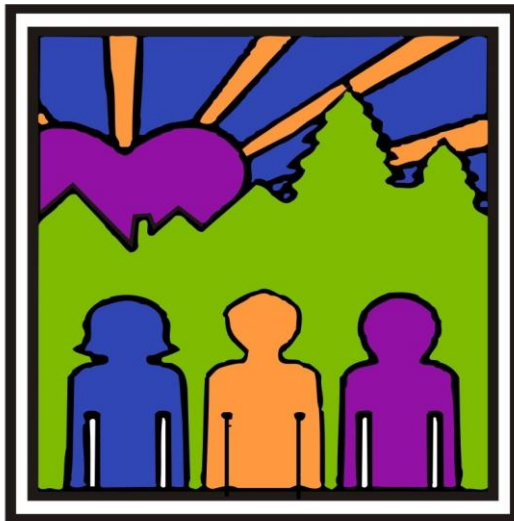


McIntosh Trail CSB

Behavioral Health Developmental Disabilities



Employee Handbook

**January 2012
(rev. April 2016)**

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INTRODUCTION

This Employee Handbook has been prepared to provide general guidance to you about some of the privileges you have as an employee and the duties and responsibilities that we all share.

In this handbook, the word “employee” refers to individuals who are paid through our payroll processes (salaried and hourly). We also utilize interns, volunteers and some contractors. This group of individuals will be referred to as “staff”. The term “employment” will refer to the period of time and individual is working for McIntosh Trail CSB whether paid or unpaid.

Information provided is current as of April 1, 2016. Changes in federal laws, state laws, rules or policies will take precedence over information provided in the handbook. McIntosh Trail has the right to change information in this handbook at any time or for any reason without prior notice.

You are encouraged to read this handbook and keep it for easy reference. Questions should be directed to your supervisor or the Human Resources/Personnel representative. *Although information in this handbook should address many of your questions, you should refer to the McIntosh Trail Policies and Procedures Manual located on our website at www.mctrail.org.*

THIS HANDBOOK IS NOT INTENDED TO BE NOR IS IT TO BE CONSIDERED A CONTRACT OF EMPLOYMENT.

OUR VISION

The vision of McIntosh Trail Community Service Board is to promote and support community cultures in which those who have or experience disabilities are visible, valued, participating and contributing members.

OUR MISSION

The mission of McIntosh Trail Community Service Board is to offer individuals experiencing symptoms associated with mental illness, addictive disease and/or developmental disability the hope for optimal functioning by providing quality behavioral health services and supports.

OUR VALUES

PERSON-CENTERED
CREATIVITY
INTERDEPENDENCE
EFFECTIVENESS
CARING
INTEGRITY
EXCELLENCE

I. EMPLOYMENT AT MCINTOSH TRAIL CSB

McIntosh Trail CSB is an equal opportunity employer, and does not discriminate on the basis of age, gender, color, disability, national origin, political affiliation, race or religion. All forms of harassment prohibited by law, including sexual harassment, will not be tolerated by McIntosh Trail.

As a McIntosh Trail employee, your employment status will either be classified or unclassified.

Classified Employees

Employees who were hired in classified positions **before** July 1, 1996, will continue in the classified service unless they accept unclassified positions. Employees in the classified service are subject to the Rules of the State Personnel Board and may appeal some employment actions to the State Personnel Board.

Unclassified Employees

Employees who were hired **on or after** July 1, 1996, will be in the unclassified service. Employees hired into the unclassified service prior to that date remain unclassified. Georgia is an “employment-at-will” state and, as such, employees in the unclassified service serve at the discretion of the McIntosh Trail Community Service Board. Unclassified employees are not covered by the Rules of the State Personnel Board and cannot appeal employment actions to the State Personnel Board.

License, Certificate, Registration

All staff working in positions which require a license (including a driver’s license), certificate or registration must maintain the appropriate valid documents. Failure to maintain such documents without justifiable cause will result in disciplinary action up to, and including, dismissal.

Staff who are required to use personal vehicles to perform assigned duties are also responsible for ensuring that their vehicles are properly insured against loss. Staff are prohibited from transporting the individuals we serve, as well as other employees, in uninsured personal vehicles while on duty. Refer to policy 1227 for more information.

Selective Service Registration

The Military Selective Service Act requires all male applicants between the ages of 18 and 25 to present proof of having registered with the Selective Service System or to present proof of being exempt from registration. If proof is not provided by specified deadlines, the offer of employment will be withdrawn from applicants or employees will be separated from employment.

Employment Eligibility Verification

As mandated by the Immigration Reform and Control Act, McIntosh Trail is required to verify the identity and employment eligibility of new employees through Homeland Security E-verify system. In order to establish employment eligibility, all new employees must complete an I-9 form. It is a violation of federal law to knowingly hire or recruit any individual unauthorized to work in the United States without complying with the identity and employment eligibility verification requirements.

Tobacco Use

To reduce health hazards to staff and individuals, smoking/tobacco use is prohibited within all facilities (except for Pine Woods BHCC), including agency vehicles. Employees are also prohibited from using tobacco/nicotine delivery devices in any form during the provision of direct individual services. Staff may only use tobacco/nicotine delivery devices during meal periods and only in designated smoking areas away from the primary entrance/exit of the facility. Please refer to policy #1203 for more information. **Pine Woods BHCC is a smoke free facility.**

TB Testing

All staff working for McIntosh Trail CSB are required to complete TB testing within the first 10 days of employment. If TB testing is not completed within the 10 day timeframe, the individual will not be allowed to work and when applicable, will be placed on leave without pay until the testing has been completed. TB testing is repeated annually throughout employment. More information on TB testing can be found in Policy #2512.

Criminal History Record Information

McIntosh Trail CSB will make all reasonable efforts to provide a safe environment for the individuals we serve and staff. Based on this objective, a review of criminal history record information will be completed on all staff selected for employment with McIntosh Trail. Applicants/staff must sign an Authorization for Release of Information at hire informing them that a Criminal Background Check will be performed. DBHDD will make the determination on whether the applicant/staff is eligible for employment.

Information Disclosure

All applicants/staff are to provide factually accurate information on **EVERY** *Application for Employment* and on all other documents.

Applicants/staff are **required** to disclose criminal history information on *Applications for Employment* each time these documents are completed.

Falsification or misrepresentation of criminal history is **prohibited** and **may** result in an offer of employment being withdrawn or separation of employment.

Material falsification or misrepresentation of any information **shall** result in an offer of employment being withdrawn or separation of employment.

NOTE: "Material" refers to information that directly influences and/or impacts the hiring decision based on records, credentials and/or qualifications.

Motor Vehicle Reports (MVRs)

McIntosh Trail strives to provide transportation of individuals served and staff in the safest manner possible. The agency ensures that all staff responsible for transportation are in compliance with the required qualifications. A Motor Vehicle Report (MVR) is required for any staff person responsible for transporting individuals as well as for those who regularly operate an agency vehicle. The MVR is obtained at hire and annually throughout employment.

Orientation

All McIntosh Trail CSB staff are to receive orientation appropriate to their job duties. Orientation is intended to introduce new employees to the organization, provide a systematic approach for sharing general information, philosophy, policies and procedures to enable a smooth integration into the workforce, and to communicate standards and expectations of employment.

Training

McIntosh Trail strives to provide an environment of growth and continued learning for all staff. There are particular mandatory trainings that all staff must complete, based on their job duties, both upon hire and annually. Live classes include, but are not limited to, Orientation, CPR/First Aid and Non-Violent Crisis Intervention. McIntosh Trail also utilizes an internet-based training program called Relias Learning which requires staff to complete assigned curricula based on their job duties. In addition to the required courses, there are over 400 Relias Learning courses available, many of which offer continuing

education credits (CEU's). McIntosh Trail supports opportunities for staff to learn new skills and to stay abreast of current topics, treatments, and interventions by offering training either internally or externally. Please contact your supervisor or the Training Coordinator if you have a training need or request.

Promotion

It is the policy of McIntosh Trail CSB to provide promotional opportunities for current employees when appropriate vacancies become available. A promotion is the advancement of an employee from a job on a lower pay grade to a job on a higher pay grade which generally results in an increase in pay. Employees must meet the minimum and any special qualifications established for the position in order to apply for and be eligible for a promotion.

Transfer

A transfer is the movement between positions within the same job, or movement from a position in one job to a position in a different job on the same pay grade. Employees must meet the minimum qualifications for the job and any special qualifications for the position.

McIntosh Trail may make a lateral transfer of an employee to a different program if such transfer is deemed to be in the best interest of the agency as well as the employee. This type of transfer will not result in a promotion or an increase in pay.

Employment of Relatives

McIntosh Trail limits the employment or change in employment status of relatives when necessary or appropriate. Authorized officials have the responsibility to make appropriate decisions when relatives of current staff person are being considered for employment or when current staff members may be working with relatives.

Relatives will not be employed or placed in positions or situations in which a superior-subordinate relationship will exist between the relatives in circumstances including, but not limited to, the following:

- > when the relatives work for the same program at the same location, OR
- > when there are fewer than two levels of management separating the relatives.

Relatives will not be employed or placed in circumstances in which fiscal checks and balances are a part of the assigned duties and responsibilities of the positions involved. Relatives will not be employed in a working relationship in which the nature of the responsibilities may contribute to personal or financial gain, fraud, collusion, or other abuses of the positions or conflict of interest. Relatives should not be placed in direct co-worker relationship within the same program.

Staff Relationships

Staff functioning in a supervisory role should not engage in romantic relationships with supervisees or others over whom they exercise professional authority. Staff should avoid engaging in romantic relationships with co-workers when there is the potential for a conflict of interest or when the relationship has a negative effect on the effective/efficient functioning of the worksite. Staff who become involved in, or anticipate becoming involved in a romantic relationship with a co-worker have a duty to inform their supervisor who will then consult with the HR Director regarding actions to be taken. See policy 3302 for more information.

II. EMPLOYEE BENEFITS

Compensation

McIntosh Trail offers employees a wide range of tangible and intangible employee benefits that form a part of a total compensation package. In addition to monetary compensation, there are many other types of indirect compensation and non-monetary benefits. Examples include, but are not limited to, health insurance, dental/vision insurance, 401K benefits, leave and holidays, learning opportunities and the potential for flexible scheduling when job demands allow. In addition, we offer intangible rewards of providing services that can make a difference in the lives of the individuals we serve.

Pay Periods

Salaried employees are paid on a semi-monthly basis. The first pay period is from the first through the fifteenth of the month, and the second pay period is from the sixteenth through the last day of the month. Paydays are generally the last day of the pay period (15th and end of month) unless the last day of the pay period falls on a weekend or holiday, in which case payday is the last workday of the pay period.

Hourly employees are paid on a semi-monthly basis with a two week lag. Hourly timesheets are due to payroll by the 7th & 21st of each month and are processed for payment on the 15th and the last day of the month unless those days fall on a weekend or holiday, in which case payday is the last workday before the 15th and the end of the month.

Payroll Deductions

There are a number of payroll deductions which are applicable to employees, such as federal and state income taxes, Social Security and Medicare taxes. Voluntary deductions such as premiums for health insurance, other insurance options, credit union and 401K contributions may also be authorized by the employee.

Holidays

Georgia law provides for 12 holidays each year. The Governor declares the actual days on which holidays will be observed. McIntosh Trail CSB has elected to observe 11 of these holidays.

Holidays cannot be observed prior to the dates declared by the Governor. Two (2) state holidays that occur during the General Assembly (marked by an * on the holiday list) are observed later in the calendar year. Employees who leave state government after the actual dates of these holidays, but prior to the dates they are observed, as declared by the Governor, are not eligible to be paid for the holidays. Hourly employees are not eligible for paid holidays.

Employees required to work on a holiday will be allowed equivalent time off. To be eligible for the holiday, employees must be in pay status for the full workday either before or after the holiday.

The following holidays are observed by McIntosh Trail CSB:

- New Year's Day
- Robert E. Lee's Birthday* (observed at Thanksgiving)
- Martin Luther King, Jr.'s Birthday
- George Washington's Birthday* (observed at Christmas)
- National Memorial Day
- Independence Day
- Labor Day
- Columbus Day (Floating Holiday)
- Veterans' Day (Floating Holiday)
- Thanksgiving Day
- Christmas Day

Annual and Sick Leave (Salaried employees only)

Eligible employees accrue annual and sick leave on a semi-monthly basis **at the end of each pay period**. Accrued leave will be available for use by employees at the beginning of the pay period after it is earned. Full-time employees must be in pay status for at least 40 hours during a pay period to accrue leave.

Eligible full-time employees earn annual leave at the following rates, depending on the length of continuous service:

- 5 hours per pay period, year 0-5
- 6 hours per pay period, year 6-10
- 7 hours per pay period, year 11 forward

Accrual at the appropriate higher rate begins on the first day of the pay period after the employee completes the required years of continuous service.

Eligible part-time salaried employees accrue annual leave prorated by the same percentage of time that they work.

Employees may accumulate up to 360 hours of annual leave. Any annual leave over 360 hours is placed in a forfeited status, but may be restored in cases of illness or disability. In some cases, forfeited annual leave may be counted toward retirement for those employees in the Employees' Retirement System.

Employees may use annual leave for vacations or any other time needed to attend to personal business. Employees must request to use accrued annual leave and receive prior approval from their supervisor, unless an emergency situation exists.

Eligible full-time employees accrue five (5) hours of sick leave **at the end of each pay period**. Sick leave may be accumulated up to a total of 720 hours. Any sick leave over 720 hours is placed in a forfeited status, but may be restored in case of illness or disability. In some cases, forfeited sick leave and unused sick leave may be counted toward retirement for those employees in the Employees' Retirement System.

Upon receiving approval, an employee may use accrued sick leave for the following:

- > absence due to personal illness or disability
- > absence for dental or medical care
- > absence due to dental or medical care, illness, accident or death in the immediate family which requires the employee's presence

"Immediate family" means the employee's spouse, partner, child, parent, brother and sister. Immediate family also includes any other person who resides in the employee's household and is recognized **by law** as a dependent of the employee.

Regardless of level of position, leave is a privilege and must be approved via Leave Request Form before taking time off. Approval of leave is at the discretion of the supervisor. Employees may be required to provide documentation to support use of sick leave. Leave Request Forms can be found in FormDocs.

Personal Leave (Salaried employees only)

Employees eligible for leave benefits who have accumulated more than 120 hours of sick leave as of November 30 of any year may convert up to 24 hours of the accumulation in excess of the 120 hours to personal leave. This conversion must be made no later than December 31 of that year for use in the following year.

Family and Medical Leave

Federal law provides job-protected family and medical leave from work for certain family and medical reasons. McIntosh Trail permits employees to use available annual, sick and/or personal leave, if appropriate, while on family and medical leave in order to remain in pay status. While on family and medical leave, eligible employees who have health insurance through the State Health Benefit Plan are entitled to maintain this health insurance coverage.

To be eligible for family and medical leave, employees must have been employed with McIntosh Trail for a minimum of 12 months, and have been **present at work** for a minimum of 1,250 hours during the 12 months immediately before the beginning of family and medical leave. Up to 12 work weeks of family and medical leave is available during a 12 month period. Employees may choose to use accrued leave to continue to receive a pay check during a period of family and medical leave, take leave without pay or use a combination of both to cover the absence from work with supervisory approval. Any period of family and medical leave not covered by accrued leave will be without pay.

Leave Donation (Salaried employees only)

Eligible McIntosh Trail employees (recipients) may under certain circumstances request leave donations from other McIntosh Trail employees (donors). Donors may donate accrued annual, sick or personal leave directly to recipients. All donated leave is credited to recipients' **sick** leave balances. Leave donations can only be used for sick leave related reasons. Donations can only be made when there is an approved request for donated leave posted.

Recipients may be eligible to receive donated leave after using all accrued and forfeited leave, all available compensatory time and after being on authorized leave without pay for at least 80 consecutive hours. Please contact your supervisor and/or Human Resources Department for additional information and restrictions.

Court Leave (Salaried employees only)

Court leave may be used by salaried employees on all days summoned for jury duty, subpoenaed or otherwise ordered to attend a judicial proceeding. Employees are required to provide a copy of the summons, subpoena or other judicial order as soon as possible. Court leave is with pay and includes the time actually required by the judicial proceeding and any reasonable time needed to prepare for or recuperate from the ordered duty. Employees are expected to report for work whenever the judicial proceeding schedule permits.

Court leave is not available to employees when they are litigants, defendants or other principal parties or have any other personal or familial interest in the proceedings. Employees may, however, request to use accrued annual leave to cover these absences from work.

Military Leave

Military leave is a leave of absence from work while engaged in the performance of ordered military duty and while going to and returning from such duty. Military leave may also be used by members of the U.S. Armed Forces, any reserve force or reserve component of the U.S. Armed Forces or any force of the organized militia to attend service schools, for active duty, active duty for training, inactive duty training and examination purposes. Temporary employees are not eligible for military leave, either with or without pay.

Organ Donation Leave (Salaried employees only)

Employees who donate an organ for transplant will be granted 30 calendar days of leave with pay.

Blood Donation (Salaried employees only)

Employees may be granted time off during work hours (with pay) to donate blood, blood platelets, or granulocytes, not to exceed 8 hours per year.

Voting Time

Employees are not granted administrative leave with pay for voting if the polls are open two hours before or two hours after scheduled work hours. Employees may be permitted to take annual or personal leave, compensatory time or leave without pay for voting purposes, if necessary.

Retirement & 401(K) Plan

In 1994, legislation passed to allow Community Service Boards to deliver community mental health services. The legislation also eliminated the eligibility of new CSB employees to participate in the Employees' Retirement System. Employees hired after July 1, 1994, may qualify for membership in the Employees' Qualified Trust Deferred Compensation Plan, known as the 401(K) plan. The plan allows for employer contributions.

For employees hired between July 1, 1994 and April 30, 2011, the plan allows for employer contributions of 7.5% of gross salary.

For employees hired on or after March 1, 2011, the plan allows for employer contributions as shown below.

- 0% of gross salary for the 1st year of employment
- 3% of gross salary for year 2 – 4 of employment
- 5% of gross salary for year 5 forward

Employees may make contributions beginning anytime during employment. To qualify for the 401(K) plan, employees must be salaried, full-time employees working 30 hours or more per week. Contact the Human Resources Department for more information.

III. OTHER AVAILABLE BENEFITS

Flexible Benefits Program

The Flexible Benefits Program provides a variety of benefit options. Many benefits can be purchased with pre-tax dollars. Since the cost of many of the flexible benefits is deducted prior to determining taxable pay, income taxes may be reduced.

Once enrolled in the Flexible Benefits Program, employees are given an opportunity to change coverage or change options during the open enrollment period in mid October and November of each year. Changes that are made during this time are effective January 1st. Employees may be eligible to make changes to coverage at times other than open enrollment for events such as marriage, childbirth or divorce.

The following options are offered through the Flexible Benefits Program:

- Health Insurance*
- Dental Insurance*
- Vision Plan*
- Employee and Dependent Life Insurance*
- Accidental Death and Dismemberment Insurance*
- Short-term and Long-term Disability Insurance*
- Legal Insurance*
- Long-term Care Insurance*
- Spending Accounts*
- Specified Illness*

Deferred Compensation Plan (for employees hired prior to 7/1/1994)

Peach State Reserves (PSR) offers a Deferred Compensation program to employees which provides an opportunity to save for retirement while reducing current taxable income and accumulating tax-deferred savings. PSR offers McIntosh Trail employees a Section 401(K) Plan and a Section 457 Plan.

If you are interested in participating in the Peach State Reserves Program, please contact a Human Resources representative.

COBRA

Employees are allowed to continue their health insurance coverage under the State Health Benefit Plan in some cases when coverage would normally be lost. The Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) requires that the Plan offers employees and their qualified dependents healthcare coverage if Plan coverage is lost due to a qualifying event. Examples of a qualifying event include resignation, leave of absence without pay or reduction in work hours. The length of time coverage may be continued is based on the qualifying event.

Under COBRA, employees or dependents must pay the full cost of coverage at the State's group rate. An administrative fee must also be paid. The State Health Benefit Plan provides employees with written notice describing important information about rights and obligations under COBRA when loss of eligibility is reported.

IV. ETHICS, CONFIDENTIALITY & CORPORATE COMPLIANCE

Staff are expected to maintain and exercise the highest moral and ethical standards in carrying out their responsibilities and functions and to perform their jobs in a professional manner. Staff must conduct themselves in a manner that prevents all forms of impropriety, placement of self-interest above public interest, partiality, prejudice, threats, favoritism and undue influence.

All staff are expected to maintain professional/therapeutic boundaries at all times regardless of position held. Although the responsibilities of those who function in peer support roles differs from other clinical & direct care staff, they have the same expectations related to maintaining boundaries.

Staff must be alert in conducting business with employees and non-employees to avoid even the appearance of misconduct, personal or financial gain, or conflict of interest. While performing departmental duties, staff are required to comply with federal and state laws and the McIntosh Trail CSB Code of Ethical Behavior and Integrity.

Staff are required to report all suspected violations of federal or state law involving McIntosh Trail employees and/or other staff providing services for McIntosh Trail CSB. Reports should be made immediately upon the staff person becoming aware of the suspected violation by following the guidelines in the Corporate Compliance Plan (Policy #1017).

Personal Appearance During Work Hours

While the agency does not specify an agency-wide dress code, staff are expected to be clean and neat in appearance during work hours. As representatives of McIntosh Trail CSB, staff should present a business-like professional image. Dress code policies may be established by individual programs. In certain types of jobs, staff may be required to wear uniforms.

The program may have specific days designated as “casual days”. Dress on casual days may be less formal, but should always be clean, neat and suitable for the work place.

Use of McIntosh Trail Property

McIntosh Trail property is to be used for work-related reasons only. Staff are not to use, misuse or permit the use of McIntosh Trail property for other than work-related reasons. McIntosh Trail property includes, but is not limited to, computers, telephones, email/voicemail, fax machines, copiers or other equipment, supplies, vehicles, work areas and furniture.

Equipment and vehicles essential for carrying out job duties are expensive and may be difficult to replace. When using McIntosh Trail property, staff are expected to exercise care, perform required maintenance and follow all operating instructions, safety standards and guidelines. Staff are expected to promptly report to their supervisor any damage, defect or necessary repairs.

Use of computers, which includes e-mail, internet and other computer searches and communications, should be professional and for work-related reasons only. The display or transmission of sexually explicit images, messages or cartoons is prohibited. Other prohibited activity includes ethnic slurs, racial comments, off-color jokes or anything that may be considered harassment or showing disrespect for others.

McIntosh Trail e-mail may not be used to solicit for commercial ventures, religious or political causes, outside organizations, or other non-business matters.

Staff are not to use computers for playing games, conducting inappropriate searches, conducting personal business or otherwise performing outside employment activities.

Staff are prohibited from making or charging long-distance telephone calls to McIntosh Trail programs unless work-related. The receiving and making of personal telephone calls of infrequent, short duration is permitted. These privileges may, however, be withdrawn if abused. Voice mail messages should be professional, business-like and communicate accurate information.

Use of the Internet for non-work related reasons is permitted on a basis similar to that applied to local telephone calls on McIntosh Trail telephones, i.e., the use is infrequent, of short duration and does not interfere with work. This privilege may also be withdrawn if abused.

If approved, staff may have personal items in the work area if suitable and reasonable. These items must not be offensive or inflammatory. Staff may be required to remove items determined to be inappropriate from work areas at any time.

Staff are responsible for reporting misuse of agency property to their supervisors, Human Resources/Personnel representatives or other appropriate officials. Misuse of McIntosh Trail property may result in disciplinary action, up to and including dismissal from employment.

Use of Privileged or Confidential Information

Many staff members are exposed to privileged or confidential information which may be of significant interest to the public. Privileged or confidential information must not be used by staff to gain advantage for themselves, relatives, friends, or acquaintances.

Privileged or confidential information may only be released by following Health Insurance Portability & Accountability Act guidelines.

Use of computers to obtain information concerning individuals we serve, other employees/staff or other third parties for non-work-related reason is prohibited.

Activities and Relationships with Non-McIntosh Trail Employees

All staff must be alert when conducting business with non-employees to avoid even the appearance of misconduct, personal or financial gain or conflict of interest.

Staff members must report ownership or partial ownership of a company if the company in which they are owner or part owner is doing business or seeks a business relationship with McIntosh Trail CSB.

Staff are prohibited from accepting personal favors or benefits under circumstances that may influence or give the appearance of influencing their official activities. Such favors and benefits may not be accepted by staff members on behalf of other individuals.

Staff are prohibited from involvement in official activities in which an individual served is a relative or in-law. Staff are prohibited from involvement in official activities in which an individual served is a personal acquaintance when the relationship creates a conflict or perception of conflict of interest.

Staff should not witness documents for individuals served such as power of attorney, requests for guardianship or medical advance directives (behavioral health advance directives are permissible to be witnessed by McIntosh Trail staff).

Misconduct or abuse involving individuals served in any form is a matter of serious concern and will not be tolerated.

Arrests and Convictions

Staff are **required** to disclose felony convictions or pending charges on *Applications for Employment* or resumes. Employees are also **required** to notify their supervisors, appropriate Human Resources/ Personnel representative or other authorized official of any arrests and/or convictions **within five (5) calendar days** of the date of arrest or conviction. A determination of appropriate action will be made on a case-by-case basis.

Personal Fundraising Guidelines

Staff may engage in selling items for fundraising purposes during business hours within the following guidelines:

- With permission from the program director
- No door-to-door solicitation and no use of agency email to solicit
- A notification in a common staff only area, that items are available for purchase may be posted
- The actual purchases should take place during break times, lunch and after hours
- Personal fundraising may not disrupt services or business at the site
- McIntosh Trail resources, including email, should not be used for personal fundraising
- No staff should feel pressured to make any purchase or participate in any activity related to personal fundraising

V. PERFORMANCE MANAGEMENT PROCESS

The Performance Management Process establishes a common process for assessing job performance. Generally, the performance review period is *July 1 through June 30* of each year.

Performance Management Plans

McIntosh Trail CSB employees are to receive Performance Management Plans for each new performance review period or when placed in a new position. Performance Management Plans include:

- > job and individual responsibilities
- > statewide responsibilities
- > performance expectations
- > terms and conditions of employment

Supervisors have the authority to assign job duties and responsibilities, remove from, add to, eliminate entirely or otherwise change the duties and responsibilities of employees, and to direct and control their work. Based on the needs of the program, the assignment of duties and responsibilities may be temporary or permanent. When significant changes are made during a review period, Performance Management Plans should be modified accordingly.

Interim Reviews

Evaluating supervisors should meet with employees **at least once** during the performance review period to conduct an interim review of the employees' work performance and compliance with terms and conditions of employment.

Annual Performance Management Evaluations

Performance Management Evaluations are completed by evaluating supervisors to rate performance and adherence to terms and conditions of employment. Based on these evaluations, salary increase determinations are made. Salary increases are granted based on the approval and allocation of funds for such increases by the Georgia General Assembly. If funding allocation is not approved, there will be no salary increases granted.

VI. HOURS OF WORK

Fair Labor Standards Act (FLSA)

The Fair Labor Standards Act (FLSA) applies to all employees of McIntosh Trail CSB unless employees are specifically exempted because of their work assignment. Employees who are subject to the FLSA are considered “non-exempt”.

The provisions of FLSA include guidance for establishing work periods, payment of minimum wages, hours of work, overtime compensation, and required record keeping.

Overtime

Non-exempt employees are not authorized to work more than 40 hours in a work period, unless prior approval is received from supervisors. Emergency situations in which prior approval is not possible will be reviewed on a case-by-case basis.

Whenever possible, non-exempt employees who have met their established work hours in a designated work period should have work hours adjusted during the work period to avoid overtime accrual. Non-exempt employees earn overtime at a rate of time and one-half for time **actually worked** beyond 40 hours in a work period. Overtime will be granted as compensatory time.

Exempt employees are not entitled to overtime for time worked beyond 40 hours in a work period. In unusual circumstances when exempt employees are required to work an extraordinary number of hours, supervisors may grant some time off within a reasonable period of time. Time off for exempt employees should be on an hour-for-hour basis.

If you have questions about FLSA, please contact the Human Resources/Personnel representative.

Official Work Hours and Work Schedules

The work hours of McIntosh Trail CSB are set by each individual program. All offices and facilities are to be adequately staffed to transact business during the hours necessary and appropriate for their service and administrative functions.

Work schedules of staff members may vary depending upon the type of job and work location. Some McIntosh Trail sites operate 24 hours a day, seven (7) days a week. In such operations, employees may work various shifts.

The work hours of staff must be scheduled based on the needs of the organization. Supervisors have the authority to assign hours of work and arrange the work schedules of staff members as necessary to meet the needs of the program.

Emergency Closings

Programs of McIntosh Trail may be closed due to inclement weather or other emergencies such as fires, power failures, floods, etc. Generally, the Executive Director will determine when agency programs will be closed due to inclement weather or other emergencies. This authority may be further delegated to the Directors or Program Managers. See Policy #3208 for more information.

VII. SAFETY & WORK-RELATED INJURY, ILLNESS OR EXPOSURE TO OCCUPATIONAL DISEASE

Observing Safety Regulations

Safety is a shared responsibility between staff members and supervisors. It is important for staff to be “safety conscious” and take precautions to avoid injury, illness and exposure to occupational disease while performing official duties. Staff members are to follow all safety rules and regulations applicable to an assignment and are to bring potentially unsafe or unhealthful working conditions and/or potential exposure to hazardous chemicals to the attention of supervisors for review and appropriate action.

HIV/AIDS In The Workplace

Staff are expected to care for, treat or provide services to individuals in need of Behavioral Health & Developmental Disability services. The guidelines for health and safety standards established by the agency regarding HIV/AIDS should be followed. Supervisors are to ensure that staff is trained on the correct procedures and provided protective clothing & proper equipment in order to provide services to those with HIV/AIDS.

Information concerning HIV/AIDS status and testing is confidential.

Workers’ Compensation

Employees incurring work-related injuries, illnesses or exposure to occupational disease are eligible for Workers’ Compensation benefits. Employees should immediately report to their supervisors any work-related injuries, illnesses and exposure to occupational disease. If an accident is not reported, Workers’ Compensation coverage may be jeopardized.

Supervisors are responsible for the immediate reporting of the injury, illness or exposure to occupational disease in accordance with the procedures established in Policy #3007. If immediate reporting is not possible, the report is to be made within 24 hours of being notified by the employee.

Supervisors should not call and report the incident if the injury, illness or exposures to occupational disease does not require medical treatment and does not result in lost time from work. Supervisors or designees should complete an INCIDENT REPORT (found with Policy #3007) and retain for their records. Should the employee require treatment or lose time away from work at a later date, the claim should be reported at that time by following the procedures outlined in Policy #3007.

Non-employees are not covered by the McIntosh Trail Workers’ Compensation plan and should therefore notify their employer in the event of injury or illness.

VIII. OUTSIDE ACTIVITIES

In general, McIntosh Trail is not concerned as an employer with the non-work time of employees. Off-duty conduct becomes a legitimate concern, however, when it affects program operations or reflects negatively on the agency. Such off-duty conduct may result in appropriate disciplinary action being taken.

Other Employment

In addition to your McIntosh Trail CSB job, employees may have other employment if it:

1. Does not violate any federal or state law, Rules of the State Personnel Board or
2. Does not create a conflict of interest with McIntosh Trail employment; and
3. Does not interfere or conflict with their ability to effectively perform assigned duties and responsibilities with McIntosh Trail. In this regard, an employee's job with McIntosh Trail must be considered primary.

Prior to beginning other employment, employees must notify their supervisor and must submit a *Request for Approval of Outside Employment* form to their immediate supervisor.

IX. ALCOHOL AND DRUG POLICIES

Drug-Free Workplace

In accordance with federal and state laws, McIntosh Trail is committed to providing a drug-free workplace. Staff are prohibited from illegally engaging in the manufacture, distribution, dispensing, possession or use of illegal drugs **at any time or place, including the workplace.**

As part of the terms and conditions of employment, staff members are to be free of illegal drugs while at work or on duty. Also, staff are not to report for work while impaired by over-the-counter drugs. Employees may be required to submit to drug testing.

Employees who do not comply with the above are subject to disciplinary action, up to and including dismissal, and future employment by McIntosh Trail may be denied.

Alcohol-Free Workplace

As part of the terms and conditions of employment, staff are to be free of alcohol while at work or on duty. Staff members may be required to submit to alcohol testing. Staff who do not comply with the above are subject to disciplinary action, up to and including dismissal, and future employment by the McIntosh Trail may be denied.

X. CONFLICT RESOLUTION

McIntosh Trail strives to have work related concerns addressed at the lowest level. Staff are encouraged to bring work-related concerns to their supervisors for review and potential resolution. Supervisors should communicate directly with staff members and be open to review of concerns.

If resolution cannot be made at the lowest level, staff are encouraged to present their concerns to the next higher level of management in the chain of command.

Questions concerning any aspect of conflict resolution should be directed to your supervisor or the Human Resources Manager.

Third Party Involvement in Employment Matters

Supervisors will maintain contact and relations with staff on an individual and direct basis rather than through third party individuals, representatives or organizations.

There will be no recognition, expressed or implied, of any third party involvement in any matter pertaining to management of staff. Third parties include, but are not limited to, relatives, friends, acquaintances, representatives of professional associations, those who are not considered in a “need to know” status, and attorneys.

Supervisors will not meet, confer, negotiate or engage in discussions with any third party individual, representative or organization regarding employment matters.

Grievance Procedures

Internal grievance procedures have been established to review allegations of unfavorable employment decisions and conditions that are not considered unlawful discrimination or sexual harassment. There are separate grievance procedures for eligible classified and unclassified employees.

There are specific deadlines by which a grievance must be filed. Attempts at informal resolution do not extend the filing deadlines. See Policy #3326 for more information.

Unlawful Discrimination Complaint Procedure

Complaints alleging unlawful discrimination on the basis of age, gender, color, disability, national origin, political affiliation, race, religion and allegations of sexual harassment may be filed with the Human Resources Department. Filing a complaint through this procedure does not prevent otherwise eligible employees from filing with the State Commission on Equal Opportunity or other appropriate Federal agency.

Staff members who believe that they have been subjected to sexual harassment should immediately report the incident to an appropriate supervisor, Human Resources/Personnel representative. For more information, refer to Policy #3001.

XI. DISCIPLINARY ACTION

Disciplinary action may be appropriate due to employees' inappropriate behavior and/or unsatisfactory performance. When disciplinary action (except for separation) is taken, employees should be given sufficient information to enable them to correct the inappropriate behavior and/or unsatisfactory performance.

Since only classified employees are covered by the Rules of the State Personnel Board, there are separate disciplinary action procedures for classified and unclassified employees. See Policy #3351 for more information.

XII. ENDING EMPLOYMENT

Resignation

An employee who resigns from McIntosh Trail CSB should provide advance written notification. Under ordinary circumstances, notification should be received at least ten working days prior to the effective date of the resignation. After an employee gives a notice of resignation, the employee may not request more than eight hours use of annual or personal leave during the notice period except with the expressed approval of the Executive Director. Sick leave must be validated by a satisfactory physician's statement.

Retirement

Employees who have selected a retirement date and have received confirmation from the Employees' Retirement System should advise their supervisors of the retirement date as soon as possible. Supervisors should be given at least thirty (30) calendar days advance notice.

After an employee gives a notice of retirement, the employee may not request more than eight hours use of annual or personal leave during the notice period except with the expressed approval of the Executive Director. Sick leave must be validated by a satisfactory physician's statement

Staff Reduction In Force

Employees may be separated from employment through a staff reduction as a result of shortage of work or funds, change in organization, or otherwise.

If employees will be affected by a staff reduction, specific procedures must be followed to implement a Reduction in Force, as set forth in State Personnel Board Rules, in order to determine which employees will be retained.

Unemployment Compensation

All employees who are separated from employment for any reason should receive a *Separation Notice* with their final check and may file for unemployment compensation benefits. Upon application for unemployment compensation benefits, a determination of eligibility will be made by the Georgia Department of Labor Form.

XIII. GENERAL INFORMATION

Travel

Employees may be required to travel in order to perform official duties. Regulations allow employees to be reimbursed for reasonable and necessary expenses incurred while traveling in the performance of such duties. Please see your supervisor or refer to Policy #1411 for a copy of the current travel regulations.

We hope that the information in this handbook is useful to you. If you have questions not answered in the handbook, you should: Contact your supervisor; or contact the Human Resources Department.

Please remember to sign and date the EMPLOYEE ACKNOWLEDGEMENT FORM at the back of this handbook and turn it in to your supervisor or orientation coordinator.

EMPLOYEE ACKNOWLEDGEMENT FORM

The *EMPLOYEE HANDBOOK* has important information about employment. My signature below acknowledges that I have received the handbook, and that I understand it is my responsibility to read and comply with the guidelines described in it. I understand that, if I have any questions not answered in the handbook, I should contact my supervisor and/or Human Resources Department.

I UNDERSTAND THAT THIS HANDBOOK IS NOT A CONTRACT OF EMPLOYMENT OR A LEGAL DOCUMENT, AND IS NOT TO BE INTERPRETED AS SUCH. McIntosh Trail CSB has the right to change information in this handbook at any time or for any reason without prior notice.

Please complete below:

EMPLOYEE NAME (please print) _____

EMPLOYEE SIGNATURE _____

WORK LOCATION _____

DATE _____

This copy should be retained with the HANDBOOK for future reference.

EMPLOYEE ACKNOWLEDGEMENT FORM

The *EMPLOYEE HANDBOOK* has important information about employment. My signature below acknowledges that I have received the handbook, and that I understand it is my responsibility to read and comply with the guidelines described in it. I understand that, if I have questions not answered in the handbook, I should contact my supervisor and/or Human Resources Department.

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Please complete below.

EMPLOYEE NAME (please print) _____

EMPLOYEE SIGNATURE _____

WORK LOCATION _____

DATE _____

This copy should be maintained by Human Resources in the official Personnel File.