

North Central Washington Workforce Development Area

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LOCAL DIRECTIVE

Directive #: <u>11-102 Rev 1</u> Date: <u>February 1, 2019</u>
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TO: SkillSource Staff
FROM: Dave Petersen, Executive Director
SUBJECT: Personnel Guidelines
SUPERCEDES: Directive # 11-102

This revision updates EO language in compliance with State Policy 5402, Revision 2



PERSONNEL GUIDELINES

REVISED FEBRUARY 2019

**SKILLSOURCE
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SKILLSOURCE PERSONNEL GUIDELINES

1. GENERAL

1.1 PURPOSE/SCOPE

This manual provides information and guidelines about SkillSource's current employment policies. These policies shall not be construed to create contractual rights or any type of promise or guarantee of specific treatment in specific instances upon which any employee may rely.

SkillSource reserves the right to amend, delete, supplement, or rescind the personnel policies, practices or procedures, at any time, as SkillSource deems necessary and appropriate, without advance notice. SkillSource also reserves the right to change or deviate from these policies at any time and in individual situations.

1.2 EQUAL EMPLOYMENT OPPORTUNITY

SkillSource is an equal opportunity employer. SkillSource employs, retains, promotes, terminates, and otherwise treats all employees on the basis of ability, merit, qualifications, and performance. This policy is applied without regard to any individual's race, creed, color, religion, gender, national origin, age, marital status, sexual orientation, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability, unless based upon a bona fide occupational qualification, or any other protected class status.

Equal Opportunity Is the Law

It is against the law for this recipient of Federal financial assistance to discriminate on the following bases:

Against any individual in the United States, on the basis of race, color, religion, sex (including pregnancy, childbirth, and related medical conditions, sex stereotyping, transgender status, and gender identity), national origin (including limited English proficiency), age, disability, or political affiliation or belief, or, against any beneficiary of, applicant to, or participant in programs financially assisted under Title I of the Workforce Innovation and Opportunity Act, on the basis of the individual's citizenship status or participation in any WIOA Title I-financially assisted program or activity.

The recipient must not discriminate in any of the following areas:

Deciding who will be admitted, or have access, to any WIOA Title I-financially assisted program or activity; providing opportunities in, or treating any person with regard to, such a program or activity; or making employment decisions in the administration of, or in connection with, such a program or activity.

Recipients of federal financial assistance must take reasonable steps to ensure that communications with individuals with disabilities are as effective as communications with others. This means that,

upon request and at no cost to the individual, recipients are required to provide appropriate auxiliary aids and services to qualified individuals with disabilities.

What To Do If You Believe You Have Experienced Discrimination

If you think that you have been subjected to discrimination under a WIOA Title I-financially assisted program or activity, you may file a complaint within 180 days from the date of the alleged violation with either: The recipient's Equal Opportunity Officer (or the person whom the recipient has designated for this purpose); or The Director, Civil Rights Center (CRC), U.S. Department of Labor, 200 Constitution Avenue NW., Room N-4123, Washington, DC 20210 or electronically as directed on the CRC Web site at www.dol.gov/crc.

If you file your complaint with the recipient, you must wait either until the recipient issues a written Notice of Final Action, or until 90 days have passed (whichever is sooner), before filing with the Civil Rights Center (see address above). If the recipient does not give you a written Notice of Final Action within 90 days of the day on which you filed your complaint, you may file a complaint with CRC before receiving that Notice. However, you must file your CRC complaint within 30 days of the 90-day deadline (in other words, within 120 days after the day on which you filed your complaint with the recipient). If the recipient does give you a written Notice of Final Action on your complaint, but you are dissatisfied with the decision or resolution, you may file a complaint with CRC. You must file your CRC complaint within 30 days of the date on which you received the Notice of Final Action.

1.3 WORKPLACE HARASSMENT

All employees have the right to work in an environment free from harassment based on their race, color, national origin, creed, religion, age, marital status, sex, disability or any other legally protected status. All employees must be sensitive to the feelings of others and must not act in a way that might be considered harassment by someone else. Conduct appearing to be welcome or tolerated by one employee may be very offensive to another. Therefore, SkillSource prohibits any of the forms of harassment described below.

Sexual Harassment: SkillSource prohibits unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- (1) submission to such conduct is made, either explicitly or implicitly, a term or condition of a person's employment; or
- (2) submission to or rejection of such conduct adversely influences employment decisions affecting an employee; or
- (3) the conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile, or offensive working environment.

Sexual harassment may include unwelcome sexual advances, requests for sexual favors, physical touching, or the granting or withholding of benefits in response to sexual conduct. It also can include verbal or non-verbal behavior such as suggestive looks or leering; obscene or rude sexual comments, jokes or suggestions; slang, names, or labels such as "honey," "sweetie," "boy," or

“girl” that others find offensive; talking about or calling attention to another employee’s body or sexual characteristics in a negative or embarrassing way; continuing unwelcome behavior after a co-worker has objected to that behavior; blaming the victims of sexual harassment for causing the problem; or physical behavior such as pats or squeezes or repeatedly brushing against someone’s body. More subtle forms of inappropriate behavior, such as offensive posters, cartoons, caricatures, comments, pranks and jokes of a sexual nature can also be considered sexual harassment because they may contribute to a hostile or offensive working environment.

Other Forms of Harassment: SkillSource also prohibits any other kind of workplace harassment based on an individual’s race, color, creed, marital status, religion, age, national origin, disability, or any other legally protected status. As with sexual harassment, this includes all conduct that has the purpose or effect of interfering with an employee’s work performance or creating an intimidating, hostile or offensive work environment.

Reporting Harassment: All employees are responsible to ensure a work place free from any type of prohibited harassment or conduct. If an employee is aware of any instances of workplace harassment or believes that he/she is a victim of, or a witness to, sexual or other forms of prohibited workplace harassment or conduct, the employee should immediately report the circumstances to his/her supervisor. Alternatively, if the employee’s supervisor is engaging in such conduct, the employee should report the alleged harassment to the Executive Director or Human Resources Manager. If the Executive Director is engaging in such conduct, the employee should report the alleged harassment to the Chairperson of the Board.

Complaint Investigation: All complaints will be immediately investigated. The identity of the employee making the complaint and the identity of the individual accused of harassment will be kept as confidential as possible.

Discipline: Workplace harassment is a serious offense. Any employee who is found to have engaged in such conduct will be subject to appropriate disciplinary action, which may include immediate termination.

Retaliation: SkillSource prohibits any form of retaliation against an employee who makes a complaint regarding harassment. Any retaliatory conduct should be reported immediately and will be cause for disciplinary action, which may include termination of employment.

1.4 PROHIBITION AGAINST ACCEPTANCE OF GIFTS AND GRATUITIES

Employees, or persons performing work under contract with SkillSource are prohibited from accepting personal gifts, money, or gratuities over ten dollars from persons receiving benefits or services from SkillSource or from contractors, or potential contractors.

2. **TYPES OF EMPLOYMENT**

2.1 EXEMPT EMPLOYMENT

Exempt employment is work paid on the basis of a monthly salary and is not subject to premium pay for overtime in accordance with federal or state law. Exempt employees may receive compensatory leave for hours worked in excess of 40 hours per week at the discretion of the

Executive Director. Exempt positions presently include, but are not limited to: executive, administrative and professional positions such as Executive Director, Managing Director, Fiscal Director, Training Managers, Human Resource Manager, Network Administrators and Certificated Instructors.

2.2 NON-EXEMPT EMPLOYMENT

Non-exempt employment is work paid on either a salary or hourly basis with overtime payment at one and one-half times the regular rate of pay in excess of 40 hours worked per week.

3. **COMPENSATION**

3.1 SALARY INCREASES/DECREASES

Salary and wage increases/decreases are based on performance and merit.

4. **WORKING HOURS**

4.1 WORKING HOURS

The Executive Director is responsible for setting the working hours for all employees.

4.2 TIME SHEETS AND PAY PERIODS

All employees are expected to maintain daily time sheets to serve as a basis for pay check preparation. Pay periods are monthly.

4.3 HOLIDAYS

All employees, except part-time temporary employees, are paid for the following holidays provided that the employee works the last scheduled working day preceding the holiday and the first scheduled working day following the holiday, except in cases of authorized leave:

New Years Day; Martin Luther King, Jr. Day; Presidents Day; Memorial Day; Independence Day; Labor Day; Veterans Day, Thanksgiving Day and Christmas.

4.4 SICK LEAVE

4.4.1 Sick leave is earned at the rate of one day for each completed month of full-time work (40 hours per week) from the beginning of employment.

4.4.2 Sick leave may be accumulated for a period of seven and one half years to a maximum of ninety working days, (720 hours).

4.4.3 Sick leave absences should be reported at the beginning of any period of illness or incapacity to the employee's immediate supervisor.

4.4.4 Sick leave may be used for the following reasons:

- (1) Personal illness or physical incapacity resulting from causes beyond the employee's control;
- (2) To care for a child with a health condition requiring treatment or supervision. A child means the employee's biological, adopted, or foster child, a stepchild, a legal ward, or a child of a person standing in loco parentis, who is under eighteen years of age or eighteen years of age or older and incapable of self-care. If the Executive Director or his/her designee deems it necessary, the employee may be requested to submit documentation that the employee's presence is required.
- (3) Medical or dental treatment for the employee and/or dependent children.
- (4) To care for a spouse, parent, parent-in-law, grandparent or registered domestic partner of the employee who has a serious health condition or emergency health condition.

4.4.5 Sick leave is not a vested benefit and employees are not eligible for any payment for accrued but unused sick leave remaining at the time of separation from employment.

4.4.6 After three (3) days absence, a health care provider's statement is be required to verify an employee's illness or to verify the need for an employee to care for a spouse, parent, parent-in-law, grandparent or registered domestic partner who has a serious health condition or emergency health condition.

4.4.7 Up to five days sick leave may be granted in the event of the death of an employee's immediate family member. The leave will be limited to a maximum of five days for each occasion. For the purpose of this section, a member of an immediate family includes any of the following persons: husband, wife, father, mother, son, daughter, brother, sister, aunt, uncle, nephew, niece, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law and grandparents.

4.5 VACATION LEAVE

4.5.1 With the prior approval of the employee's immediate supervisor, regular employees may take vacation leave with pay, up to the amount accrued.

4.5.2 Vacation leave for full-time regular employees (40 hours per week) is accrued as follows:

Length of Employment	Vacation Leave Accrual
0-4 years	10 days/year; 80 hours/year
5-10 years	15 days/year; 120 hours/year
11-20 years	20 days/year; 160 hours/year
21-30 years	25 days/year; 200 hours/year
31 – up years	30 days/year; 240 hours/year

4.5.3 Vacation leave is granted at a time and in an amount that will least interfere with the business operations of SkillSource.

4.5.4 Holidays occurring during vacation leave are not charged as vacation leave.

4.5.5 Vacation leave may be used for reasons listed under sick leave in section 4.4.4.

4.5.6 When an illness occurs on vacation leave, proper reporting to the supervisor, subject to a physician's verification, may permit the employee to convert vacation leave to sick leave time.

4.5.7 When an employee separates from the employ of SkillSource, for any reason whatsoever, the employee may, at SkillSource's discretion, receive a lump sum payment for any accrued, but unused, vacation. Employees who are terminated for misconduct, as defined by SkillSource, are not entitled, upon separation, to payment of any accrued, but unused, vacation time.

4.5.8 Maximum vacation carryover is:

Length of Employment	Maximum Vacation Accrual
0-4 years	15 days; 120 hours
5-10 years	20 days; 160 hours
11-20 years	25 days; 200 hours
21-30 years	30 days; 240 hours
31-up	35 days; 280 hours

Vacation accrued in excess of these limits on December 31 of each year is forfeited.

4.6 LEAVE DONATION

Vacation leave may be given by one employee (donor) to another employee (recipient) when all of the following conditions are met:

4.6.1 The recipient has used or will use all of their own vacation, compensatory and sick leave and will have a deficit during the month of the request.

4.6.2 The recipient's circumstances qualify them to take sick leave due to the reasons listed in 4.4.4.

4.6.3 The only leave that may be given by the donor is vacation leave. The leave is converted to dollars at the donor's rate of pay.

4.6.4 A subordinate may not donate leave to their supervisor.

4.6.5 An employee may donate up to half of the vacation leave they accrue during a calendar year.

4.6.6 All donations are confidential. Staff who desire to request donations must contact the Financial Director for approval to initiate the process. The Financial Director or his/her designee announces the donation request to potential eligible donors. Direct requests by recipients to potential donors are prohibited.

4.6.7 The recipient receives compensation not to exceed their regular monthly salary regardless of the amount donated. If the need for leave donations continues over multiple pay periods the donations can be made over the period necessary until either the need for leave ends or donations are exhausted.

4.7 PERSONAL LEAVE

Personal leave applies only to certificated instructors.

- 4.7.1 Certificated teachers instructing in the Learning Center may receive, and take, personal leave with pay, up to the amount accrued. Supervisors and management designate when personal leave may be taken.
- 4.7.2 Personal leave for full-time regular certificated instructors (40 hours per week) is accrued at 10 days/year; 80 hours/year.
- 4.7.3 Personal leave is granted at a time designated by the Executive Director and in an amount that will least interfere with SkillSource's Learning Center operations.
- 4.7.4 Holidays occurring during personal leave are not charged as personal leave.
- 4.7.5 When an illness occurs on personal leave, proper reporting to the supervisor, subject to a physician's verification, may permit the certificated instructor to convert personal leave to sick leave time.
- 4.7.6 Personal leave is not a vested benefit and certificated instructors are not eligible for any payment for accrued but unused personal leave remaining at the time of separation from employment.
- 4.7.7 Personal leave is accrued and must be taken during the fiscal year. Personal leave does not carry-over to the following fiscal year. Personal leave accrued but not taken on June 30 of each year is forfeited.

4.8 EQUALIZATION PAY

The difference between the base rate of military reserve pay and the employees regular employment pay is allowed for active duty training for any employee who is a member of the Washington National Guard, the U.S. Army, Navy, Air Force, Coast Guard, or Marine Corps Reserve. Equalization pay is authorized by the Executive Director and usually does not exceed pay for a period of fifteen working days in any calendar year.

The difference between jury duty pay and regular pay may be allowed for employees on assigned jury duty only for time ordinarily worked. Equalization pay for jury duty is authorized by the Executive Director and is granted for the period of assigned jury duty only.

4.9 LEAVE WITHOUT PAY

Leave without pay may be allowed, at the discretion of the Executive Director, when either required by law or operational circumstances warrant and the Executive Director approves such leave.

4.10 FAMILY AND MEDICAL LEAVE

If SkillSource employs 50 or more employees in 20 or more workweeks in the current or preceding calendar year, SkillSource becomes a covered employer under the Family and Medical Leave Act.

4.11 MILITARY FAMILY LEAVE

- 4.11.1 Military family leave is an approved unpaid leave of absence available to eligible employees when the employee's spouse is a member of the armed forces and has been notified of a deployment during a period of military conflict. Eligible employees are entitled to fifteen (15) days of leave per deployment. The leave is to be taken before deployment or when the military spouse is on leave from deployment.
- 4.11.2 SkillSource requires that an employee provide notice of the employee's intention to take leave within five (5) business days of the employee's spouse receiving official notice of an impending call to active duty or notice of leave during a deployment.
- 4.11.3 To be eligible for military family leave an employee must have worked an average of 20 or more hours per week.
- 4.11.4 An employee may use accrued leave (vacation, compensatory or sick leave) for any part of the military family leave.
- 4.11.5 An employee who takes military family leave is entitled to job protection and the same benefits as under the state Family Leave Act.

4.12 DOMESTIC VIOLENCE LEAVE FOR VICTIMS AND FAMILY MEMBERS

- 4.12.1 Domestic violence leave is an approved leave for employees who are victims of domestic violence, sexual assault or stalking or whose family members are victims and are in need of employee's help to obtain needed treatment or services. The leave is an approved paid or unpaid, reasonable or intermittent leave of absence available to eligible employees. Leave may be taken upon the employee's need to take care of their own or a family member's legal or law enforcement needs or obtain medical treatment, social-services assistance or mental health counseling.
- 4.12.2 SkillSource requires that an employee provide advance notice of the need for leave if possible. SkillSource also requires that employee's provide verification of the need for leave.
- 4.12.3 An employee may choose to use sick leave and other paid time off, compensatory time or unpaid leave time.
- 4.12.4 Family members include child, spouse, parent, parent-in-law, grandparent, or person the employee is dating.

5. PROBATIONARY PERIOD

All regular employment with SkillSource includes a probationary period of six work months from the beginning date of regular employment. The Executive Director or his/her designee may terminate, with or without cause, an employee at any point during the probationary period, or may extend an employee's probationary period for an additional length of time to continue to evaluate an employee's performance and suitability for the job. Temporary employees are considered probationary for the duration of their temporary employment. Temporary employees hired through a competitive selection process, worked at least six months and demonstrated satisfactory performance may be converted to regular employment and may be considered to have satisfied the probationary period.

6. PERFORMANCE APPRAISALS AND TRAINING

- 6.1 To achieve SkillSource's goal to train, promote, and retain the best qualified employees for each job, SkillSource may conduct periodic performance evaluations.
- 6.2 Usually, employees are evaluated by their immediate supervisor prior to completion of their probationary period and periodically thereafter.
- 6.3 The evaluation is part of an employee's personnel record and may be a factor in determining the employee's conversion to regular status, whether the employee receives a wage increase, or is to be promoted, transferred, demoted, laid off, or terminated.
- 6.4 SkillSource seeks, within the limits of available resources, to offer training to increase an employee's skills, knowledge, and ability directly related to SkillSource employment and to develop staff resources. Such training opportunities may include, but are not necessarily limited to: on the job training, in house workshops, and seminars sponsored by other organizations.

7. DISCIPLINE

- 7.1 An employee's supervisor has full discretion and authority to impose disciplinary action in accordance with SkillSource policy or practices and the circumstances of the particular case.
- 7.2 In the event that discipline is necessary, the following types of disciplinary actions may be used, depending on the particular situation:
 - ◆ Oral Warning. An oral warning is a counseling session between the employee's supervisor and the employee on the subject of the employee's conduct and performance, or his/her failure to observe a rule, regulation, or administrative instruction. It is intended to increase an employee's efficiency and value to SkillSource by changing the employee's conduct, attitude, habits, or work methods.
 - ◆ Reprimand. A reprimand is a formal written disciplinary action for misconduct, inadequate performance, or repeated lesser infractions. Written reprimands are placed in the employee's personnel file.
 - ◆ Suspension. A suspension is a temporary, unpaid absence from duty, which may be

imposed as a penalty for significant misconduct or repeated lesser infractions. A suspension is a severe disciplinary action, which is made part of the employee's personnel file.

- ◆ Termination. With approval from the Executive Director, an employee may be terminated for, among other things, the following:
 - (1) During or at the end of the employee's probationary period.
 - (2) As a result of a disciplinary action.
 - (3) Due to loss of skill certifications or other conditions which make the employee unfit for employment.
 - (4) When SkillSource determines that a lack of funding exists with respect to the employee's position. SkillSource has the sole discretion to make determinations of lack of work or lack of funding.
 - (5) If an employee has a physical or mental impairment which prevents him/her from performing the essential functions of the employee's position, and the employee cannot be reasonably accommodated. Termination under such circumstances must be supported by medical evidence which establishes that an employee is unable to perform the essential functions of his/her position.

7.3 SkillSource may place an employee on administrative leave, with or without pay, pending the results of an investigation to determine the propriety of a proposed disciplinary action.

8. DISPUTES AND COMPLAINTS

8.1 DISPUTE RESOLUTION

SkillSource recognizes that sometimes situations arise in which an employee feels that he/she has not been treated fairly, or in accordance with SkillSource rules and procedures. For this reason, SkillSource provides its employees with procedures for resolving such disputes.

8.1.1 Employee(s) who believe they have been subjected to unfair treatment may present their concern(s) according to the procedures described in this section.

8.1.2 Step 1: A concern shall be brought to the attention of an employee's immediate supervisor in writing. This statement must contain, at a minimum:

- ◆ A description of the problem;
- ◆ The date of the circumstances leading to the problem or the date when the employee first became aware of those circumstances; and
- ◆ The remedy sought by the employee to resolve the problem.

The statement should be filed within five (5) working days of the occurrence leading to the dispute, or five (5) working days after the employee becomes aware of the circumstances.

The employee's supervisor will endeavor to respond to the employee's concern within ten (10) working days of receipt of the employee's statement.

Step 2: If the employee is not satisfied with the results of Step 1, the employee may submit the problem or disagreement in writing to the Managing Director.

The Managing Director may meet with the parties, either individually or together, and will endeavor to respond in writing to the employee within ten (10) working days of meeting with the employee. The Managing Director's response and decision shall be final, binding and not appealable, and a written copy will be retained in the employee's personnel file.

8.2 COMPLAINT RESOLUTION PROCEDURE (Non-Discrimination)

Employees who believe they have been subjected to a violation of the Workforce Innovation Act or its regulations, as currently enacted or hereafter amended, may file complaints or grievances pursuant to the SkillSource Complaint Resolution Procedure. Refer to section 1.2.3 for discrimination complaints.

9. MISCELLANEOUS PROVISIONS

9.1 EMPLOYEE PERSONNEL RECORDS

9.1.1 A personnel file for each employee is kept in the SkillSource office, and access is limited to Management and the employee's immediate supervisor. An employee's personnel file contains the employee's name, title and/or position held, salary, changes in employment status, performance evaluations, personnel actions affecting the employee, including discipline, and other pertinent information.

9.1.2 An employee has the right to review his/her file. An employee may request removal of irrelevant or erroneous information in his/her personnel file. If SkillSource denies the employee's request to remove the information, the employee may file a written rebuttal statement to be placed in his/her file.

9.1.3 Personnel files are kept confidential to the maximum extent permitted by law. Information from an employee's personnel file will not be released without prior written authorization from the employee, except for routine verifications of employment, unless directed by court order.

9.2 REDUCTION OF FORCE

9.2.1 Layoff - An employee may be separated from employment (laid off) because of a lack of funds or a curtailment of work, budgetary reductions, technological advances or restructuring/reorganizing job functions or objectives.

9.2.2 Classification - Categories and positions scheduled for layoff are determined at the time of layoff.

9.2.3 Selection - Before laying off any regular employee within a category, probationary (less than six months employment), temporary and part-time employees usually are considered for layoff first.

Regular employees within a category may be laid off in the inverse order of their relative performance based on averaging the scores of their most recent two performance appraisals. For example, if a Program position is eliminated in the Wenatchee office, performance appraisal scores will be averaged for each employee in this category. Staff will be listed inversely with the lowest average score first up to the highest average score. The first employee listed may be laid off first and so on.

9.2.4 Reversion - An employee listed for layoff may be allowed, at SkillSource's discretion, to revert to a former position within his/her office, provided that the former position was performed satisfactorily within the past two years. For example, if a Training Manager position is eliminated, the laid-off manager may be allowed, at SkillSource's discretion, to revert to the Program category where he/she is ranked according to his/her average performance appraisal scores. This may cause a layoff in the reverted category.

9.2.5 Re-Employment - At SkillSource's sole discretion, laid-off employees may be directly re-employed (usual selection process excepted), if within two years, a position opens for which they are qualified at the time of the opening. This provision does not guarantee that former employees will be given any preference for reemployment.

9.2.6 Severance - In exchange for a signed release, laid-off employees may receive one week salary for each year of employment and prorated 401(k) employer contributions. Employees with less than one year service are not eligible for severance pay.

9.3 ABANDONMENT

An employee who is absent from his/her position for three consecutive days without notifying management or obtaining an authorization is considered to have voluntarily resigned.

9.4 DRUG-FREE WORKPLACE

9.4.1 SkillSource regards any misuse of drugs or alcohol by employees to be an undesirable practice that results in poor health and unacceptable work performance. Employees using any drugs in an improper or illegal manner create an increased risk to the safety of themselves and their co-workers. Also, individuals actively engaged in the illegal use, sale, possession, or distribution of drugs are not satisfactory employees, frequently become the objects of criminal action on the part of law enforcement agents, and are subject to disciplinary action up to and including discharge if they participate in any such activities on or off SkillSource premises.

9.4.2 Illegal use, sale, or possession of narcotics or drugs (except as authorized and prescribed by a physician) while on SkillSource property, SkillSource time, or in any other circumstance that might adversely affect SkillSource operations, safety, job performance, or corporate image is prohibited and may result in discipline or discharge.

9.4.3 Employees may not report to work (or may require an accommodation) if they are taking prescription drugs that, according to their physician or pharmacist, might affect their ability to perform their duties in a safe and effective manner.

9.4.4 Alcohol is prohibited from SkillSource property and operations, except as may be allowed at SkillSource sanctioned events. Consuming alcohol while on SkillSource property, SkillSource

time, or in other circumstances that might adversely affect SkillSource operations, job performance, safety, or image, including consuming such substances prior to reporting to work or during breaks or lunch period, is prohibited.

9.4.5 If an employee appears to be under any influence of drugs or alcohol, SkillSource may require the employee to submit to appropriate tests, including urinalysis or breath tests, to confirm the existence of such alcohol or prohibited drug or substance in his or her system. Failure to promptly permit such tests upon management's request is grounds for immediate termination.

9.4.6 Employees with drug or alcohol problems may contact the Human Resource Manager for information on treatment and rehabilitation.

9.4.7 Employees are required to notify SkillSource management within five (5) calendar days of any conviction for a drug violation in the workplace.

9.4.8 Violation of this policy can result in disciplinary action, including termination. Continued poor performance or failure to successfully complete an assigned rehabilitation program is grounds for termination.

SkillSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.

**PERSONNEL GUIDELINES
RECEIPT AND ACKNOWLEDGMENT**

This confirms that I have received and read SkillSource’s Personnel Guidelines (the “Guidelines”).

- I understand and agree that the Guidelines contain general statements of SkillSource’s employment practices and are not an agreement or contract of employment; and
- I understand and agree that the Guidelines do not contain promises of specific treatment in specific situations upon which I can justifiably rely; and
- I understand and agree that no one at SkillSource has the authority to enter into any agreement for employment for a specified period of time or to make other representations or agreements inconsistent with the Guidelines set out unless such agreement is in writing signed by the Executive Director and myself; and
- I understand and agree the Guidelines may be revised and updated by SkillSource from time to time; and
- I understand that the Guidelines revoke, supersede, and void any prior handbooks, statements of employment policies and procedures, or policy manuals issued by SkillSource; and
- I have read and agree to abide by the Workplace Harassment Policy.

Employee's Signature

Date

Employee's Name (Printed)