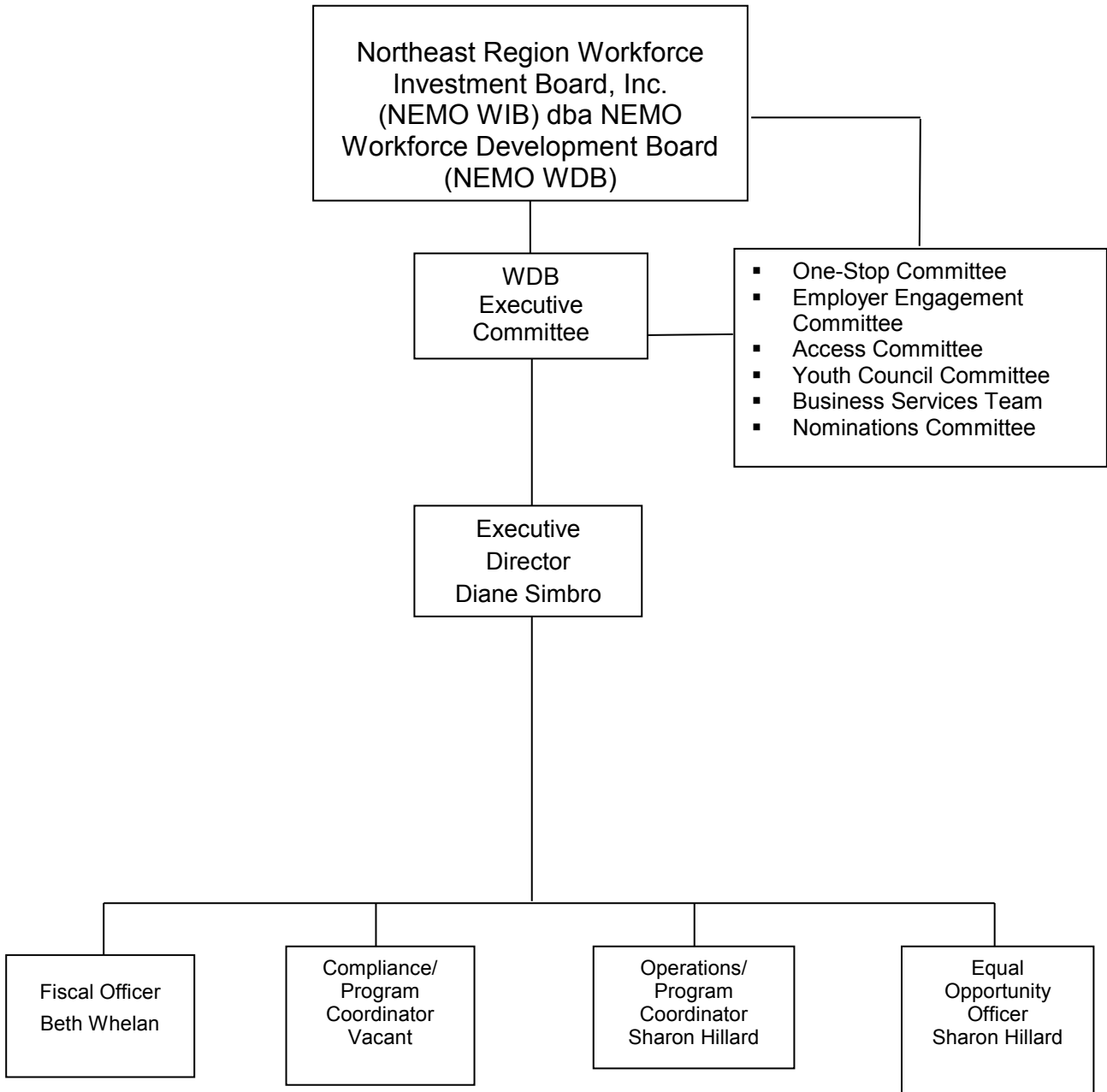


# ***NEMO Workforce Development Board***

## **PERSONNEL PROCEDURES FOR ADMINISTRATIVE ENTITY/GRANT RECIPIENT & FISCAL STAFF**

**Revision Date 11/27/18**

*The NEMO Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*



**Northeast Region Workforce Investment Board / NEMO WDB  
Administrative Organizational Chart**

*The NEMO Workforce Development Board is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.*

## PURPOSE OF THE ORGANIZATION

The Workforce Innovation and Opportunity Act (WIOA), Public Law 113-128, provides workforce development activities, through statewide and local workforce development systems, that increase the employment, retention, and earnings of participants, and increase occupational skill attainment by participants, and, as a result, improve the quality of the workforce, reduce welfare dependency, and enhance the productivity and competitiveness of the Nation. The Northeast Missouri Workforce Investment Board, Inc. dba Northeast Missouri Workforce Development Board is the entity designated by the Governor to administer activities within the one-stop delivery system utilizing WIOA funds in the Northeast Region.

The Workforce Development Area's Northeast Region consists of the following sixteen counties: Adair, Clark, Knox, Lewis, Lincoln, Macon, Marion, Monroe, Montgomery, Pike, Ralls, Randolph, Schuyler, Scotland, Shelby and Warren counties.

The SDA II Private Industry Council incorporated as a not for profit organization in 1990. It was designated by the Governor to administer the employment and training programs funded under the Job Training Partnership Act (JTPA) until June 30, 2000. In July 2000, the NEMO Workforce Investment Board incorporated as a non-profit organization and replaced the dissolved SDA II Private Industry Council due to a change of legislation from JTPA to the Workforce Investment Act (WIA). In July 2015, the Workforce Innovation and Opportunity Act (WIOA) replaced WIA. The NEMO Workforce Investment Board, Inc. dba NEMO Workforce Development Board now operates under the new WIOA law.

The NEMO Workforce Investment Board, Inc. was designated as the Administrative Entity/Grant Recipient and the Fiscal Agent for the Northeast Region effective on July 1, 2000 and re-designated in 2015 under WIOA. The procedures of this manual are for the purpose of providing direction to Administrative Staff of the NEMO Workforce Development Board in matters of personnel procedures.

## **SECTION I. POLICIES GOVERNING SELECTION, APPOINTMENT & EMPLOYMENT**

### **Item 1. General Purpose**

The purpose of these rules is to give effect to the principle that qualified personnel, pursuing high standards of conduct, under procedures ensuring fairness, equal opportunity, and impartiality, constitute the best public service. These rules shall be applied in accordance with this general purpose based on fitness and equal treatment of all personnel of the agency. It is also the purpose of these rules to establish a policy and framework for a system of personnel administration, based upon merit and principles, and designed to secure the selection and appointment, promotion, transfer, lay-off, removal, discipline, and general working conditions of employees by the NEMO Workforce Development Board, Inc.

This personnel procedure manual does not constitute a contract of employment. All employees of the NEMO Workforce Development Board, Inc. are deemed "at will" as defined by law.

### **Item 2. Employment**

The Executive Director is selected by the Board's Executive Committee, recommended by the Executive Committee, and approved by the Board and the Chief Local Elected Officials (CLEO's). The administrative staff personnel will be selected by the Executive Director and recommended to the Board for approved positions. The Board's Executive Committee provides approval of the positions, job descriptions, and salary scale of the staff.

### **Item 3. Standards for Selection**

Employees will be hired based on experience, ability, character, reputation and devotion to duty. Education will be considered, but experience and ability will have priority.

Employees will cooperate and operate in accordance with the objectives of the Board.

Employees shall attest that they have not been convicted of a felony, including any crime of moral turpitude involving dishonesty, theft or violence. The NEMO Board reserves the right to run a background check or credit check, with the employee's permission, if they deem necessary for the position.

### **Item 4. Application for Employment**

All applicants shall fill out an application form that shall consist of all required information for the position to be filled. The application form shall be provided by the Executive Director and shall cover experience, education, training, affiliations, personal accomplishments, degrees or honors and other such similar information as necessary, to determine the overall suitability of the applicant for the position to be filled. Applicants will be asked to complete a demographic questionnaire on a voluntary basis. The applicant shall sign applications and such signature shall certify the truth of all statements contained within the application. Applications of persons applying and not selected shall remain on file for a period of six (6) months.

### **Item 5. Prohibition against Discrimination**

The NEMO Workforce Development Board will comply with the Americans with Disabilities Act. The WDB shall make reasonable accommodations to the known physical or mental limitations

of a qualified applicant or employee with disabilities unless the accommodation would impose an undue hardship on the Board.

The NEMO Workforce Development Board provides equal opportunity employment to all employees and applicants for employment. No person will be discriminated against because of race, color, sex, sexual orientation, gender identity, religion, disability, national origin, age, political affiliation or belief.

**Item 6. Prohibition against Nepotism**

No person may be employed in any staff position if a member of his or her immediate family is serving on the Board or employed in any staff position within the Board or Corporation.

The term "immediate family" defined as spouse, son, daughter, mother, father, brother, brother-in-law, sister, sister-in-law, son-in-law, daughter-in-law, mother-in-law, father-in-law, aunt, uncle, niece, nephew, step-parent and step-child.

**Item 7. Prohibition against Political Activities**

Generally, no employee whose principle employment is in connection with an activity financed by Federal, State or local grants or moneys shall engage in partisan or non-partisan activities during normal working hours, or as a representative on the behalf of the Board or Corporation.

**Item 8. New Hire Probationary Period**

The new hire probationary period is intended as a working test period. It shall be utilized for closely observing an employee's work as final determination of his/her suitability and qualification for the position. Every person appointed to a position is subject to the requirement of a probationary period of six months duration. During this period, the Director or someone designated by her/him will observe the employee's ability to perform the various duties and requirements of the position, and shall make such service reports and performance evaluations as required. The Director, with Executive Committee approval, may remove an employee at any time during the probationary period, when he/she becomes satisfied that the employee is unable or unwilling to perform the duties of the position in a satisfactory manner, or that his/her habits and dependability do not merit his/her continuance in the service, or where an error or misrepresentation was made in the application.

**SECTION II. CONDITIONS OF EMPLOYMENT AND EMPLOYEE PERFORMANCE**

**Item 1. Work Schedules and Overtime**

The scheduled hours of work for employees are determined by the duties and responsibilities assigned to them. All employees working 32 hours or more per week are considered full time employees. Employees working less than 32 hours per week shall be considered part time employees and compensation will be based on an hourly wage. All employees will be compensated on a semi-monthly basis.

Each staff person is compensated based upon the amount and type of funds contracted through the funding source. Therefore, hours worked must be regulated and documented in order to be compensated. A timesheet will be completed each pay period, signed by the employee, and approved by the Director or his /her designee. (Attachment 1)

## **Item 2. Staff Evaluations**

The Executive Director shall give staff evaluations annually. The Executive Director shall thoroughly review and make comments and/or recommendations, and advise the Board on appropriate action where necessary. (Attachment 2)

## **Item 3. Administration of Pay Plan and Pay Raises Policy**

The minimum rate of pay for a position shall be paid upon appointment to the position and shall remain the rate of pay during the original new hire probationary period. An appointment may be made at a rate above the minimum rate if the appointing authority feels it necessary to secure an outstanding candidate whose past record, experience, and earnings indicate the necessity to pay above the minimum rate and whose employment is deemed highly desirable for the good of the Northeast Regions Workforce Innovation and Opportunity Act Programs.

If a former employee is re-employed in a position in which he/she was previously employed, the appointing authority may make an appointment at the same rate of pay, which the employee had been receiving at the termination of his/her service.

## **Salary Advancements**

Increases in salary shall not be made more often than once every six months, nor shall salary advancements be given to an employee until he/she has completed a total of six months continuous service. Exceptions to this requirement are recommended by the Director as the result of exceptional performance, but such exceptional increases will normally involve a promotion and/or the assignment of additional duties which are more difficult or when requirements have been made above those normally assigned to that position. Salary changes shall be reviewed and approved by the Executive Committee of the Board. (Attachment 3)

## **Item 4. Salaries and Positions**

The salary of each position shall be related to the responsibilities and scope of duties of the position. Salary scale shall be established with reference to prevailing practice for comparable positions in public or private agencies. It is intended that each employee will be compensated on an equitable and consistent basis, and that all employees holding similar positions will be similarly treated and compensated. The Board will approve the salary scale and job description for each position. (See ATTACHMENT 6 for staff Job Descriptions) All employees shall be paid at a rate no lower than the Federal minimum wage.

## **Item 5. Cell Phone Reimbursement**

NEMO WDB will reimburse selected staff for cell phone usage if the Executive Director has determined that said staff member uses the cellphone for substantial "non-compensatory" business purposes, and requires the cell phone in order to perform the duties of their job, for example to be available for the company to contact him/her at any time. Provided the amount reimbursed does not exceed the value of the total cellphone account, the reimbursement is not taxable. (ATTACHMENT 15)

This policy also requires the submission of monthly cellphone statements for accounting purposes. The staff will submit a copy of their monthly cellphone statement to be submitted along with the Travel Voucher (ATTACHMENT 9) each month.

Privacy of Data on Personal Equipment: When a staff member receives an allowance or reimbursement for business use of their personal cell phone or home internet service, their

personal information is considered private. However, because personal data is comingled with business data, the personal data may be viewed in response to a court request or court action related to the business data.

Use of the phone in any manner contrary to local, state, or federal laws will constitute misuse, and will result in immediate termination of the cell phone allowance.

#### **Item 6. Separations and Discretionary Action**

The Executive Director will recommend any suspension, demotion or removal to the Executive Committee. The Executive Committee will then make a recommendation to the Board who will make the final determination. Personnel actions will be taken in closed session. The Executive Director will prepare a report of the personnel action taken in closed session, which will be approved by the Executive Committee and signed by the Chairperson. The following list, while not all-inclusive, constitutes actions and activities that can result in termination of employment:

- a. Willful violation of any of the provisions of the personnel rules and regulation or administrative regulations or the written orders of the Director.
- b. Incompetence or inefficiency in the performance of the duties of his or her position and reflected by at least two written reprimands.
- c. The gross carelessness or negligence in the care of property or equipment of the office.
- d. Abusive and improper treatment of other employees or the public following any notification of prior conduct of this type, provided that such conduct cannot be shown to be committed properly in self-defense or to protect the best interests of others.
- e. A permanent or chronic physical or mental ailment or defect, which, despite reasonable accommodations that do not pose an undue hardship upon the board, prohibits the proper performance of the duties of the position, assigned.
- f. The habitual tardiness or absence from the office or assigned duty during regular working hours provided that such tardiness or absence is un-excused or is not regularly compensated by additional work during hours other than regular working hours because of the nature of the position.
- g. The conviction of a felony or of a misdemeanor, which involves moral turpitude, and is therefore, contrary to justice, honesty or good morals.
- h. Direct knowledge on the part of the Director of scandalous and disgraceful conduct while on or off duty that reflects and brings the service of the office into public disrepute.

**NOTE:** The forgoing list of reasons for suspension, demotion or removal is non-exclusive and the Board retains the right to discharge any employee at the will of the Board.

#### **Item 7. Resignations**

To resign in good standing, an employee must give the Director at least 15 calendar days prior notice unless the Director, because of extenuating circumstances, agrees to waive such notice and permit a shorter period of notice. The employee shall provide a written resignation to the

Director stating the general reason(s) for his/her resignation. Employees who have resigned in good standing according to these rules shall be eligible for re-employment upon their application for reinstatement provided a position for which they are qualified should be open and available.

#### **Item 8. Layoff**

The Director may lay off an employee subject to these regulations when it becomes necessary by reason of shortage of work or funds, the abolition of the position or other material changes in the duties of the organization, or for other related reasons and causes which are outside the employee's control and which do not reflect discredit on the service of the employee. In the event of a layoff, the Director may allow seniority and performance ratings to dictate retention and/or advancement.

#### **Item 9. Disciplinary Reprimands and Probation**

An employee will receive a written reprimand when poor performance, activities or actions warrant. If the performance, activities or actions do not improve within 15 calendar days after the first written reprimand is given, an employee shall receive **a second written reprimand** and be placed on probation. This probationary period may not exceed 15 calendar days. Written notification of probation shall include the reasons for the action. Notice of the probationary period must be delivered to the employee in writing. The employee shall sign acknowledgment of the probation. If the employee refuses to sign the second written reprimand, a third party witness will attest to the refusal in writing. Refusal to sign the second written reprimand will be cause for immediate dismissal. Probation will be an involuntary unpaid leave of absence. Benefits for the employee will continue during the probation period, with exception to vacation and sick pay accrual. If improvement is not realized by the end of the probationary period, termination will result. All documentation shall be retained in the employee's personnel file. (ATTACHMENT 4)

#### **Item 10. Termination of Employment**

An employee who has resigned or been dismissed shall receive pay for accrued vacation leave and any days worked and not paid for. Unused sick pay will not be disbursed at the end of employment. All benefits will cease at the end of the month in which the last day of employment occurs.

### **SECTION III. EMPLOYEE BENEFITS**

All full time employees shall be eligible for full benefits (vacation, sick leave, paid health, dental and life insurance) provided by the NEMO Workforce Development Board, Inc. after completing their new hire probationary period of 90 days or less, if agreed upon as a condition of acceptance of the employment offer. All full time employees will begin accruing vacation and sick leave upon first day of employment, but will not be allowed to use this leave until the 90 day probation period is completed. Extenuating circumstances will be reviewed and approved at the discretion of the Director. This determination shall be documented and placed in the employee's confidential personnel file. Full time employees shall be eligible for retirement benefits following completion of a six-month probationary period. Part time employees shall be eligible for employee benefits after completing 90 days of service. Benefits for part time employees will include only vacation, sick leave and holidays on a pro-rated basis.



### **Item 1. Annual Vacation**

Annual leave for full time employees will not exceed 240 hours maximum. Employees with less than 10 years of service shall accrue 5 hours of annual leave per pay period with a maximum annual leave balance of 240 hours. Employees with more than 10 years of service shall accrue 6 hours of annual leave per pay period with a maximum annual leave balance of 240 hours. Employees with more than 15 years of service shall accrue 7 hours of annual leave per pay period with a maximum annual leave balance of 240 hours. Annual leave for part time employees will be pro-rated based on the accrual rates for full time employees. Depending on the availability of funds, employees in good standing who resign employment may redeem unused annual vacation leave at the rate of pay he/she is receiving at the time of resignation.

All employees shall notify the Executive Director of anticipated time off exceeding three working days at least one week in advance, in writing, using the Leave/Vacation Request form. (Attachment 5) Vacation will be taken based on seniority when necessary.

### **Item 2. Sick Leave**

Sick leave shall be defined as a period in which the employee is incapacitated for the performance of his/her duties by reasons of sickness, injury or for medical, surgical, dental or optical examination or treatment, or where through exposure to contagious disease their presence at their post of duty would jeopardize the health of others.

Sick leave shall accrue at 4 hours per pay period for full time employees. Part time employees shall accrue sick time on a pro-rated basis based on the accrual rate for full time employees (1 day per month) not to exceed 240 hours maximum. Employees will not be compensated for unused sick leave at termination of employment.

An employee who is taking sick leave must notify the Executive Director immediately unless extenuating circumstances makes notification impossible.

Any employee who becomes ill while on vacation may upon submitting a signed statement from a physician verifying the illness, have this leave charged to sick leave rather than vacation.

Accrued sick leave cannot be converted to other types of leave.

### **Illness in Immediate Family**

Loss of time due to illness in the employee's immediate family, which requires the employee's personal care, shall be charged against the employee's sick leave. Immediate family shall include children, spouse, parents, step-parents, brother or sister, grandparents, grandchild, step-children, and the mother-in-law or father-in-law. Exceptional cases shall be handled on an individual basis and the decision concerning the granting of leave under these provisions shall rest with the Executive Director or Board if necessary.

**Item 3. Legal Holidays**

It is the policy of the NEMO Workforce Development Board to observe twelve legal holidays each year. Eligible employees will be given the day off with pay for each holiday observed.

The NEMO WDB observes the following holidays:

- |                    |                             |
|--------------------|-----------------------------|
| Truman's Birthday  | Martin Luther King, Jr. Day |
| New Year's Day     | Labor Day                   |
| Lincoln's Birthday | Columbus Day                |
| President's Day    | Veteran's Day               |
| Memorial Day       | Thanksgiving Day            |
| Independence Day   | Christmas Day               |

Employees are eligible to receive their regular rate of pay for all twelve holidays at the beginning of their employment. When any of the above dates fall on a Sunday, the holiday shall be observed on the following Monday. And, if it should fall on Saturday, the holiday shall be observed on the proceeding Friday.

When it becomes necessary for any employee regularly scheduled to work on any of the above holidays because of the necessity of continuing an essential service, the Executive Director shall require the employee to remain on duty and to perform his/her work, but shall grant the employee equal compensatory time off at such time as the Executive Director shall designate. Holidays falling within the period of annual vacation or sick leave shall not be counted as workdays in computing said vacation or sick leave.

**Item 4. Administrative Leave**

The Director may grant leave with pay when weather conditions, acts of God, or other special reasons exist which would make attendance at work dangerous or hazardous and when such factors might result in a threat to the safety or well-being of the employee. Administrative leave granted for these reasons shall not exceed three working days during the calendar year. At the discretion of the Executive Director, employees may be authorized to work from a remote site if one of these conditions exist.

**Item 5. Military Leave**

A regular or probationary employee, who is a member of the National guard, or any of the reserve components of the Armed Forces of the United States shall be entitled to leave-of-absence in addition to any other leave-of-absence herein provided without loss of pay or time and without effect on his/her service rating, for a period during which he/she shall be ordered to military duty, or training, not to exceed, in any one fiscal year, ten working days. The Director shall satisfy himself/herself with the proper evidence in writing from the appropriate military officer of such military duty for which the leave with pay is granted.

**Item 6. Leaves-of-Absence Without Pay**

A regular or probationary employee, upon application in writing and approval by the Executive Director, may obtain a continuous leave-of-absence without pay. Leaves-of-absence without

pay may be granted because of extraordinary reasons such as extended medical leave, family or personal reasons, or military service. The NEMO WDB Chair will approve leaves-of-absence for the Executive Director.

Such leaves shall not be granted for more than ninety calendar days (except for military purposes). The NEMO Workforce Development Board may grant an extension beyond the ninety calendar days upon written request by the employee. This will be determined on an individual basis by the NEMO WDB.

At the expiration of a leave-of-absence or any extension thereof, the employee shall be required to return to active duty if he/she so desires. If the employee should fail to report to work promptly at the expiration of the leave-of-absence, except for valid reasons submitted in writing in advance, will be sufficient cause for dismissal.

Unless the Executive Director or WDB provide otherwise, an employee shall utilize all his/her annual vacation time and all other accumulated paid leave to which he/she is entitled, and in the event the leave is granted because of illness, all his/her accumulated sick leave shall be exhausted prior to the granting of a leave without pay. Employees on a leave of absence without pay shall not accrue any new vacation or sick leave during their leave of absence.

Leaves-of-absence imply an obligation and agreement on the part of both the employer and employee. The employer agrees to reserve a position for the employee at the end of the leave and the employee agrees to return to his/her position unless some unforeseen development outside the control of either should make such conditions impossible.

#### **Item 7. Absence Without Leave**

Any employee, who is absent from work for three consecutive work days without notification or authorization for such absence, may be deemed to have vacated his/her position and may be dismissed from his/her position unless a leave-of-absence is subsequently determined to be applicable and is granted in accordance with these regulations.

#### **Item 8. Time Off**

An employee shall be granted time off from his/her duties with pay for any of the following reasons:

- a. To comply with a subpoena to appear in Court or before a Judge, and legislative committee, or any officer, board or body authorized to conduct any hearing or inquiry or for jury service.
- b. To be in attendance due to a death in the employee's immediate family. The term immediate family as used herein shall mean children, spouse, parents, step-parent, brother, sister, mother-in-law and father-in-law, grandparents, grandchild, brother-in-law and sister-in-law or a member of the employee's household. Time off due to a death in the immediate family shall be for a maximum of three days.

Time off with compensation under these provisions shall not be required to be made up, nor shall such time be charged to either sick leave or vacation.

With the prior approval of the Director, an employee may be granted time off his/her duties with compensation for the following reasons:

- a. Attendance at professional conferences, meetings or training seminars, which in the opinion of the Director may constitute the betterment or improvement of services.
- b. Attendance at in-service training and other courses designed to improve the employee's performance, or to prepare him/her for advancement, or which will provide information that will be valuable to the agency.

#### **Item 9. Employee Benefits and Protection**

Old Age and Survivors Insurance (Social Security) which provides for retirement and medical benefits shall cover each employee (both full and part time). Such benefits are in accordance with federal laws establishing social security coverage.

#### **Item 10. Worker's Compensation Benefits**

Each employee shall be covered worker's compensation insurance.

Worker's Compensation benefits are available to employees who sustain accidental injuries or occupational diseases in the course and scope of their employment as those terms are defined by the Missouri Workers' Compensation Laws.

An employee who sustains an accidental injury or occupational disease should immediately report it to the appropriate supervisor or the main office of the Board by providing written notice of the time, place and nature of the injury, as soon as practicable after the happening thereof, regardless of whether immediate medical attention is required. (ATTACHMENT 12) Incidents, which may later require treatment, should also be reported. Failure to timely report an accidental injury within twenty-four (24) hours could result in loss of Workers' Compensation benefits to the employee. When an employee sustains an accidental injury or occupational disease in the course and scope of employment the employer shall provide such medial care as may be reasonably required to cure and relieve from the effect of the injury. The employee may also be entitled to certain temporary or permanent disability benefits.

When a lost time injury is sustained, a physician selected by the WDB staff must be consulted for diagnosis and possible treatment. An employee cannot change doctors or hospitals without prior approval by the WDB staff or referral by the attending physician selected or approved by the WDB staff. Medical expense incurred by an employee without prior authorization from the WDB staff will become the responsibility of the employee.

Under Workers' Compensation Law an employee who unreasonably refuses to submit to any medical or surgical treatment or operation, the risk of which is inconsiderable in view of the seriousness of the injury, may be denied Workers' Compensation benefits.

Employees who are temporarily unable to return to work due to an accidental injury or occupational disease may be entitled to temporary disability compensation. However, no such disability shall be paid for the first three regularly scheduled workdays or unless the disability shall last longer than fourteen days. If the disability lasts longer than fourteen days, payment for the first three days will be made retroactively.

### **SECTION IV. EMPLOYEE RELATIONS**

#### **Item 1. Employee Grievances & Procedure**

Any employee who feels that any action taken or any charge which has been made, directly or

indirectly affecting his/her position, status or future, and which he/she feels has affected him differently than other employees similarly situated, shall have a right to submit his/her grievance to his/her immediate supervisor. Such grievance shall be outlined in writing and he/she shall have the further right to explain and present his/her case to his/her immediate supervisor. If, following his/her appeal, the employee is not satisfied with the determination made by his/her immediate supervisor he/she may take the matter to the next higher officer and so on until such matter shall have reached the WDB Board Executive Committee, unless the complaint involves discrimination, or violation of the WIOA and its regulations. The exact grievance procedures to be followed by the employee and governing authorities is outlined in ATTACHMENT 10.

A. Any employee has the right to appeal any personnel action taken that affects him/her. That is, they may appeal such actions as:

1. Reprimands issued by the Executive Director
2. Probation issued by the Executive Director
3. Involuntary termination
4. Agency reduction in force
5. Transfer to other positions (but not other locations)
6. Change in working hours or classification (job description)
7. Change in salary

## **Item 2. Sexual Harassment**

A. Sexual harassment means unwelcome sexual advances, requests for favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to such conduct is made either explicitly or implicitly a term or a condition of any individual's employment; or
2. Submission to or rejection of such conduct by an individual is used as a basis for employment decisions affecting such individual; or,
3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work performance, or if such comments create an intimidating, hostile or offensive working environment.

B. Any and all such activities described in subparagraph (A) are expressly prohibited. Without listing all prohibited activities, examples of prohibited activity include telling any employee that he or she cannot receive an increase in pay, or cannot maintain his/her employment with the Board without submitting sexually to his or her supervisor.

C. The activities described in subparagraph (A) and (B) are prohibited between fellow employees; i.e., it is not necessary that there be a supervisory relationship between the employees.

D. Any employee who feels that he or she has been subjected to any activity described in

subparagraph (A) and (B) by his or her supervisor, by a fellow employee, or by a customer or any other person calling upon the Board should report the incident immediately to his or her immediate supervisor. If the immediate supervisor is involved in the activity, the violation should be reported to the Executive Director or the WDB Chairperson. All resulting investigations will be kept confidential.

- E. As frequently as is necessary, but at least annually, the Executive Director or a designated supervisory person will meet with the employees to explain the provisions of this policy and to state the Board's complete disapproval of such activity.
- F. Any employee violating this policy will be subjected immediately to disciplinary action ranging from a written warning to discharge, depending upon the severity of the violation in each case.
- G. The Executive Director shall be responsible for the enforcement of this policy.

### **Item 3. Total Remuneration & Conflicting Employment**

Any salary rate established for an employee shall represent the total remuneration for the employee for his/her official services, not including reimbursement for official travel and subsistence while away from his/her designated official station. This provision shall not be construed to be a prohibition against receiving fringe benefits, which are granted to all employees similarly situated. No employee shall have conflicting employment and the Director shall determine whether any outside employment is conflicting with the duties and responsibilities of the position of the employee. Conflicting employment is defined as, but not limited to, any employment by an employee with a competitor, contractor, supplier, vendor, or any other entity operating in any area in which the Board may operate or do business and for which the employee performs services and receives remuneration of any kind.

### **Item 4. Drug Use Policy**

It is understood by each employee of the Northeast Missouri Workforce Development Board that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited on any premises leased or owned by Northeast Missouri Workforce Development Board. This policy will also apply whenever an employee is representing or conducting business for the Board. Therefore, this policy applies during all working hours, whenever conducting business or representing the Board.

Any employee found violating the above will be given a 15-day suspension to seek help from and participate satisfactorily in any professional services, such as the services listed on Attachment A or otherwise recommended. Should the employee pursue no services, then said employee may be immediately terminated on the 16<sup>th</sup> day following violation. The employee will be allowed to use earned vacation or sick leave during this 15-day suspension and there will be no effect to benefits. At the end of the 15-day suspension, the Executive Director, the Executive Committee and the employee will review all options if more time is needed for rehabilitation.

Conviction: It in turn is the responsibility of the Executive Director to notify the Division of Workforce Development in writing within ten calendar days after receiving notice from the employee or actual notice of such conviction. It is also the responsibility of the Executive Director, after consulting the Executive Committee, to either terminate the convicted employee or require the employee to participate satisfactorily in a drug abuse assistance or rehabilitation program such as listed on Attachment A within 30 days of receiving conviction notice.

- POST-ACCIDENT TESTING: Any employee involved in an on-the-job accident, injury or serious safety violation under circumstances that suggest possible use or influence of drugs or alcohol in the accident or injury event may be asked to submit to a drug and/or alcohol test. "Involved in an on-the-job accident or injury," means not only the one who was injured, but also any employee who potentially contributed to the accident or injury event in any way.
- REASONABLE SUSPICION: When there is a reasonable suspicion that an employee is under the influence of drugs or alcohol, the NEMO WDB may ask an employee to submit to a drug and/or alcohol test. Reasonable suspicion includes, but is not limited to, cases where an employee's supervisor or other member of management has reasonable suspicion to believe that the employee possesses or is under the influence of drugs and/or alcohol. The suspicion may be based on factors related to the employee's appearance, actions, behavior, performance and/or speech.
- RETURN-TO-DUTY and FOLLOW-UP-TESTING: The NEMO WDB may require return-to-duty release from treating physician or facility, and follow-up-testing as conditions of Return-to-Work.
- ❖ Employees will be required to sign the Drug-Free Workplace Policy (ATTACHMENT 11).
- ❖ Employees will be required to sign the Policy on Acceptable Use of Electronic Resources (ATTACHMENT 16).

## **SECTION V. RECORDS, PAYROLL AND AMENDMENTS**

### **Item 1. Personnel Records**

Time sheets will be kept for records of attendance in the fiscal files, and the staff persons and the Executive Director (or his/her designee) will sign all time sheets. All applicable Requests for Leave forms shall also be maintained in the fiscal files, and signed by the staff person, their supervisor and the Executive Director. (ATTACHMENT 1)

### **Item 2. Payroll Submission & Certification**

Payrolls shall be prepared and submitted in accordance with the Administrative regulations of the agency, and shall contain the salary rate and the amount due for each employee in the office. Payroll sheet shall bear the certification of the Director or his/her designee, which shall affirm that the employee's name on such payroll has been properly and duly appointed and employed in accordance with these regulation and the requirements of law.

### **Item 3. Part Time & Hourly Pay Rates**

Whenever an employee works for a period less than the regularly established number of hours per day, days per week or weeks per month, the amount paid to such employee shall be prorated based on workdays in the month. Hourly or daily rates of pay for classes of positions shall be established when conditions of employment, in the opinion of the Director, warrant such action.

## **SECTION VI. STANDARD OF DRESS**

All employees are expected to dress in a manner appropriate to their position and proper in respect to specific occasions. The Executive Director has the authority to determine, with advice from the Board's Executive Committee, proper code of dress.

## **SECTION VII. STAFF JOB DESCRIPTIONS**

### **Item 1. General Overview**

The staff job descriptions, contained in Attachment 6, are to be thoroughly reviewed with the person assuming that particular position, and a copy provided to them. The person assuming the duties shall document this review on the Staff Orientation Form (Attachment 7) to demonstrate understanding of the position.

## **SECTION VIII. STAFF ORIENTATIONS**

### **Item 1. General Overview**

A Staff Orientation will be given to each new staff person by their immediate supervisor, and the Staff Orientation Form will be initiated and signed by both parties. This form is to be placed in each staff persons' personnel file for permanent retention, and will signify total understanding of the orientation contents. (Attachment 7)

## **SECTION IX. TRAVEL REGULATIONS**

Travel, in most cases, will be in the Northeast Missouri Workforce Development Area or to Jefferson City. The following procedure will be subject to amendment and revision by the Board dependent upon the availability of funds.

Seat Belt Use: Each employee occupying any seating position of a motor vehicle on official business, whose seat is equipped with a seat belt, shall have the seat belt properly fastened at all times when the vehicle is in motion.

Text Messaging While Driving: Employees shall not engage in text messaging while driving when performing any work for or on behalf of the NEMO WDB.

### **EMPLOYEE IS EXPECTED TO USE PRUDENCE IN THE INCURRING OF TRAVEL COST AND OBLIGATIONS.**

#### **1. Local Travel**

Local travel will be considered within the sixteen county area of the Northeast Region; additionally local travel would include destinations to required meetings, including Jefferson City, Lake of the Ozarks, Kansas City, and St. Louis.

#### **2. Out of Local Area and Out of State**

All out of local area and out of state travel must have prior approval of the Executive Director. (Attachment 8) Travel cost, by means other than automobile, shall not exceed the cost of tourist class unless the itinerary or unavailability dictates otherwise. Staff should consider all methods of travel and choose the best and/or lowest cost alternative.



### **3. Mileage Reimbursement**

Mileage will be reimbursed at the Federal rate and based upon the State of Missouri travel policy. Travel status begins when you leave your residence or domicile to travel on business. Travel status ends when you return to your residence or domicile. You are not in travel status if any part of your trip involves a commute. When your official domicile and residence are different, then reimbursement is based upon travel status. (See Attachment 13) Personnel will be required to carry liability insurance on their own auto used in staff business for which they are paid mileage. Proof of auto liability insurance (50/100/50 minimum) will be required. At the discretion of the Executive Director, an MVR may be required. This policy will be reviewed annually.

### **4. Other Travel Costs**

Other reimbursements will be made for tollgates, taxi fares, luggage fees, parking costs, hotel housekeeping tips, etc. Receipts should be submitted for these expenses when feasible. Rental of car may be reimbursed if approved in advance by the Executive Director.

### **5. Lodging**

For travel that requires an overnight stay when away from the official staff office area, total lodging will be reimbursed and must be accompanied by a receipt. Lodging will only be reimbursed for destinations that are a reasonable and prudent distance from the WDB Office.

### **6. Meals**

Reimbursement for meals will follow the State of Missouri per diem rates. <https://oa.mo.gov/accounting/state-employees/travel-portal-information/state-meals-diem> Reimbursement for lunch will be made for the day of traveling. Reimbursement for two meals per day will be made if the workday is in excess of ten hours. The workday starts/ends at the office or the first/last place of doing business. Meal receipts are not required for local area travel, out of local area or out of state travel.

### **7. Travel Authorization**

The Executive Director (or his/her designee) must approve all out of local area travel and, if out of state, may need approval from the grantor according to their regulations.

### **8. Travel Vouchers**

Travel vouchers must be completed and turned in to the fiscal officer who in turn must secure the approval for payment from the Executive Director (or his/her designee). All Travel Vouchers must be completely filled out and approved by the Executive Director (or his/her designee) or no payment will be made. Staff should make every effort to turn in their travel vouchers and accompanying documentation on a semi-monthly or monthly basis. (See Attachment 9)

### **9. Travel Advances**

The Executive Director will consider Travel Advances on a case-by-case basis. Travel Advances will be submitted on a Travel Voucher and a copy will be attached to the Travel Voucher, which has the actual expenses incurred. The Fiscal Officer will then reconcile the two and either pay the difference or request reimbursement from the staff person. (Attachment 9)

#### **10. Credit Card Usage**

When booking lodging, travel, conference fees, and other miscellaneous purchases, it may be necessary to use the company credit card. After approval is received from the Executive Director for such expense, the employee will see the Operations/Program Coordinator for the credit card information. It is imperative that the employee obtain a receipt at the time of purchase or at point of receiving the service. That receipt will be given to the Operations/Program Coordinator so he/she will be able to verify the credit card charges. (See Attachment 14 for detail usage information)

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

Missouri Relay Services are available at 711.