Excerpts From CAC

Personnel Policies
2.4 **Classes of Employees**

2.4.1 **Regular Employee:** A full or part-time employee who has completed a six-month probationary period of successful work performance.

2.4.2 **Probationary Employee:** A probationary employee is one who in a full-time job capacity has not completed six months of successful performance of work. The supervisor will prepare an evaluation form on the employee no later than two weeks before the end of the probationary period. No later than two weeks before the end of the probationary period, the Supervisor will inform the employee of whether he will be (1) transferred to full-time status, (2) placed on extended probationary period, or (3) terminated.

2.4.3 **Full-Time Employee:** A regular or probationary employee who regularly works a minimum of 40 hours per calendar week. Full-time employees are eligible to participate in all CAC fringe benefits in accordance with the rules and regulations governing these benefits.

2.4.4 **Part-Time Employee:** Any employee who regularly works less than 40 hours per week is a part-time employee. Part-time employees who regularly work 30 hours or more per calendar week are eligible to participate in the group health, dental, and life insurance plans. Former insurance plan participants will not lose eligibility due to reduction in hours of employment. Part-time employees must work a minimum of 1,000 hours per year to participate in the agency's basic retirement plan. Part-time employees are eligible for all other benefits on a pro-rata basis including holidays, sick leave, and annual leave.

2.4.5 **Temporary Employee:** A Temporary employee is one who is employed to work for a period of time which does not exceed twelve (12) calendar months. Temporary employees are employees at will and are not subject to Section 11.4.8. Temporary employees will be covered under Worker’s Compensation insurance and the social security program. They will not be able to participate in any other CAC fringe benefit. Temporary employees will not be paid for holidays. (Revised 9/16/96)

2.4.6 Employees who do not have a regular working schedule and work on an “on call” basis are temporary employees. (Revised 9/16/96)

2.4.6 **Substitute Employee:** Employees who do not have a regular working schedule and work on an "on call" basis are substitute employees. Substitute employees will be covered under Workman's Compensation Insurance and the social security program. They will not be covered or eligible to participate in any other CAC fringe benefits. Temporary employees will not be paid for holidays. (Added: 1997)

2.5 **Discrimination Prohibited**

There shall be no discrimination in the hiring and employment procedures of the governing body against any applicant for employment because of race, creed, color, sex, age, national origin, or handicap.
2.6 Orientation Sessions

At least one orientation session shall be provided to each new employee during his first 30 days on the job. This orientation shall be provided by the employee's supervisor. The supervisor of a new employee is responsible for determining and making provisions for the orientation, on-the-job training, and evaluation which is required to provide the information and other assistance necessary to help the new employee fulfill the duties of his position. The new employee shall also participate in a general orientation session designed to familiarize the employee with the overall purpose, programs, and policies of the Community Action Committee.

2.7 Partisan Political Activity Prohibited

Employment in the Community Action Program shall not be offered as a consideration or reward for the political support of any political party or candidate for public office, nor may any person, as an employee, engage in partisan political activity.

Prohibited Activities: Persons covered by this Section are prohibited from taking an active part in partisan political campaigns or in any activity that would affect the outcome of a partisan political election. Including but not limited to the following:

(a) Becoming a candidate for nomination or election to a political office or to a party office.
(b) Serving on or for any partisan political committee, party, or other similar organization, or serving as a delegate or alternate to a political caucus or convention.
(c) Soliciting or handling partisan political contributions.
(d) Soliciting the sale of or selling partisan political fund raising tickets.
(e) Serving as an officer of a partisan political club, as a member or an officer of any of its committees, or being active in organizing it.
(f) Assisting in preparations for, organizing, or conducting a partisan political meeting or rally. Attendance at a political rally or meeting is permissible.
(g) Engaging in activity at the polls at primary, regular, or special elections such as soliciting votes in favor of or against any candidate or party.
(h) Acting as recorder, checker, watcher, or challenger for any party or candidate in an election.
(i) Writing for publication or publishing any letter or article soliciting votes in favor of or against any candidate or party.
(j) Distributing partisan political campaign literature or material.
(k) Initiating or circulating partisan political petitions, including nomination petitions.

(l) Soliciting support for a candidate or party.

(m) Transporting voters or prospective voters to the polls.

These restrictions apply to all employees while on and off duty. Additionally, the restrictions apply even though employees are on leave, with or without pay. The restrictions are lifted only when employment is terminated.

**Permitted Political Activities:** A person covered by this Section may:

(a) Register and vote as he chooses.

(b) Express his opinions on political subjects and candidates.

(c) Be a member of a party or political club, although he may not hold office or otherwise be active in party affairs.

(d) Make voluntary contributions of money to a political campaign or party.

(e) Participate in educational efforts related to issues and to the political process so long as this is done in a politically neutral manner.

(f) Attend political meetings and rallies.

(g) Engage in non-partisan political activity. There is no prohibition on political activity in connection with: (1) non-partisan elections which are defined as those in which none of the candidates represents the Democratic or Republican party or any other party which ran a candidate for President in the preceding presidential election, or (2) questions not specifically identified with a national or state political party, such as constitutional amendments, referenda, approval of municipal ordinances, and similar matters.

2.8 **Rules Governing Civil Disorder and Direct Action**

CAC personnel must seek to channel feelings of frustration among the poor into constructive efforts that will improve their conditions without encouraging illegal or destructive actions. Employees of the CAC are specifically forbidden to:

(a) Plan, participate in, or provide assistance to others in carrying out any form of direct action which is in violation of federal, state, or local law or an outstanding injunction of any federal, state, or local court.

(b) Plan, participate in, or provide assistance to others in carrying out any form of direct action which is designed with the intent to involve physical violence, destruction of property, or physical injury to persons.
On the contrary, CAC employees should affirmatively do what they can do to prevent such activities and to discourage any direct action that is violent in manner or purpose or is calculated to incite civil disorders.

(c) Commit any actions in connection with riots.

(d) Such described behavior may be considered grounds for termination. No employee may avoid the limitations by simply taking leave time, or relying on the fact that a given activity occurs in the evening or on a weekend.

2.9 Rules Governing Conflict of Interest and Nepotism

The following rules shall be observed with respect to persons whose employment is supported by federal funds or by contribution to the non-federal share.

2.9.1 No person shall hold a job while he or a member of his immediate family serves on a board or committee of a grantee or delegate agency if that board or committee has authority to order personnel actions affecting his job.

2.9.1 No person shall hold a job over which a member of his immediate family exercises supervisory authority.

2.9.3 No person shall hold a job while either he or a member of his immediate family serves on a board or committee who, either by rule or by practice, regularly nominates, recommends, or screens candidates for the agency or program by which he/she is employed. For purposes of this, a member of an immediate family shall include any of the following persons:

<table>
<thead>
<tr>
<th>Husband</th>
<th>Brother</th>
<th>Father-in-Law</th>
<th>Son-in-Law</th>
</tr>
</thead>
<tbody>
<tr>
<td>Wife</td>
<td>Sister</td>
<td>Mother-in-Law</td>
<td>Daughter-in-Law</td>
</tr>
<tr>
<td>Father</td>
<td>Son</td>
<td>Brother-in-Law</td>
<td></td>
</tr>
<tr>
<td>Mother</td>
<td>Daughter</td>
<td>Sister-in-Law</td>
<td></td>
</tr>
</tbody>
</table>

2.9.4 No person who serves as a voting member of the governing body of the Knoxville-Knox County Community Action Committee, the governing body of a Resident Advisory Board, or other major policy advisory body of the Knoxville-Knox County Community Action Committee may be employed by said agency or any of its delegate agencies.

2.9.5 Normally, two members of the same immediate family may not work in the same office or component of CAC.

2.10 Outside Gainful Employment by CAC Personnel is prohibited except where permission
is expressly requested and granted by the Executive Director. Permission will be granted only where:

(a) Such employment shall not interfere with the efficient performance of the employee's official duties.

(b) Such employment shall not involve a conflict of interest or conflict with the employee's official duties;

(c) Such employment shall not involve the performance of duties which the employee should perform as part of his/her official employment;

(d) Such employment shall not occur during the employee's regular or assigned working hours in the CAC Program, unless the employee, during the entire day on which such employment occurs, is on either annual leave, compensatory leave, or leave without pay.

2.11 Representation of the Agency

Employees may represent the Agency only when specifically authorized to do so by the Executive Director or other administrative staff member to whom this authority has been delegated. No staff member may take any action which shall indicate CAC endorsement, support, or sponsorship (formal or implied) of any organization, group, or activity not specifically designated in an approved work program unless permission to do so is requested and received in writing.

2.12 Appropriate Dress

Each employee is expected to dress in a neat, conservative manner, commensurate with his position or with the task(s) to be performed.

2.13 Creditors' Claims

Each employee is paid a livable wage. Accordingly, he is expected to live within his income and should not accumulate insurmountable debts. CAC will not countenance continued calls or claims from creditors regarding amounts owed by its employees.

2.14 Confidential Information

Employees are prohibited (without legal authorization) from disclosing confidential information, nor can this information be used for personal interests.

2.15 Possession of Firearms or Illegal Weapons: The possession of firearms or illegal weapons during working hours will be considered cause for immediate dismissal.
Section 7.0    Employee Benefits

7.1 Vacations

From the first day of employment, each employee shall earn a number of vacation hours per month based on length of service as indicated below:

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Hours Per Month</th>
<th>Days Per Year</th>
<th>Maximum Accrual</th>
</tr>
</thead>
<tbody>
<tr>
<td>0 to 5</td>
<td>8-2/3</td>
<td>13</td>
<td>30 Days</td>
</tr>
<tr>
<td>5 to 10</td>
<td>12-2/3</td>
<td>19</td>
<td>36 Days</td>
</tr>
<tr>
<td>10 to 20</td>
<td>14-2/3</td>
<td>22</td>
<td>39 Days</td>
</tr>
<tr>
<td>Over 20</td>
<td>16-2/3</td>
<td>25</td>
<td>42 Days</td>
</tr>
</tbody>
</table>

No employee may accrue more than the maximum accruals listed above at any one time. However, when an employee has accrued the maximum allowable leave, then all future leave earned by that employee will be credited to the employee's leave record on an annual basis. For record purposes, this leave entry will be dated June 30 and will reflect leave earnings for the past 12 months. On June 30, vacation leave balances in excess of the maximum allowable will be transferred to the employee’s sick leave account.

7.1.1 Vacation provisions are not applicable to temporary employees. Regular part-time employees who are scheduled to work 20 or more hours per week earn a prorated annual leave.

7.1.2 All vacation leaves must be approved by the appropriate supervisors before being taken. Supervisors have the option to limit the number of employees on vacation at a particular time when it may interfere with the operation of an office or department. Whenever possible, however, employees will be permitted to take planned vacations. A leave form must be filled out in advance except in cases of emergency or special circumstances.

7.1.3 Agency policies governing the accumulation and use of annual leave and holiday leave may be modified, with the approval of the Executive Director, by designating particular dates as paid employee leave days in order to meet unique program purposes or client population needs.

7.1.4 An employee or his/her beneficiaries may be paid for any unused earned vacation time upon termination up to the maximum accruals listed above.
7.2 Sick Leave

Eight (8) hours of paid sick leave will be earned during each month amounting to 12 days per year. Regular part time employees who are scheduled to work 20 or more hours per week earn sick leave on a pro-rata basis. There is no limitation placed on the amount of earned sick leave an employee can accumulate. However, sick leave has no cash redemption value upon termination of employment for whatever cause. Sick leave will be taken in increments no smaller than one hour.

Employees may be granted sick leave while on vacation providing the normal requirements for receiving sick leave are fulfilled. Employees shall complete the necessary forms required to reflect the change from annual to sick leave.

While there is no limitation placed on the amount of earned sick leave an employee can accumulate, the following usage limitations are in place. Employees who utilize accrued sick leave for an extended period of time (greater than twelve (12) weeks) will not accrue additional leave time (either annual or sick leave) while on sick leave beyond the twelve (12) week period. (Revised 7/1/2020)

Additionally, accrued sick leave utilized for a period of greater than twelve (12) weeks can only be used for personal illness or injury and recovery. Employees using sick leave for periods of time beyond a twelve (12) week period may be asked to submit a physician’s statement regarding ongoing ability to work/need for sick leave on a periodic basis. (Revised 7/1/2020)

7.2.1 A medical certificate can be required as proof of sickness and ability to return to work in those instances when sick leave extends beyond three (3) working days and when sick leave falls on a day immediately preceding or following vacation leave or holiday, or as requested by the Executive Director.

7.2.2 Sick leave may be granted for the following purposes:

(a) Personal illness or physical incapacity resulting from causes beyond the employee's control.

(b) Enforced quarantine of employee by community health officer.

(c) Necessary appointments with medical doctor or dentist.

(d) Physical incapacity resulting from pregnancy.

(e) Attending sick relatives living in same household as employee.

(f) Attending sick relatives living in a household other than the employee's but for whom no other free assistance is available.
(g) Taking members of the immediate family to medical appointments.

(h) Attending funeral of a member of his immediate family. An employee may be granted an excused absence for the time reasonably needed to attend the funeral of a member of his immediate family for up to three (3) regularly scheduled work days during the period beginning with the day of death and ending with the day of such funeral. This time period may be concluded the day after the funeral for extensive travel or extenuating circumstances arising out of death.

For the purpose of this Subsection, the term, "a member of his immediate family," shall be defined as: spouse, children, brother, half-brother, sister, half-sister, parents, parents-in-law, or grandparents of the employee.

7.2.3 To qualify for sick pay, an employee must notify his supervisor of the problem or condition no later than 8:30 a.m. of any day or part of a day of absence. Immediately upon returning to work, the employee must submit the appropriate request for sick leave form stating the period absent and the reason for the absence. The employee's supervisor may then approve the request after determining that all rules and procedures have been met. The supervisor must disapprove the request if:

(a) Reason for the employee's absence is not covered under this section.

(b) Employee's statements are found to be inaccurate or untrue.

(c) Employee has not accrued sufficient time to cover absence.

(d) Improper or lack of notification is determined.

The supervisor will then send the request along with his recommendation to the Executive Director where it will be reviewed and placed in the employee's file. The Director will then notify payroll of any action taken.

7.2.4 Extended Sick Leave. Upon the request of the Director, the Administrative Committee may recommend that the Community Action Committee grant additional sick leave for cases of special need.

In cases where an employee is unable to work for a period of more than twelve weeks beyond said sick leave, annual leave, and compensatory time, the employee will not be guaranteed that the former position will be held open. If the recovered employee requests re-employment within six months, however, he/she will be given priority above other applicants for the first available position which is suitable for his/her qualifications.

7.2.5 Parental Leave. Any employee, male or female, after completion of their initial probationary period, can be granted parental leave for a period not to exceed four (4) months
following the birth or adoption of a child by the employee or the employee's spouse. Up to one month of this leave may be charged to her/his sick leave balance; with the remainder charged either to annual leave or is taken without pay. This leave is subject to the guidelines listed below.

An employee who gives at least three (3) months advance notice of his/her anticipated date of departure for parental leave, length of parental leave, an intention to return to full-time employment after parental leave, shall be restored to their previous or a similar position with the same status, pay, length of service credit and seniority as of the date of leave. Benefits and rights provided shall not be forfeited if the employee is prevented from giving three (3) months advance notice due to a medical emergency which causes the parental leave to begin earlier than anticipated. Parental leave shall not affect the employee's right to receive benefits or other rights of employment; however, costs of any of these benefits shall be borne by the employee if in a without pay status.

If the employee's position is so unique that, with reasonable effort, the position cannot be filled temporarily, as determined by the agency director, or if the employee has utilized the period of parental leave to actively pursue other employment opportunities or has worked part-time or full-time for another employer, reinstatement is not required. In such case, the employee shall be so notified.

7.4 Holidays

The following paid holidays will be observed:

- New Year's Day
- Martin Luther King's Birthday
- Presidents' Day
- Spring Holiday
- Memorial Day
- Independence Day
- Labor Day
- Veterans' Day
- Thanksgiving Day - (2 days)
- Christmas (2 days)

7.4.1 The provisions of 7.1.3 also apply to Holidays.

7.5 Employee Benefit Plans

The Knoxville-Knox County Community Action Committee shall establish and update an employee benefit plan in accord with prevailing practice in comparable local public and private non-profit agencies such as: minimum wage, F.I.C.A. (social security), Workman's Compensation Insurance, accident insurance, group health and life insurance, retirement, and credit union.

An annual memorandum from the Executive Director to each employee shall detail the current fringe benefits provided and the cost of these benefits to the employee and the
employer.

7.5.1 Regular part-time employees who are scheduled to work 30 or more hours per week are eligible for health, dental, and life insurance under the agency benefit plan.

7.6 General Benefits

7.6.1 Jury Duty. Any employee called for jury duty may be excused from work upon presentation of court notice to his immediate supervisor. When the employee returns to work, he will be paid the difference between his normal straight time earnings and the fees received from court, provided he submits evidence of the total amount received from the court. Only the number of days actually spent in court are counted in calculating payment. In the event that the employee is required to serve on a jury and is excused for one or more days, or any part thereof, he will be expected to report to work as soon thereafter as possible.

7.6.2 Voting Time. Employees who are unable to vote before or after their regularly scheduled work period will be allowed sufficient time with pay, not to exceed three (3) hours, for exercising their franchise to vote, provided such employees present evidence to the agency showing that they are eligible to vote. A leave form must be filled out in advance.

7.6.3 Occupational Disability Pay. Any employee who is absent from work because of any occupational disability arising out of or in the course of employment, unless purposely self-inflicted, or due to willful misconduct, violation of safety rules, or refusal to use safety equipment, will be excused from work. The only payment to injured employees will be made by Workman's Compensation and Employee's Group Insurance. Normal salary will be halted.

7.6.4 Career Development Assistance. Up to two (2) hours of work time per week may be granted to employees attending evening adult basic education classes for a period of up to six months. The number of CAC employees approved for this leave may not exceed twelve (12) at any time without special approval of the Executive Director.

Up to two (2) hours of work time per week may be granted for a period of six months to assist employees in pursuing academic studies beyond the high school level. For such higher level training, however, the individual must show that his studies fit into an overall educational goal and are closely related to his work at CAC.

Applications for such leave will be considered on the basis of job relatedness, benefit to the individual, work history, and performance of the individual, and ultimate value of the training to CAC.

In-service training on work-related subjects shall be provided to all employees each year. Training plans shall be developed by the component supervisors and employee representatives for the approval of the Executive Director.

In situations where the additional training is of immediate and great importance to job
performance, the CAC may provide limited financial assistance for payment of tuition goals. No employee is eligible for any form of career development assistance, however, until he has worked satisfactorily for six months.

7.6.5 End of Service Benefit. The CAC will cover the cost of COBRA health insurance premiums of employees terminating their employment in accordance with the following schedule.

<table>
<thead>
<tr>
<th>Years of Service</th>
<th>Months</th>
</tr>
</thead>
<tbody>
<tr>
<td>20 - 25 years</td>
<td>6</td>
</tr>
<tr>
<td>25 - 30 years</td>
<td>9</td>
</tr>
<tr>
<td>30 or more</td>
<td>12</td>
</tr>
</tbody>
</table>

7.7 Military Service

All employees and the Agency will comply with all applicable federal and state laws, executive orders, rules, and regulations applying to the re-employment of employees who enter the Armed Forces of the United States. For the purpose of carrying out the intent of this Subsection, any such regulations shall be relied upon.

7.7.1 Leave for Training Camp. An employee required to participate in brief reserve training camp activities will be granted leave with partial pay equal to the difference between his normal CAC salary and the military payment. If the employee chooses, he may take annual leave for this purpose.

Section 8.0 Working Schedule

This section is not to be construed as a limitation of hours of work or as a restriction on the Agency in adjusting the work schedule to meet operating needs.

8.1 Working Hours

A normal work day shall consist of at least 8 hours of work by each employee, and the normal work week for payroll purposes shall be at least 40 hours falling on the five consecutive week days.

No employee (except certain Administrative or Professional classifications) may be scheduled or permitted to work more than 40 hours per week.

8.2 Scheduled Work Day

The normal work day shall begin at 8:00 a.m. and end at 4:45 p.m., with a 45 minute lunch break occurring only between the hours of 10:30 a.m. and 3:00 p.m. Each employee is expected to work 40 hours per week except certain Administrative and Professional employees who are expected to work a minimum of 40 hours per week with whatever additional time is needed to accomplish the responsibilities of their positions.
These certain Administrative and Professional employees will be eligible for compensatory time.

Any deviation from the normal work day must be approved the Executive Director.

8.3 Compensatory Time

If it is necessary for an employee to be scheduled to work more than 8 hours on a given day, the supervisor is to adjust this by scheduling the employee to come in later or go home early on another day during that week. No overtime payment will be made without CAC board approval.

Certain Administrative and Professional employees determined exempt from overtime payment under the Fair Labor Standards Act, are eligible for compensatory time. This compensatory time shall be equal to the amount of overtime performed.

No person may carry a balance of more than 80 hours of unused compensatory time, and at no time may a cash payment be made for unused compensatory time. Accounting and personnel records will be kept of all hours worked overtime and all compensatory time must be approved in advance. In no instance may compensatory time be used for unauthorized tardiness and absenteeism.

8.4 Breaks

All employees are granted a 15 minute paid break each morning and afternoon. These breaks may not be used to lengthen the lunch period, to come in late, or to leave early.

8.5 Absenteeism and Tardiness

Absenteeism and tardiness not authorized as annual leave or sick leave will be charged as leave without pay.

8.6 Holiday Schedules for Essential Workers

When it is necessary or desirable to provide CAC services to program participants on regularly scheduled holidays, essential employees may be required to work. Essential full-time employees who work on Thanksgiving Day or Christmas Day will receive another full day off or compensatory time off equal to twice the amount of time actually worked, whichever is greater. Essential employees who are part-time and work on Thanksgiving Day or Christmas Day will receive pay equivalent to a full day or to twice the amount of time actually worked, whichever is greater. Essential full-time employees required to work on other holidays will receive compensatory time off equal to the amount of time actually worked. Part-time employees will receive pay equal to time actually worked.
8.7 Hourly Employees Who Work on an "On-Call" Basis

Temporary hourly employees who are called in to work on any given day will be entitled to pay for a minimum of three hours work for that day.

Section 11.0 Employer-Employee Relations

11.1 Staff Meetings

The Executive Director shall establish scheduled meetings of the Central Administrative staff, and of the staffs of other CAC components. Such meetings shall be designed to improve program administration and internal operations. A record of the minutes thereof shall be maintained.

11.2 Discrimination Prohibited

The Knoxville-Knox County Community Action Committee shall take action to ensure that employees are treated equally without regard to race, color, and national origin, sex, age, and handicap, cultural or religious convictions. This requirement shall apply to but not be limited to: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training.

11.3 Voluntary Termination

All employees voluntarily terminating employment shall be expected to give a two (2) weeks written notice of such anticipated action.

11.4 Dismissals

Under certain serious circumstances, CAC has the power to dismiss employees from their positions.

11.4.1 At least two weeks before the conclusion of the probationary period of each employee, the immediate supervisor shall prepare a performance evaluation of the employee using an approved evaluation sheet and other comments as needed. Based on this evaluation, the supervisor shall recommend to the Executive Director the employee's transfer to permanent status, an extended probationary period, or dismissal.

A probationary employee who, in the judgment of the supervisor, as reviewed and endorsed by the Executive Director, does not perform satisfactory work, may be immediately dismissed by proper notification upon or prior to the completion of his probationary period. The Executive Director shall have the right to extend the probationary period up to eight (8) additional weeks for additional evaluation.
11.4.2 An employee may be terminated at any time for such causes as (a) conviction of a serious crime, (b) misconduct on or off the job which is judged to be detrimental to the Agency's programs, (c) use or possession of alcoholic beverages, narcotics, or hallucinogenic drugs on the job, (d) being under the influence of alcoholic beverages, narcotics, or hallucinogenic drugs on the job, (e) continued tardiness, (f) excessive absenteeism, (g) failure to perform work satisfactorily, (h) abuse of safety rules, (i) abuse of sick leave, (j) theft of agency property, (k) insubordination, (l) a three-day absence without calling.

11.4.25 Any employee suspected of being under the influence of drugs or alcohol, in violation of Subsection 11.4.2 (c), may be required to submit to appropriate diagnostic tests. If said employee refuses to cooperate with the testing, it will be assumed that he/she is under the influence of substances as set out in 11.4.2 (c) and will be grounds for immediate suspension and/or termination.

11.4.3 In the event an employee develops a physical, mental, or emotional condition which interferes with the performance of his normal duties, the employee may be required to go on sick leave status or the employee may be offered a transfer to a less demanding position.

11.4.4 An employee may first be given a written warning for less serious infractions of rules. A copy of the warning will be placed in the employee's personnel file. Continued violations of rules may lead to a three to ten (3 - 10) day temporary suspension from work without pay. The supervisor and the Executive Director will determine when the violation of rules is critical enough to justify suspension.

11.4.5 Dismissals or terminations of permanent employees shall be initiated by written notice delivered to the employee at least two (2) calendar weeks prior to the last day of employment. All notices of dismissals shall be presented in writing.

11.4.6 Under exceptional circumstances, the Executive Director, with authorization of the Administrative Committee, may immediately suspend the employment of any person pending a later investigation and disposition of the matter warranting suspension.

11.4.7 The Executive Director may be dismissed by a majority vote of the Board of Directors at a regular or special meeting called for that purpose, upon recommendation of such action by a majority vote of the Administrative Committee. Where exceptional circumstances warrant, the Administrative Committee may immediately suspend the employment of the Executive Director pending: (1) a later investigation and disposition of the matter warranting the suspension, and (2) a written report of the investigation and findings to the Board of Directors.

11.4.8 An employee who claims that he has been dismissed without due cause shall be provided an opportunity to have the action reviewed by the Administrative Committee.

Section 12.0 Employee Grievance and Complaints
12.1 Definition

Any employee who feels that he has been treated unfairly, or who disagrees with his supervisors as to the application of a particular policy to him as an employee, may file a grievance. Employee complaints and grievances shall be given prompt and fair consideration according to the procedures outlined below. No adverse action will be taken against any employee for participating in the grievance procedure, either as a complainant, a representative, or a witness.

12.2 Grievance Procedure

Step 1: Any employee or group of employees having a complaint or grievance shall, within 10 work days of the event giving rise to the grievance, discuss the matter openly with the immediate supervisor and attempt to resolve the matter. The supervisor will respond to the grievance as promptly as possible, but not later than the end of the fifth work day following the discussion. Any grievance not so answered is deemed denied.

Step 2: If the matter is not resolved at Step 1, the grievant or grievants may carry the matter to Step 2 by submitting a written statement of the grievance and of the corrective action requested. This statement must be submitted to the Executive Director within 5 work days of the first step denial. The Executive Director will conduct an investigation and meet with the grievant or grievants and attempt to resolve the matter. If the matter cannot be resolved within 10 work days of the Step 2 submission, the Executive Director will, within 5 work days thereafter, issue a written disposition of the grievance, stating the reasons therefore.

Step 3: The grievant may carry the Executive Director's disposition to Step 3 by written notice to the Administrative Committee Chairperson within 5 work days following the Executive Director's disposition. On receipt of the notice, the Administrative Committee will schedule a hearing time and place and notify the grievant or grievants. At the hearing before the Administrative Committee, the grievant and the representatives of CAC will be able to present evidence and witnesses on their own behalf, to cross-examine the witnesses of others, and to make appropriate argument. The hearing will be presided over by a Hearing Officer designated by the Administrative Committee who shall rule on disputed matters of procedure and so conduct the hearing as to ensure a full, fair and orderly presentation by all parties. Formal rules of evidence will not apply. All documents to be submitted to the Administrative Committee must be submitted to the Hearing Officer not less than 5 work days before the date of hearing. The Administrative Committee will issue a written statement of its decision, and the reasons therefore, within 15 work days following the close of the hearing. This decision will be the final decision for CAC.

12.3 Conflict of Interest

Any member of the Administrative Committee who is personally involved in a grievance shall excuse himself from the deliberations thereon as a Committee member. If more than one
member of the Committee is personally involved in the same grievance, the Chairman of the CAC shall select alternate members of the CAC to sit on the Administrative Committee for this particular grievance in order to bring the Administrative Committee up to its full complement.

12.4 Representation

The complainant has the right to be represented at all stages of the grievance procedure by counsel retained at his own expense.

The complainant may also choose to be represented by a lay person. This lay representative may be another CAC employee who is not personally involved in the grievance. Employees who participate in the grievance procedure as representatives or witnesses may do so without loss of pay, provided they arrange with their supervisors to leave work for the purpose of handling a grievance.

12.5 Records

CAC shall prepare and retain a full recording of all grievance procedures by the least expensive means available.

Section 13.0 Prohibition against Acceptance of Gifts and Gratuities

Employees of the Knoxville-Knox County Community Action Committee and of its delegate agencies are prohibited from accepting gifts, money, and gratuities from persons who are:

(a) Receiving benefits or services under the Community Action Program;
(b) Performing services under contract; or
(c) Otherwise in a position to benefit from an employee action.

Section 15.0 Safety

15.1 Safety Rules

As a condition of employment all employees shall be required to conform to the safety rules and regulations that may be issued by the agency from time to time.

15.2 Protective Equipment

Where necessary for the safety and health of its workers, the agency will provide appropriate protective clothing and safety equipment.

15.3 Good Housekeeping

Employees will be expected to put forth every effort to maintain safe and clean working conditions.
15.4 Safety Committee

A Safety Committee composed of five (5) members: three (3) non-administrative employees, and two (2) administrative employees, shall be established. This committee will meet at least twice a year to consider safety problems and make recommendations to the agency for the resolution thereof.

**Sexual Harassment:** Sexual harassment by any employee of CAC will not be tolerated. Sexual harassment is defined as unwanted sexual conduct, or conduct based on sex, by an employee’s supervisor (s) or another employee (s) which adversely affects or interferes with the employee’s work or work performance or which creates an intimidating, hostile, or offensive work environment.

Sexually harassing conduct in the work place is prohibited. Examples of conduct which may constitute sexual harassment are: sexual advances, requests for sexual favors, propositions, physical touching, and verbal abuse of a sexual nature, sexually provocative language or gestures, sexual jokes, the display of sexually oriented objects, pictures, or photographs.

An employee who believes that he/she has been subjected to sexual harassment has a responsibility to report or complain immediately to his/her supervisor or director. If this is not possible, the report or complaint should be made to the Personnel Director or the Executive Director.

All reports or complaints will be investigated promptly with as much impartiality and confidentiality as possible. There will be no retaliation against an employee who makes a claim of sexual harassment or who is a witness to the harassment. At the conclusion of the investigation, the employee making the report or complaint will be advised of the findings.

If CAC determines that sexual harassment has occurred, corrective action will be taken. An employee who is found to have engaged in sexual harassment will be subject to disciplinary action up to and including discharge.

**Section 18.0 Technology and Communications Systems Policy**

The Knoxville-Knox County Community Action Committee (CAC) owns and operates technology and communications systems in order to carry out the work of the agency. The computer system, other technology resources, and all communications and other activities on these systems are the property of CAC and are not intended for personal use. The purpose of these policies is to inform CAC employees of the appropriate use of these resources. Our goal is to enable CAC employees to work efficiently and cost effectively in meeting the needs of those we serve.

18.1 Computers: Only CAC tech staff or designated individuals approved by tech staff may install, connect, disconnect, move, or modify CAC computer equipment. Hardware needs should be requested through established procedures.

18.1.1 Passwords: Employees must use only those passwords issued or approved by the agency. Employees may not share their passwords with others or use the password of another employee. Only computer tech staff and other authorized individuals may have or authorize access to an employee’s password and computer. Staff must protect against unauthorized use of their password by logging out or by activating screen savers when computers are left unattended.

18.1.2 Software: CAC will provide employees with the software necessary for the conduct of their work. Only CAC tech staff or designated individuals approved by tech staff may install software. Employees are not permitted to change or tamper with network setups or software configurations. CAC adheres to the terms and conditions of software licensing agreements.
18.1.3 **E-mail:** E-mail is provided for agency business purposes. Any personal use of e-mail must be brief, infrequent, and limited to necessary correspondence which because of time constraints cannot be made outside work hours. Public access computers located throughout the community may be used for personal e-mail.

In order to limit the introduction of a virus into the system, employees must exercise great caution when opening any e-mail attachment. Attachments from unknown sources must not be opened without first checking with tech staff or other authorized individual.

18.1.4 **Internet:** Employee access to and communication on the Internet is intended for agency business purposes. Any personal use of the Internet must be infrequent, brief, necessary due to time restraints, not on work time, and approved in advance by a supervisor. Public access computers located throughout the community may be used for personal Internet access.

In order to limit the introduction of a virus into the system, employees must exercise great caution when downloading a file from the Internet. Only those files from an official or other known source which are directly related to a work product may be downloaded from the Internet. To verify compatibility with our systems, Tech staff must be contacted when secondary files must be downloaded to access Internet files.

18.2 **Telecommunications Equipment:** Telephones are intended for agency business purposes. Any personal calls must be infrequent, brief, and limited to those which are necessary but cannot be made outside of work hours. Personal long distance calls made from CAC telephones must be charged to a home phone, calling card, credit card, or placed collect. If, in an emergency, it becomes necessary to charge a personal call to the CAC account, it is the responsibility of the employee to log and report that call at the time it is made and to make arrangements to pay for the call. Only agency issued and approved messages may be places on answering machines and voice mail.

18.3 **Fax machines** are available for the purpose of conducting agency business. Any personal use of the fax machine must be infrequent, brief, necessary, and approved in advance by a supervisor. Employees must reimburse CAC for any personal long distance fax charges.

18.4 **Copy machines** are available for agency business use. Any personal use of these machines must be infrequent, brief, necessary, and approved by a supervisor in advance.

18.5 **Privacy:** Employees using CAC computers, e-mail and other technology and communications equipment and resources need to know that this use is not private. All materials created, sent, received, or stored on these devices are the property of CAC. CAC reserves the right to monitor, review, copy, retrieve, discard, retain, and/or disclose any and all material on agency devices at its sole discretion. Employees are advised that some of these systems create a record that may be retained indefinitely and retrieved even after material has been deleted or erased.

18.6 **Prohibitions:** The use of all technology and communications resources is to be in conformance with these policies and with local, state, and federal laws and regulations. CAC employees are prohibited from using agency equipment and resources to view, send, post, or display political, sectarian, religious, discriminatory, abusive, illegal, fraudulent, offensive, slanderous, vulgar, or defamatory messages, texts, graphics, or images; to discriminate against individuals on the basis of
race, color, creed, sex, age, national origin, political affiliation, or handicap; to sexually harass; to solicit others for business, political, religious, or other purposes not directly related to agency business; to engage in or promote an outside job or business; to seek outside employment; or to transmit secure agency data such as IP addresses and passwords.

Failure of CAC employees to adhere to these policies will result in disciplinary action up to and including termination of employment.

These policies apply equally to individuals who are not CAC employees but who are assigned to work under CAC auspices using CAC owned or managed systems. Violations of these policies will be reported to the assigning agency and may result in the termination of the assignment to CAC.