types of Appointments[[6]](#footnote-6)

### Regular Exempt Appointment. The regular appointment of an exempt employee to a position is made following successful completion of an introductory period. Regular exempt appointment incumbents are eligible for all the privileges and benefits contained in these provisions, including the right of appeal to grievance procedures. Required work hours may vary from thirty-two to forty (32 – 40) hours. The number of hours worked will be determined by the Program Directors and Executive Director with Board approval. The decision will be based on program needs, grant requirements and what is stated in the job description.

### Regular Non-exempt Appointment. The regular appointment of a non-exempt employee to a position is made following successful completion of an introductory period. Regular non-exempt appointment incumbents are eligible for all the privileges and benefits contained in these provisions, including the right of appeal to grievance procedures. Required work hours of the regular non-exempt employee are forty (40) hours. Any hours worked beyond the 40 hours must be approved by the Program Director/Executive Director. Most CALC employees are classified as non-exempt, meaning that those employees are covered under the overtime provisions of federal wage and hour law and are eligible for overtime compensation for hours worked in excess of forty (40) hours in any work week.

###  Interim Appointment. An interim appointment is the temporary promotion of a regular employee to another position. The temporary promotion is in place until the normal hiring procedures are taken. Interim appointments cannot exceed twelve (12) months.

### Emergency Appointment. An emergency appointment is a limited-term appointment, without an examination, for a period of not more than ninety (90) working days unless approved by the Program Director/Executive Director/Board of Directors.

### Part-Time Appointment. Part-time appointments are appointments where the person is employed for work on a part-time basis, less than 30 hours per week. These employees are compensated at an hourly rate less deductions as required by law. Regular part-time employees accrue leave on a pro-rated basis determined by hours worked each pay period. Regular part-time employees who work 30 hours or more a week may participate in the group health insurance plan.

### Introductory Appointment. All new and promotional appointments are subject to the completion of an established introductory period of six (6) months. Upon evaluation and successful completion of the introductory period, the employee’s status is changed to a regular appointment. Employees who are evaluated as not having successfully completed the introductory period are terminated or reduced to their former class or position if their position has remained vacant. Introductory employees are not covered by appeal and grievance procedures unless charges of discrimination or sexual harassment are made.

### Temporary Appointment. Temporary appointments may be made to any existing position or to positions needed for short-term. The temporary position can be held for a maximum of twelve (12) months continuous employment. Positions extended after 12 months must be opened for the competitive selection process. Temporary employees are not eligible for employee benefits other than those provided by law, nor are they covered by appeal or grievance procedures unless charges of discrimination or sexual harassment are made. They are given time off for all holidays that fall during their employment. Temporary employees may apply for positions as regular exempt or regular non-exempt employment.

## Initial Performance Review.[[7]](#footnote-7)

### Length and Purpose. All introductory employees shall receive a performance review approximately six (6) months after their initial hire date.

### Annual Performance Review. Each employee will be evaluated annually. These written performance evaluations will become part of the employee's permanent personnel records and may be used to support promotions, salary increases, disciplinary action or termination. Program Directors or immediate supervisors will evaluate employees. The Board will evaluate the Executive Director.

## Hiring Procedures.

### Policy. CALC's Executive Director and the Program Director who has the job vacancy share responsibility for filling the vacancy. The CALC Board is responsible for hiring the Executive Director. Hiring will be done in accordance with Section 6 “Hiring Procedures” of the CALC Policies.

### Recruitment-Current Employees.[[8]](#footnote-8)

* Notice of any opening in any position in CALC shall be distributed to Program Directors/department heads, who shall distribute the notice to all staff. Currently enrolled Head Start parents or guardians must be notified of all open Head Start positions.
* In-house notices shall be displayed for a minimum of five (5) consecutive working days.
* A completed application and all supporting documentation must be submitted before the individual will be considered an eligible applicant.
* Current CALC employees shall be eligible for promotion to greater responsibility and authority. Such promotions shall be based upon their ability to perform the duties and responsibilities, their work record, their relationship with fellow workers, the recommendations of their immediate department head and with the concurrence of the Executive Director/CALC Board.
* The Executive Director/designee will have the responsibility to certify that the candidates meet the minimum qualifications for the position.
* The Program Directors/Executive Director/CALC Board may choose to interview current employees before advertising for outside agency applicants. If they choose to hire a current employee or Head Start parent after these interviews, the process stops.
* The Program Directors/Executive Director/CALC Board may choose to interview or re-interview current employees at the same time they interview applicants from outside the agency.

### Recruiting outside the agency. If, after internal notice to the staff, no member of the current staff has applied for the available position or if the hiring entity believes additional applicants are needed, public notice shall be made for the opening. This notice shall be placed in the local news media, Wyoming Job Service Center and any other appropriate locations.

### Selection.

* Selection of all personnel shall put primary emphasis on the individual's qualifications for the job as established in the job description, specifications and other special requirements as may be deemed appropriate by the appointing authority.
* The Executive Director/designee will have the responsibility to certify that the candidate meets the minimum qualifications for the position.
* CALC reserves the right to conduct criminal history checks, driving record checks, education verifications, employment verifications and any other such background checks determined to be appropriate by CALC.

# HOURS OF WORK AND COMPENSATION

## Hours of Work.[[9]](#footnote-9)

### Workday. The programs of CALC each observe "core hours" of operation. Employees are expected to be available and working during these core hours as part of their total scheduled work time, unless other arrangements are made in advance with their supervisor. If the work requires more than the customary office hours, additional hours can be granted by authorized personnel in writing.

### Scheduling. Non-exempt employees and their supervisors may agree to a "Flex Schedule" which differs from the employee's normal work schedule on an as-needed basis. Non-exempt employees who know they will be working more than 40 hours in a given week may, with their supervisor's written permission, flex their time to stay within the scheduled 40 hours. In order to avoid a penalty in pay, the employee must work the total hours normally scheduled for that work week or utilize paid leave time.

## Rest Periods.

### Breaks. Neither the Department of Labor nor state law requires employers to allow breaks for non-exempt employees. However, CALC management understands the need for small breaks in the day. Therefore, breaks are to be scheduled and approved by the supervisor and will be given at the supervisor’s discretion. Non-exempt employees will communicate with their supervisors regarding the need for a break, and the break will be given based upon need and program demand. Generally, full-time, non-exempt employees may request one paid break up to fifteen minutes in length in the morning and one in the afternoon. Part-time employees may request one paid break up to fifteen minutes for every four (4) consecutive hours they are scheduled to work in a given day. Employees are discouraged from leaving CALC's premises during their break periods.

### Meal Periods. Neither the Department of Labor nor state law requires employers to allow time for meal breaks. However, CALC management understands the need for meal breaks. Therefore, meal breaks will be scheduled by supervisors for their non-exempt employees based upon program demands.

Non-exempt employees working more than five (5) hours in a day are allowed to take an unpaid meal period. The intent of the meal period is to give non-exempt employees a distinct break in their day; not to enable a late start or early release. Therefore, the meal period should be scheduled in such a way that there are two (2) working hours both before and after the meal period. Meal periods will be scheduled by supervisors to reflect CALC's needs, but supervisors can attempt to schedule meal breaks to accommodate employee preference and requests. The normal meal break is up to 60 minutes in length, as scheduled by the respective supervisors.

## Overtime.

## CALC will comply with the Fair Labor Standards Act of 2004 (FLSA) when classifying each employee as having exempt or non-exempt status. The work week at CALC begins at 12:00 A.M. on Sunday morning and ends at 11:59 P.M. on Saturday night. Hours worked by non-exempt employees in excess of forty (40) hours in one work week will be paid 1.5 times their normal hourly rate for hours worked in excess of 40. Overtime work by non-exempt employees shall be authorized in advance by their supervisor. Vacation, sick leave and holiday hours are not considered "hours worked" for the purposes of calculating overtime. Vacation and sick leave may not be used to the extent that use of this accrued leave time will cause the non-exempt employee to exceed 40 hours in one week.

##

## Compensation and Salary Administration.[[10]](#footnote-10)

## Salary increases for merit, Cost of Living Adjustment (COLA) or for normal growth may be granted by the CALC board based on a written evaluation of merit or other pre-established criteria and availability of funds.

## Pay Period and Paydays.

### Pay Periods. CALC employees are paid every two (2) weeks. CALC employees are encouraged to use the direct deposit program offered by CALC.

### Paydays. CALC employees are paid on every other Friday.

### Payroll Deductions and Tax Reporting. Payroll deductions are made to comply with federal and state laws pertaining to taxes and insurance. Deductions may be made for federal income tax withholding, Social Security tax (FICA) and Medicare, as well as for any premiums or contributions related to employee benefits offered by CALC in which you have chosen to participate. Deductions will also be made in accordance with court orders to garnish wages. On each payday, you will receive a statement showing your hours worked, gross pay, deductions and net pay. You should carefully review the payroll report, and notify the fiscal office as soon as possible if you believe your pay or deductions have been incorrectly calculated, or any improper or unauthorized deductions have been made.

At the end of each calendar year, you will be supplied with your Wage and Tax Statement (W-2) Form. This statement summarizes your income and deductions for the year. If you have any questions about the information provided on these forms, please contact the fiscal office.

## Attendance and Tardiness.

### Time Reporting. It is the responsibility of each employee to accurately complete the payroll record and document actual hours worked each day for each pay period. CALC’s federal grants require that time sheets be signed by the employee and by an individual familiar with their work and hours; generally their supervisor. Therefore, the time sheet must be signed by both the employee and the supervisor. Signed time sheets are to be submitted to the Fiscal Office by 10:00 A.M. the Tuesday before pay day. Altering, falsifying or tampering with time records or recording time on another employee's time record may result in disciplinary action, up to and including termination of employment. CALC also prohibits working “off the clock” – performing work for CALC without recording the time worked on a time sheet. Employees shall record all time worked on a time sheet. If any supervisor requests or directs an employee not to record time worked on their time sheet, the employee should report the matter immediately to the Executive Director.

### Attendance and Tardiness. Timely performance of an employee's duties and responsibilities is essential to the smooth operation of CALC and shows respect for fellow employees who are required to assume a co‑worker's duties in his or her absence. Supervisors are expected, therefore, to make sure that every employee reports to work regularly and on time. Employees who are unable to report for work on time are to notify an appropriate supervisor (as defined by the Program Director) as soon as they know they will be absent or tardy, but in no case later than one (1) hour before scheduled start time.

If an employee does not call in before his or her shift begins, the employee will be required to adequately explain to the supervisor why he or she did not call in a timely manner. Employees may be disciplined up to and including discharge for failing to report to work without notice or with insufficient notice. Excessive absenteeism or tardiness, or other attendance and tardiness problems may also be cause for discipline up to and including discharge. Employees who fail to report to work for three (3) consecutive days without properly communicating to their supervisor will be viewed as voluntarily resigning their employment as of the third day.

 CALC’s “Code of Conduct” policy defines good attendance habits as:

1. Appearing for work no later than the start of the shift,
2. Being at your work station ready for work by the start of the shift,
3. Remaining at your work station unless the needs of the job require being elsewhere, except during authorized breaks (including restroom breaks),
4. Taking only the time normally allowed for breaks,
5. Remaining at work during your entire shift, unless excused by a supervisor,
6. Not leaving work until the scheduled end of your shift, unless excused by a supervisor,
7. If you are a non-exempt employee, leaving promptly at the end of your shift, unless you have been given advance permission from your supervisor to work past that point,
8. Calling in and personally notifying your supervisor or another appropriate supervisor if you are going to be either absent or tardy, unless a verifiable emergency makes it impossible for you to do so. It is not sufficient to call in and leave a message with a coworker or someone else that is not in a supervisory position.[[11]](#footnote-11)

# GENERAL POLICIES AND PRACTICES

## Employee Concerns - Grievance[[12]](#footnote-12)

### General Information.

The success of any organization depends on the unselfish cooperation of employees at all levels. Disagreements that arise in the operation of the programs of Community Action of Laramie County should be resolved promptly through discussion between the employees and immediate department heads whenever possible. This policy provides a means for employees to file a written complaint to a supervisor if they disagree with a negative performance evaluation or if they have been subjected to what they believe is an adverse disciplinary decision (including a negative performance evaluation) or violations of Federal, State, or local laws or if they believe there has been a violation of rules, regulations or CALC personnel policies.

### Procedures.

Employees have five (5) working days after the occurrence in which to file a grievance. The complete Grievance Policy can be obtained by contacting the Program Director, the Executive Director, or the Fiscal Officer. Procedures for filing a grievance are part of the CALC Grievance Policy.

## Dress Code Policy[[13]](#footnote-13)

CALC does not have a strict dress code. However, the highest standards of personal appearance and professional conduct need to be followed by each and every employee when engaging in any action concerning the programs, in relationships with clients, outside professionals, providers, the public, or other employees. With regard to personal appearance, CALC has the following guidelines:

* Body, hair and clothing should be clean,
* Clothing is appropriate for the program, and
* Shoes are to be worn.

The supervisor, Program Director or Executive Director has the authority to determine the appropriateness of the attire, and may send the employee home to change clothes if, in his or her opinion, the employee’s attire is inappropriate.

## Licensed Employees.

### Required Licenses or Certificates. An employee who works in a position for which a valid state driver's license or any other license or certificate is required, shall notify his or her supervisor immediately if that license or certification expires, is suspended, revoked, or withheld for any reason. Reasonable accommodation may be made to allow continuation of employment during such periods if it is in the best interest of CALC as determined by the Executive Director or otherwise required by law. If reasonable accommodation cannot be made, the employee may be suspended without pay until the employee obtains a valid license or certificate.

## Safety.[[14]](#footnote-14)

### General. CALC is dedicated to providing a working environment and working conditions free from recognized hazards that either cause or are likely to cause harm to employees. Every effort is made to comply with all safety regulations. CALC is a drug-free workplace, and has established policies for OSHA compliance, Firearms in the Workplace, Workplace Violence, and Outreach Safety. Copies of the complete Safety Policies are available through your Program Director, the Executive Director, and the Fiscal Officer.

###

### On-the-Job Injuries. CALC desires to provide safe working conditions for its employees. However, occasional on-the-job injuries may occur. When they do, employees are to make a report to their immediate supervisor within 24 hours of each injury or illness regardless of the degree of severity.

### Workers Compensation Benefits. Employees who suffer a job-related injury or illness may be entitled to receive workers compensation benefits through the Wyoming Workers’ Compensation System. Employees who believe that they have suffered a work-related injury or illness must submit a Worker's Compensation injury report to the Executive Director within seventy-two (72) hours of the injury. The employee who claims a job-related injury is required to be examined by a qualified physician and/or hospital personnel. A medical report from the physician must be submitted to the Wyoming Workers' Safety and Compensation Division for review.

## Personnel Records.[[15]](#footnote-15)

### Personal Addresses. Employees shall report all changes of address, telephone number and/or family status to their supervisor and the fiscal office.

### Personnel Records. CALC maintains personnel records, which include, but are not limited to, the employee's application, results of tests (if applicable), reference check reports, Employment Eligibility Verification (Form I-9), signed statement of receipt of personnel policies, job description, code of conduct, health & life insurance information, introductory and periodic performance evaluations, salary and position changes, awards given, suggestions used, withholding exemption certificate, termination evaluation, requested and granted leave applications. These personnel files are maintained at the CALC home office. Except for the information set forth in Section E3, or pursuant to a subpoena or court order, no personnel file, or its contents, shall be discussed or reviewed with sources outside the agency or the agency’s legal counsel without written consent of the employee.

Any employee desiring to see their personnel records should request an appointment with the Executive Director. The documents in the employee's personnel records should be reviewed by the employee in the presence of the Executive Director/designee. The employee is not authorized to permanently remove anything from their personnel record. Violation of this regulation shall be grounds for immediate termination. Employees can, however, for their own use make and pay for copies of the documents from their file.

### Reference Requests. When CALC receives requests regarding employment and salary status of its current or former personnel, the only information that will normally be provided is verification of date(s) of employment, position(s) held, and eligibility for re-hire. CALC may confirm additional information, such as salary or wage, provided the request is accompanied by a release signed by the employee in a form acceptable to CALC. All requests for information about current or former employees shall be referred to the Executive Director. CALC generally will not provide additional information to outside sources without written authorization from the applicant or employee, unless it is required to do so to comply with subpoenas, valid court orders or government requests.

## Travel.[[16]](#footnote-16)

### Travel Away From CALC. All out-of-town travel must be previously authorized by the Executive Director and approved by the employees supervisor or in the case of the Executive Director's travel must be approved by the Executive Committee, using appropriate forms provided by CALC.

### Travel Expense Reimbursements. Provided approval is obtained in advance, CALC employees shall be reimbursed for reasonable and customary expenses actually incurred in connection with CALC business, including food, lodging and travel expenses. Requests for reimbursement of out-of-town travel expenses must be submitted within five (5) days of the return date. Requests for reimbursement of travel expenses within the local area of Laramie County must be submitted by the eighth (8th) of the following month. Requests submitted after the established deadlines will not be reimbursed. When it is known that billing will be coming in at a later date (i.e. toll road charges) reimbursement will be made on reasonable estimates based on recent similar cost.

Requests for reimbursement shall be submitted on a reimbursement form signed by the employee and the Program Director. Approved expenses are reimbursed through the normal accounts payable process. Receipts or other evidence of payment are required for reimbursement. Rates for travel reimbursement, meals, lodging and other travel expenses are to be limited as follows:

#### Privately owned vehicles used for official local and out-of-town travel (if an agency owned vehicle is not available) will be reimbursed at the per-mile reimbursement rate currently approved by the Board of Directors.

#### The reimbursement rates for parking fees, fares, tolls or other necessary expenses will be reimbursed at the actual expenses shown on the receipts.

#### Rental cars are not normally a covered expense, but may be reimbursed at the actual cost when the traveler can demonstrate a reasonable need or cost savings to the agency.

#### Lodging will be reimbursed at the actual expense. Every attempt must be made to get the block room rate. If this is not possible, the rate must be approved in advance by the Executive Director. Lodging at hotels, which are the site of the conference or meeting that necessitated the travel, will be reimbursed at the actual expense for a standard room.

 e. Meals and incidental expenses will be reimbursed based on the current per diem rate for specified areas as published by the General Services Administration. Meals provided as part of a conference or meeting will be deducted from the per diem allowance. Advances may be requested, but must be approved by the Executive Director and may be limited.

### Direct Billings Direct billing to CALC is allowed for the following travel expenses: airfare, deposits for seminars or lodging, and rental fees for the use of meeting rooms. Employees should arrange with the Fiscal Officer to use the CALC credit cards for these advance bookings. Other travel expenses should be paid by the employee and submitted for reimbursement by CALC on the employee's reimbursement form.

## Use of CALC Vehicles.

### Driving of Vehicles. Employees who operate CALC vehicles or equipment must do so in a courteous, defensive manner and follow applicable rules and regulations. A valid driver's license is required. Employees shall be responsible for reporting to their supervisor or Executive Director any accidents, or any repairs or service the vehicle may need. Employees are prohibited from operating CALC vehicles, or operating any vehicle while traveling on CALC business, for a period of four (4) hours after consuming any alcoholic beverage.

### Taking CALC Vehicles Home. No CALC vehicles are to be taken home by an employee on a regular basis without the prior authorization from the Executive Director/designee.

### Traffic Violations. If an employee is authorized to operate a company or personal vehicle in the course of assigned work, that employee will be considered completely accountable for any fines or traffic violations incurred relating to the employee’s operation of the vehicle.

## Smoking.

Smoking is not permitted inside any CALC building or vehicle. Smoking is prohibited within a presumptively reasonable minimum distance of ten feet from entrances, exits, windows that open, and ventilation intakes that serve an enclosed area where smoking is prohibited so as to ensure that tobacco smoke does not enter the area through entrances, exits, open windows, or other means. Appropriate containers provided for cigarette disposal must be used. Please be courteous and concerned about the needs of fellow employees who may not smoke.

## Patron Relations.

Because its employees and volunteers are CALC's ambassadors, regardless of position, the more goodwill CALC promotes, the more our patrons will respect and appreciate CALC's employees and volunteers, and CALC's and services.

 Accordingly, CALC expects all staff members to:

 1. Act competently and deal with patrons in a courteous and respectful manner;

 2. Communicate pleasantly and respectfully with other employees at all times;

 3. Follow up on orders and questions promptly, provide businesslike replies to inquiries and requests, and perform all duties in an orderly manner; and

 4. Take great pride in their work and enjoy doing their very best.

## CALC Meetings and Educational Opportunities.

On occasion, employees may be requested to attend a CALC‑sponsored meeting or event outside of normally scheduled working hours. Non-exempt employees shall be compensated at their regular rate of pay, including overtime if applicable, for attendance at such meetings or events.

CALC encourages employees to participate in continuing education and professional development programs. Employees who wish to attend job-related conferences, meetings or seminars shall seek approval from their supervisor. Each request will be considered on a case-by-case basis, subject to organizational needs and budgetary considerations.

## Electronic Systems and Equipment

All electronic equipment and all communications and stored information transmitted, received, or contained in CALC's information systems (including but not limited to facsimiles, computers, copy machines, voice mail, E-mail, instant messaging, and Internet access) are the property of CALC and, as such, are to be used solely for job-related purposes. The use of CALC’s software and electronic equipment for non-job related purposes is prohibited, and employees should not have any expectation of privacy when using this equipment and systems.

Employees will be given CALC's "Use of Email, Network and Internet/Intranet Procedure". This procedure form will be reviewed with the employee, and must be signed by the employee prior to authorizing access to the CALC email system or servers.[[17]](#footnote-17)

CALC hosts both a website and a Facebook page. All CALC programs are highlighted on these social networking sites. Posts to these sites must be screened and approved through the site administrator. Contact the Executive Director if you need to utilize social networking for your program.

Cell phone used during work hours is intended for business related users only. Calls or texting for personal reasons should be limited. Downloading or playing of games, picture taking, surfing the internet, etc. for personal use are prohibited during company time. CALC employees are prohibited from texting or talking on cell phones (unless on a hands-free device) while driving on company business.[[18]](#footnote-18)

## Entry After-Hours.

For the safety of our staff and volunteers, non-exempt employees and volunteers are not allowed to enter CALC property after normal working hours for any reason without the express approval of the employee's supervisor or Executive Director. No off-duty employee or volunteer is allowed to be in any area of CALC's program sites other than areas open to the general public.

## Drug and Alcohol Policy[[19]](#footnote-19)

CALC has a vital interest in maintaining safe, healthful, and efficient working conditions for its employees. Being under the influence of a drug or alcohol on the job may pose serious safety and health risks not only to the user but to all those who work with the user. The possession, use or sale of an illegal drug or alcohol in the workplace may also pose unacceptable risks for safe, healthful and efficient operations. CALC recognizes that its own future is dependent upon the physical and psychological health of its employees. Accordingly, it is the right, obligation and intent of CALC to maintain a safe, healthful and efficient working environment for all of its employees and to protect CALC employees, clients, students, property, equipment and operations.

The unlawful manufacture, distribution, dispensation, possession or use of any controlled substance or alcohol in a work place owned, rented or supported by CALC is strictly prohibited. The presence, in any detectable amount, of any illegal drug or alcohol in an employee while performing CALC business or while in/on CALC facility/premises/vehicle is prohibited. The use of or being under the influence of any legally-obtained drug by any employee while performing CALC business or while in any CALC facility is prohibited to the extent such use or influence may affect the safety of co-workers or members of the public, the employee's job performance, or safe and efficient operation of equipment or vehicles.

CALC may conduct unannounced searches for illegal drugs or alcohol in CALC facilities or vehicles. Employees are expected to cooperate in the conducting of such searches. Searches of CALC facilities and property can be conducted at any time and do not have to be based on reasonable suspicion. Searches of employees and their personal property may be conducted when there is reasonable suspicion to believe that the employee(s) is in violation of this policy. Searches of employees and their personal property, including their personal vehicles if parked on CALC property, may otherwise be conducted when circumstances or workplace conditions justify them. An employee’s consent to a search is required as a condition of employment.

Any employee found in violation of this policy will be subject to discipline and/or termination of employment.

Employees may request a full copy of the Drug Free Workplace Policy from their Program Director, the Executive Director, or the fiscal office.

## Theft.

Unauthorized possession or removal of CALC property is a very serious offense. Although taking small items of CALC property may seem inconsequential, the cumulative effect can be very large. Property theft of any type will not be tolerated by CALC. Property theft is considered to be the unauthorized use of services or facilities or the taking of any CALC property for personal use.

Employees violating this policy will be subjected to disciplinary action up to and including possible discharge and prosecution.

## Weapons.[[20]](#footnote-20)

Except for sworn law enforcement officers, CALC employees, board members, volunteers, parents or custodians of Head Start students and clients are prohibited from carrying any firearms or weapons while on duty or visiting CALC facilities. This includes employees, board members, volunteers, parents and clients who have obtained a concealed weapon permit.

## Conflict of Interest.[[21]](#footnote-21)

CALC has a commitment to the principles of integrity, transparency, predictability and accountability; and to protect CALC's interests. Therefore, it must guard against conflict of interest when it is contemplating entering into a transaction or arrangement, being sure that none benefit the private interests of a board member or employee or result in more than an insignificant benefit from the transaction to that person or their family.

CALC defines conflict of interest as: conflict, or the appearance of conflict, between the private interests and the official responsibilities of a person in a position of trust. All board members, policy council members and employees are required to declare any conflict of interest before voting or negotiating a transaction or arrangement. If the individual does not declare a conflict, but another may suspect the conflict, they must open a discussion about a possible conflict. If after the discussion the board concludes a conflict, the individual will excuse themselves from the vote or actions on related issues.

## Employment of Relatives[[22]](#footnote-22)

No person, whose employment is supported by funds administered by CALC or cash contributions to the non-federal share, shall hold any positions over which any member of their immediate family or household has authority or responsibility, either as a member of a governing board or an employee of the grantee or delegate agency, to order or recommend personnel actions.

# FRINGE BENEFITS

## Holidays.[[23]](#footnote-23)

### CALC is closed for business for observance of the following holidays:

New Year’s Day

Martin Luther King, Jr.'s Birthday

Presidents’ Day

Easter Monday

Memorial Day

Independence Day

Afternoon of Cheyenne Day

Labor Day

Veterans Day

Thanksgiving Day, and the day after Thanksgiving

Christmas Day

If the holidays listed above fall on non-work days they shall be observed on the preceding Friday or the following Monday, as the Executive Director directs. The afternoon preceding Christmas Day and New Year's Day are holidays. All scheduling for early/afternoon closures will be coordinated with the employee’s supervisor.

### Weather Closure.

*All CALC Programs Except Head Start:* The Executive Director has the discretion to declare days off, early release or late arrival when weather makes it unsafe for employees to travel to or from work. This decision will be based on such things as State offices closing or late arrival being announced; school closing or late arrival being announced; road reports; weather reports; etc.

If the CALC office has not been closed, employees who cannot get to work must make arrangements with their supervisor within one hour prior to the start of their shift to either 1) utilize their annual leave for the lost time, 2) flex (make up) the lost time during the same week, or 3) take “Excused Without Pay” status. Failure to obtain supervisor approval in advance will result in the absence being “Unexcused”, and could result in disciplinary action.

*Head Start Only:* In the event of inclement weather affecting Head Start, the HS Program Director has the discretion to declare days off, early release or late arrival for Head Start staff only to ensure safe travel conditions for staff and program participants. This discretion includes flexibility to close all or specific areas of the program as circumstances dictate.[[24]](#footnote-24)

## Annual Leave.[[25]](#footnote-25)

**Annual Leave Provisions applicable to all 12-month employees.**

* CALC’s annual leave accrual policy is based upon a typical 8-hour work day; 80-hours per pay period. All discussion of “days” in this section limits the accrual (hours earned per day) to 8 hours or less.
* Annual leave must be used by actual number of hours normally scheduled. If normally scheduled to work four ten-hour days, the employee would record ten hours usage. If normally scheduled to work five six-hour days, the employee would record six hours usage.
* Employees are required to take a minimum of one (1) week vacation time each year.
* Banked vacation hours cannot exceed 160 hours (20 work days) for exempt employees; 120 hours (15 days) for non-exempt employees.
* In approving leave time requests, CALC’s workload, the simultaneous absence of other employees, and the schedule of activities shall be factors to be considered.
	+ As a general rule, leave will not be approved if the time to be taken will interfere with the organization’s work requirements as determined by the Executive Director/designee.
* Request in advance - time requirements:
	+ Vacation five (5) days or more: request shall be submitted and approved by Executive Director/designee at least ten (10) days in advance.
	+ Vacation fewer than five (<5) days: request shall be submitted and approved by Executive Director/designee at least the number of days requested in advance.
* Accrued vacation hours may never fall below zero.
* Vacation hours accrued are payable at termination of employment, subject to adjustment.\* (\*see sick leave)

**Regular Exempt Employees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Years of Service** | **Accrued Hours per Pay Period** *(1)* | **8-Hour Days per Year**  | **Max. Hours Earned Per Year** | **Maximum Accrued Hours Allowed** *(2, 3)* |
| 1st | 3.0769 | 10 | 80 | 160 |
| 2nd | 3.6923 | 12 | 96 | 160 |
| 3rd | 4.0000 | 13 | 104 | 160 |
| 4th | 4.3077 | 14 | 112 | 160 |
| 5th | 4.6154 | 15 | 120 | 160 |
| 6th | 4.9231 | 16 | 128 | 160 |
| 7th | 5.2308 | 17 | 136 | 160 |
| 8th | 5.5385 | 18 | 144 | 160 |
| 9th | 5.8462 | 19 | 152 | 160 |
| 10th and above | 6.1538 | 20 | 160 | 160 |

1. *Exempt employees receive the same number of hours each pay period, regardless of the number of hours worked, unless a Leave of Absence (as defined in CALC Policies) has been granted.*
2. *When an exempt employee reaches the maximum banked hours allowed, accruals cease until the employee is below the maximum banked time allowed. (i.e., some of the time is used)*
3. *If sick leave and vacation, when added together, are at zero because of an extended illness, the employee will be placed on leave of absence without pay.*

**Regular Non-Exempt Employees (excluding Head Start 9-month employees)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Years of Service** | **Percentage Applied to Hours Paid *(1)*** | **8-Hour Days per Year** ***(2)*** | **Max. Hours Earned Per Year** | **Maximum Accrued Hours Allowed *(3, 4)*** |
| 1st | 3.8460% | 10 | 80 | 120 |
| 2nd | 4.6150% | 12 | 96 | 120 |
| 3rd | 5.0000% | 13 | 104 | 120 |
| 4th | 5.3850% | 14 | 112 | 120 |
| 5th | 5.7690% | 15 | 120 | 120 |
| 6th | 6.1540% | 16 | 128 | 120 |
| 7th | 6.5380% | 17 | 136 | 120 |
| 8th | 6.9230% | 18 | 144 | 120 |
| 9th | 7.3080% | 19 | 152 | 120 |
| 10th and above | 7.6920% | 20 | 160 | 120 |

*(1) Non-exempt employees multiply the hours paid times the percentage rate to accrue vacation.*

*(2) Based upon a maximum 80 hour pay period. Days accrued will be less if the non-exempt employee is paid for less than 80 hours in a pay period any time during the year.*

*(3) When a non-exempt employee reaches the maximum banked hours allowed, accruals cease until the employee is below the maximum banked time allowed. (i.e., some of the time is used)*

1. *If sick leave and vacation, when added together, are at zero because of an extended illness, the employee will be placed on leave of absence without pay.*

**Regular Non-Exempt Employees (Head Start 9-month employees)**

* Personal days:
	+ 8 hours per semester, awarded at the beginning of each semester
	+ Must be used or lost by May 1 for the Spring semester and December 1 for the fall semester
	+ Is payable upon termination

## Sick Leave Policy.[[26]](#footnote-26)

**Sick Leave Provisions Applicable to All Employees**

* CALC’s sick leave accrual policy is based upon a typical 8-hour work day; 80-hours per pay period. All discussion of “days” in this section limits the accrual (hours earned per day) to 8 hours or less.
* Sick leave must be used by actual number of hours normally scheduled. If normally scheduled to work four ten-hour days, the employee would record ten hours usage. If normally scheduled to work five six-hour days, the employee would record six hours usage.
* An employee eligible for sick leave with pay shall be granted such leave for the following reasons:
	+ Personal illness
	+ Illness within the employee’s immediate family (as defined in the “Employee Benefits” Policy)
	+ Physical incapacity resulting from causes beyond the employee’s control
	+ Medical, mental, dental, optical or other professional treatments
	+ Approved substance abuse treatment programs
* Employees must notify their supervisor/Program Director within one (1) hour before normal reporting time.
* An employee may be required to submit substantiating evidence including, but not limited to, a physician’s certificate, when absences chargeable to sick leave are in excess of five (5) consecutive working days.
* Sick leave will be recorded on the employee’s time/attendance sheet.
	+ Exempt employees: These employees can only take sick leave in full day increments.
* Accrued sick leave may be negative.
	+ An employee’s total leave record, when adding accrued vacation and sick leave together, shall never fall below zero (must be net positive).
	+ Negative sick leave will be adjusted against positive annual leave annually.
* Accrued sick leave is not payable upon termination
	+ Employees must surrender annual leave equal to any negative sick leave balance on their final pay check. Only the net positive annual vacation accrual will be paid upon termination.
* When an employee has used all earned sick and annual leave because of an extended illness, the employee may be placed on leave of absence without pay. Unprotected leave not covered by sick leave may end in termination.
* Abuse of sick leave can be cause for dismissal. The following are examples of patterns of behavior that can be considered abuse of the sick leave policy:
	+ Taking sick leave as soon as it is earned
	+ Sick leave that is frequently used on the same day of the week
	+ Continuous requests to be given sick leave not yet earned (repeated negative sick leave balance)
	+ Use of sick leave for purposes other than illness
* Any absence protected as FMLA leave or an ADA accommodation will not be considered as a negative factor in making any employment decisions (e.g. discipline) and will not be counted against any total number of absences in attendance policy limitations.
* Any employee who finds they are using frequent sick leave days should communicate with their supervisor about their ongoing illness.

Persons re-employed by CALC after a break in employment of not more than one (1) year will be credited with their previously unused sick leave.

**Regular Exempt Employees**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Years of Service** | **Accrued Hours per Pay Period *(1)*** | **8-Hour Days per Year** | **Max. Hours Earned Per Year** | **Maximum Accrued Hours Allowed *(2)*** |
| All | 3.6923 | 12 | 96 | 240 |

1. *Exempt employees receive the same number of hours each pay period, regardless of the number of hours worked, unless a Leave of Absence (as defined in CALC policies) has been granted.*
2. *When an exempt employee reaches the maximum banked hours allowed, accruals cease until the employee is below the maximum banked time allowed.*

**Regular Non-Exempt Employees (Including Head Start 9-month employees)**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Years of Service** | **Percentage Applied to Hours Paid *(1)*** | **8-Hour Days per Year *(2)*** | **Max. Hours Earned Per Year** | **Maximum Accrued Hours Allowed *(3)*** |
| All | 4.6150% | 12 | 96 | 240 |

*(1) Non-exempt employees multiply the hours paid times the percentage rate to accrue vacation.*

*(2) Based upon an 80 hour pay period. Days accrued will be less if the non-exempt employee is paid for less than 80 hours in a pay period any time during the year.*

*(3) When a non-exempt employee reaches the maximum banked hours allowed, accruals cease until the employee is below the maximum banked time allowed.*

##  Emergency Leave/Bereavement

* Qualifying events
	+ Death or critical illness of a staff member’s immediate family
		- Your spouse
		- Your child, grandchild, or great-grandchild (foster, adopted or natural
		- Your step-child and their children
		- Your brother, sister, stepbrother, stepsister, half-brother or half-sister
		- Your parent, grandparent or other direct ancestor
		- Your aunt, uncle, niece or nephew
		- Your father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, or sister-in-law
	+ Time allowed chargeable to sick leave
		- Three (3) days if the family member lives within the community
		- Five (5) days when travel greater than 200 miles is involved

## Jury Duty and Voting Leave.

### Eligibility for Jury Duty Leave.[[27]](#footnote-27)

Any employee who is required to serve as a juror in a federal, state, or municipal court shall be granted court leave with full pay to serve in that capacity. The employee shall receive any normal compensation that would be due for working normal shifts. However, any compensation received as a result of such court appearances must be refunded to CALC. Monies earned for such court appearances served during off hours, holidays, vacations, etc., shall not be considered CALC wages and are in no way subject to this policy.

Any employee who is required to serve as a witness or a litigant in a case resulting from the discharge of their duties as a CALC employee shall be granted court leave with full pay.

Any employee who is required to be in court because of litigation to which they are a party shall be granted leave, but must use annual leave (vacation) or be granted leave without pay for the length of their involvement.

Any employee called as a witness on matters unrelated to their employment at CALC will request annual leave in accordance with leave procedures.

### Time Off for Voting.[[28]](#footnote-28)

Wyoming Statute § 22-2-111 allows employees one hour off, other than their lunch hour, on which to cast a vote in any primary, general or special election to fill a vacancy in the office of representatives in the Congress of the United States. This benefit is provided at the employer's convenience, outside of the lunch hour, and must be used to cast a vote in the election. Time off will not be granted to employees whose normal working hours provide three (3) consecutive nonworking hours during the time the polls are open.

## Leave Without Pay.

### Family and Medical Leave (FMLA).

CALC follows formal procedures that comply with the Family Federal and Medical Leave Act to accommodate employees during times of medical need for themselves or to care for their immediate family members. CALC provides up to 12 weeks of **unpaid** job-protected leave to eligible employees for the following reasons:

* Incapacity due to pregnancy, prenatal medical care or child birth;
* To care for the employee’s child after birth, or placement for adoption or foster care;
* To care for the employee’s spouse, son or daughter, or parent, who has a serious health condition;
* Serious health condition that makes the employee unable to perform the essential functions of her or her job.

**Military Family Leave Entitlements**

Eligible employees with a spouse, son, daughter, or parent on active duty or call to 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. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

Eligible employees may also take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the servicemember is undergoing medical treatment, recuperation, or therapy, or is in outpatient status; or is on the temporary disability retired list.

**Benefits and Protections**

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

**Eligibility Requirements**

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

**Definition of Serious Health Condition**

A serious health condition is 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 treatment.

**Use of Leave**

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.

**Substitution of Paid Leave for Unpaid Leave**

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer’s normal paid leave policies.

**Employee Responsibilities**

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer’s normal call-in procedure.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

**Employer Responsibilities**

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees’ right and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee’s leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

**Unlawful Acts by Employers**

FMLA makes it unlawful for any employer to:

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

**Enforcement**

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

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.

### Leave of Absence.[[29]](#footnote-29)

A leave of absence is a temporary, non-pay absence from duty status, granted at the Executive Director's discretion (or the Board of Directors, if the employee is the Executive Director), upon the employee's submission of the request form. This request form shall be filed with the attendance and personnel records. A request for leave of absence in no way guarantees that such leave will be granted.

Leave of absences may be requested within a reasonable time after the employee has begun to miss work, if facts and circumstances present that the employee will require an extended absence from work. They will not exceed fifty-two (52) weeks in length; nor will more than one (1) leave of 52 weeks in duration be allowed.

Employees must use any annual leave accrual that they have earned during the leave of absence, but sick leave may only be used if the leave is for a verified long-term illness. Employees will not accrue sick or annual leave benefits when on leave of absence. Additionally, the employee will be responsible for the entire cost of the employer-sponsored insurance premium in order to continue coverage.

Employees must work directly with the Executive Director to request the leave of absence. The complete policy on leave of absence is available through the Program Directors, the Executive Director, or the fiscal office.

### Military Leave Entitlements

A military leave of absence will be granted to employees who are absent from work because of service in the Armed Forces, National Guard or reserves in accordance with the Uniformed Services Employment and Reemployment Rights Act (USERRA). “Service” means performing military duty on a voluntary or involuntary basis, including active duty, duty for training, initial active duty for training, inactive duty training (such as drills), full-time National Guard duty, and absence for the purpose of a fitness exam.

Except in rare cases of military necessity where advance notice is impossible or unreasonable, employees are required to notify their immediate supervisor in advance about impending military service. Employees are requested to provide such notice as soon as they have knowledge of upcoming military service. Notice may be either verbal or written; however, CALC requests that upon receipt of written orders, a copy of those orders be forwarded to the Executive Director when the orders are issued.

Military leave is unpaid. However, employee may use any accrued annual leave during the absence. USERRA also provides for continuation of health insurance benefits while on leave based on the length of the individual’s military leave. Benefit accruals, such as vacation or sick leave, will be suspended during the leave and will resume upon return to active employment. Employees on military leave for up to 30 days are required to return to work on the first regularly scheduled shift after the end of service, allowing reasonable time for travel. Employees on longer military leave must apply for reinstatement in accordance with USERRA. As required under USERRA, employees returning from military leave will be placed in the position they would have attained had they remained continuously employed or a comparable position depending on the length of military service. Furthermore, they will be treated as though they were continuously employed for purposes of seniority-based benefits, if any.

## Group Insurance Benefits.

### Medical, Dental and Vision Insurance.[[30]](#footnote-30)

Full-time employees, and part-time employees who are regularly scheduled to work 30 or more hours per week may participate in the CALC group medical, dental and vision insurance plans according to the plan's eligibility requirements. Any premium costs not covered by CALC shall be paid by an enrolled employee by means of a pre-tax payroll deduction. CALC may, from time to time, change its insurance plan, policies, and coverage in this handbook.

CALC will cover 70% of the cost of the plan for single and single with dependents coverage, or 60% of the cost of the plan for full family coverage and employee/spouse (married) coverage. The employee pays the remainder of the premium through payroll deductions on the first two paychecks of each month.

Head Start Only:[[31]](#footnote-31) Head Start partial year staff members (typically 9-month staff) are eligible to continue their group health and dental/vision coverage during the period of summer break. During the first 18 months of continuous employment, these staff members are responsible for 100% of the premium during summer break. Periods of seasonal layoff shall not be considered as an interruption of continuous employment. After 18 months of continuous employment, CALC will pay the employer portion of the premiums as outlined above. Partial year employees will be responsible for arranging payment of their portion of the premiums with a summer insurance payment schedule with the fiscal office; typically accomplished through payroll deduction pro-ratably over the period of active employment.

### Aflac.[[32]](#footnote-32)

CALC offers employees the opportunity to participate in various Aflac insurance policies. CALC does not pay any portion of the premium. Certain Aflac policies are considered health/dental policies, and are offered on a pre-tax basis. Aflac is administered by an Aflac agent independent of CALC. Aflac premiums are withheld on the first two paychecks of each month.

### Life Insurance.

Life insurance will be provided to all regular full-time and regular part-time employees who work a minimum of twenty-five (25) hours per week.

## Other Fringe Benefits.

### Social Security.

All employees at CALC participate in the Social Security System.

### 401(k) Plan.[[33]](#footnote-33)

CALC shall contribute 3% of employee's gross monthly earnings to a tax deferred retirement plan conforming to Section 401(k) of the Internal Revenue Code of 1986 as amended. CALC will also match employee contributions of up to 3% of gross pay.

Eligibility for employer contributions to the plan is available to all employees over the age of 18 who have worked 12 month and have worked a minimum of 1,000 hours in that 12 months. Contributions will begin in the month following the month in which the employee meets eligibility requirements. Employees are eligible to make contributions immediately upon hire, as long as they are 18 years of age or older, subject to annual limitations as established by the Internal Revenue Service.

### Unemployment Compensation.

Unemployment compensation benefits are available after separation from employment in accordance with the laws and regulations regarding unemployment compensation.

# SEPARATION FROM EMPLOYMENT

## Resignation.

### Notice.

Employees may resign at any time during their employment period without prior notice. It is requested, however, that as a courtesy to CALC, such employees give at least two (2) weeks written notice. A resignation can be accepted immediately upon receipt. The written notice should state the reason the employee is resigning. The supervisor shall forward the resignation notice to the Executive Director for retention in the employee’s personnel file.

### Exit Interview.

In instances where an employee voluntarily leaves, CALC management would like to discuss the employee's reasons for leaving and any other impressions that he or she may have about CALC. Employees departing voluntarily will be asked to grant CALC the privilege of an exit interview. This interview can provide significant insights into perceived management flaws - the employee is leaving and therefore may be more comfortable "clearing the air." During the exit interview, free expression is encouraged. It is hoped that this exit interview will help make the parting friendly, as well as provide insights into possible improvements. All information will be kept strictly confidential and will in no way affect any reference information that CALC management will provide another employer.

### Discharge.

Employees may be discharged at any time during their employment without notice, so long as the reason for discharge is not prohibited by law.

### Re-Employment.

 Employees who have been discharged by CALC are not eligible for re‑employment.

**AT-WILL EMPLOYMENT**

YOUR EMPLOYMENT WITH CALC IS “AT-WILL.” YOU MAY BE TERMINATED AT ANY TIME WITH OR WITHOUT CAUSE, WITH OR WITHOUT ADVANCE NOTICE, AND WITHOUT RIGHT OF APPEAL

The language used in this handbook is not intended to, and shall under no circumstances, be construed to create a contract of employment between you and CALC. You are not being hired for any specific period of time, and nothing expressed or implied herein shall be construed to create an expectation for permanent or a specific duration of employment.

This policy may only be modified in writing by the Board of Directors. No contrary oral or written statements will bind the company and shall not be relied upon to any extent.

**In Closing**

The employee handbook is a guide to familiarize you with a basic understanding of CALC’s policies. It is to your advantage to become familiar with these policies. Consult your immediate supervisor or the Executive Director if you do not fully understand something about your job or any of the policies and provisions described within the handbook.

CALC retains the right to unilaterally, without notice or consideration, change or amend any policy, procedure or benefit set forth herein.

 **COMMUNITY ACTION OF LARAMIE COUNTY, INC.**



 **EMPLOYEE HANDBOOK**

**Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Patricia Jones, Board Chair

 Community Action of Laramie County

**Accepted by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Regina Clark, Chairman

 Laramie County Head Start Policy Council

1. Section 1 “General Provisions Introduction” of CALC Policy Manual [↑](#footnote-ref-1)
2. Section 1 “Equal Opportunity Employer”, CALC Policy Manual [↑](#footnote-ref-2)
3. Section 6 “Harassment and Discrimination in the Workplace”, CALC Policy Manual [↑](#footnote-ref-3)
4. Section 5 “Workplace Violence Policy”, CALC Policy Manual [↑](#footnote-ref-4)
5. Section 6 “Harassment and Discrimination in the Workplace”, CALC Policy Manual [↑](#footnote-ref-5)
6. Section 6, Attachment A “Hiring Procedures”, CALC Policy Manual [↑](#footnote-ref-6)
7. Section 6 “Employee Evaluation”, CALC Policy Manual [↑](#footnote-ref-7)
8. Section 6 Attachment B “Hiring Procedures”, CALC Policy Manual [↑](#footnote-ref-8)
9. Section 6 “Operational Hours/Overtime”, CALC Policy Manual [↑](#footnote-ref-9)
10. Section 4 “Payroll”, CALC Policy Manual [↑](#footnote-ref-10)
11. Section 6 “Code of Conduct” [↑](#footnote-ref-11)
12. Section 6 “Grievance”, CALC Policy Manual [↑](#footnote-ref-12)
13. Section 6 “Code of Conduct”, CALC Policy Manual [↑](#footnote-ref-13)
14. Section 6 Attachment A “Workers’ Compensation Insurance”, CALC Policy Manual [↑](#footnote-ref-14)
15. Section 3 “Personnel Files”, CALC Policy Manual [↑](#footnote-ref-15)
16. Section 4 “Travel Expenses”, CALC Policy Manual [↑](#footnote-ref-16)
17. Section 6 “Email, Network and Internet/Intranet Procedure”, CALC Policy Manual [↑](#footnote-ref-17)
18. Section 6 “Cell Phone Policy”, CALC Policy Manual [↑](#footnote-ref-18)
19. Section 5 “Drug Free Workplace”, CALC Policy Manual [↑](#footnote-ref-19)
20. Section 5 “Firearms/Weapons in the Workplace”, CALC Policy Manual [↑](#footnote-ref-20)
21. Section 2 “Conflict of Interest”, CALC Policy Manual [↑](#footnote-ref-21)
22. Section 6 “Hiring Procedures”, CALC Policy Manual [↑](#footnote-ref-22)
23. Section 6 Attachment D “Holidays”, CALC Policy Manual [↑](#footnote-ref-23)
24. Section 8 Attachment A (Head Start specific) “Holidays and Leaves”, CALC Policy Manual [↑](#footnote-ref-24)
25. Section 6 Attachment E “Annual Leave (Vacation)”, CALC Policy Manual [↑](#footnote-ref-25)
26. Section 6 Attachment F “Sick Leave”, CALC Policy Manual [↑](#footnote-ref-26)
27. Section 6 Attachment H “Court Time”, CALC Policy Manual [↑](#footnote-ref-27)
28. Section 6 “Employee Benefits”, CALC Policy Manual [↑](#footnote-ref-28)
29. Section 6 Attachment G “Leave of Absence”, CALC Policy Manual [↑](#footnote-ref-29)
30. Section 6 Attachment B “Group Health and Dental/Vision”, CALC Policy Manual [↑](#footnote-ref-30)
31. Section 8 Attachment B “Summer Insurance”, CALC Policy Manual [↑](#footnote-ref-31)
32. Section 6 “Employee Benefits” [↑](#footnote-ref-32)
33. Section 6 Attachment C “Retirement Benefits”, CALC Policy Manual [↑](#footnote-ref-33)