



Communities  
In Schools

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Central Texas

# Personnel Policies

for

# Employees

***Revised***

*Approved by the Board of Directors  
May 2018*



# PERSONNEL POLICIES FOR EMPLOYEES

*Approved by the Board of Directors on May 18, 2018*

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**These Personnel Policies are the property of Communities In Schools of Central Texas and may not be altered, copied or shared with individuals not associated with the organization without the written consent of the Chief Executive Officer.**

Questions and comments about these policies should be forwarded to the Chief Human Resources Officer 512-464-9717 or [dshircliff@ciscentraltexas.org](mailto:dshircliff@ciscentraltexas.org)

# 1. PREFACE

## 1.1 Authority and Intent

- 1.1.1 The Board of Directors of Communities In Schools of Central Texas (CISCT) shall have full responsibility for establishing the personnel policies as outlined in this handbook. The Chief Executive Officer shall have the responsibility for implementation of these policies.
- 1.1.2 The Board of Directors will adopt personnel policies and practices consistent with all applicable state, federal, and local laws.
- 1.1.3 CIS is committed to the principle of equal employment opportunity and does not discriminate against individuals on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, national or ethnic origin, or any other legally protected category.

## 1.2 Philosophy

Communities In Schools of Central Texas will strive to recruit, hire, and retain employees who have the ability to perform their jobs in a highly competent manner, are dedicated to quality services to clients and participate in professional development for their growth and development. At all times, CIS will:

- 1.2.1 Provide equal opportunity to all people regardless of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, national or ethnic origin, or any other legally protected category.
- 1.2.2 Maintain personnel policies which are applied in a fair and consistent manner and are reviewed and updated on a regular basis;
- 1.2.3 Create an environment which encourages opportunities for individual growth and development;
- 1.2.4 Evaluate each employee's performance on a regular basis;
- 1.2.5 Recognize and reward group and individual achievement;
- 1.2.6 Foster a climate in which open and professional communication takes place between all staff and in which there are opportunities for shared decision-making;
- 1.2.7 Expect staff to exhibit a high degree of respect for the basic worth and dignity of fellow employees, clients, and the general public; and,
- 1.2.8 Promote awareness and sensitivity to client needs and support each employee's role in the delivery of human services.

## 1.3 Purpose

The purpose of these policies is to provide a set of principles for establishing and maintaining harmonious and productive employee relationships in the conduct of work on behalf of Communities in Schools of Central Texas. The fundamental objectives of good personnel administration, as supported by these policies, are intended to:

- 1.3.1 provide for fair and equal treatment of applicants and employees in accordance with appropriate legislation and judicial mandates;
- 1.3.2 provide a program of recruitment, selection, development, and advancement based on qualifications and demonstrated performance in order to make the service of CISCT attractive as a career and encourage each employee to provide services of the highest quality;
- 1.3.3 establish and maintain an equitable and consistent plan of position classification and compensation based upon the relative duties and responsibilities of positions;
- 1.3.4 motivate employees to work toward the goals of CISCT by providing optimum working environments and relationships, and opportunities for achievement, recognition, and growth;
- 1.3.5 promote and increase effectiveness, efficiency, and high quality performance in the service of CISCT through systematic performance planning and review; and
- 1.3.6 safeguard the employee's right to be treated with respect, dignity, equity, and fairness.

## 1.4 Management and Staff

### 1.4.1 Chief Executive Officer

- 1.4.1.1 The Board of Directors shall employ the Chief Executive Officer, who is supervised by the Board of Directors.
- 1.4.1.2 The Chief Executive Officer shall be responsible for the management and operation of CIS, including the performance and discharge of powers, duties and functions necessary to carry out the policies of the Board of Directors. The Chief Executive Officer shall have the authority to establish management procedures and to delegate responsibilities applicable to employees of CIS. The Chief Executive Officer is charged with the administration of these personnel policies.
- 1.4.1.3 The Board of Directors shall establish its own procedures for selection of the Chief Executive Officer.



- 1.4.2 All Other employees shall be employed by the Chief Executive Officer, according to procedures outlined in this Personnel Policies Handbook.

## **1.5 Disclaimers**

1.5.1 All of the policies contained in the Personnel Policies Handbook are subject to change by the Board of Directors without notice. This handbook does not contain all CIS policies and does not constitute an employment contract between CIS and CIS employees.

1.5.2 CIS is an at-will employer and an employee may be dismissed without notice, for any reason. CIS does not offer contracts of employment, express or implied. Neither the policies contained in this handbook, nor any other written or verbal communications are intended to create a contract of employment or a warranty of benefits.

## **2. APPLICABILITY**

The personnel policies in this handbook apply to all CIS employees including regular and temporary employees of CIS. It is the responsibility of the Chief Executive Officer to resolve any personnel policy questions between CIS and its employees.

### **2.1 Employee Classification**

- 2.1.1 A regular full-time employee performs work as defined by CISCT for financial compensation on a regularly scheduled and continuous basis for a normal workweek of 40 hours a week.
- 2.1.2 A regular part-time employee performs work as defined by CISCT for financial compensation on a regularly scheduled and continuous basis for less than a normal workweek of 40 hours a week.
- 2.1.3 A temporary employee performs work as defined by CISCT for financial compensation and may be either full-time or part-time for a specific, designated task and/or limited period of time that is determined at the time of hiring.
- 2.1.4 A volunteer is an individual who performs work for CISCT on a voluntary basis, including AmeriCorps members and interns.

## **3. EFFECTIVE DATE**

The effective date of the revised personnel policies compiled herein shall be the date approved by the Board of Directors.

## 4. RESPONSIBILITY

### 4.1 Access and Exceptions

- 4.1.1 The Chief Human Resources Officer will insure a review of personnel policies takes place at an in-service training for all employees at the beginning of each school year.
- 4.1.2 Every employee will be given a copy of the Personnel Policies at the time of employment as part of their new employee onboarding materials.
- 4.1.3 **Personnel Policies will be accessible to employees at all times on the CISCT website.**
- 4.1.4 Every employee will be presumed to be familiar with the CISCT Personnel Policies and must consult with the Chief Human Resources Officer or other member of the Human Resources team on questions of interpretations before decisions are made or actions taken. The Chief Executive Officer will make all final decisions relating to interpretation of agency policies.

## 5. EMPLOYEE INFORMATION

It is the policy of CIS to maintain master personnel files for the benefit of all employees.

### 5.1 Contents of Individual Personnel File

The master personnel file shall contain the following:

- 5.1.1 The employee's resume and application for employment,
- 5.1.2 Date of employment,
- 5.1.3 The employee's status: exempt; nonexempt; regular full-time; regular part-time; temporary full- or part-time,
- 5.1.4 Current and historical salary data,
- 5.1.5 Performance planning and review records,
- 5.1.6 Resolution of prior policy and agreement matters,
- 5.1.7 Termination date and reason for termination,
- 5.1.8 Documentation of Chief Human Resources Officer's awareness of compensation for non-CISCT work (if applicable), and
- 5.1.9 **Other materials relevant to employment with CISCT including disciplinary actions, and performance improvement plans.**

- 5.1.10 Other information including I-9 Forms, benefits enrollment information, and results of fingerprint-based background checks are maintained separately.

## 5.2 Maintenance of Personnel Records, Confidentiality and Employment References

- 5.2.1 The Chief Human Resources Officer or their designee(s) shall maintain individual personnel files in a confidential manner in compliance with applicable law.
- 5.2.2 All employees have the right to review their own individual personnel file with advance notice to the Chief Human Resources Officer.
- 5.2.3 Employees are expected to inform HR of changes to their personal information such as name, address, marital status and dependents.
- 5.2.4 The CISCT Human Resources Department is the only authorized source of references on former employees and inquiries received by other departments should be referred to HR. The standard response to inquiries regarding former employees is to confirm an individual's employment, position title, beginning and ending employment dates, and upon written authorization of the former employee, beginning and ending salary. Other reference information may be provided by the Human Resources Department staff based upon information provided by the former employee's supervisor and documents in the employee's personnel file.

## 6. EMPLOYEE STATUS AND BENEFITS ELIGIBILITY

### 6.1 General

- 6.1.1 The individual personnel file maintained by the Chief Human Resources Officer or their designee must include the employee's status and benefits eligibility at the time of employment and be kept current throughout the employee's career with CISCT.
- 6.1.2 The Chief Executive Officer approves hiring and rate-of-pay commitments for employees of CISCT in consultation with the Chief Human Resources Officer.

### 6.2 Employee Status

- 6.2.1 Exempt employees are those salaried employees in executive, administrative or professional positions as defined by the US Department of Labor and are exempt from the overtime provisions of the Fair Labor Standards Act.
- 6.2.2 Non-exempt employees are those salaried and hourly employees who are covered by the overtime provisions of Fair Labor Standards Act.

## 6.3 Benefits Eligibility

- 6.3.1 Regular full-time employees (regardless of exempt or non-exempt status) are regularly scheduled to work a 40 hour week and are eligible for full employee benefits.
- 6.3.2 Regular part-time employees are regularly scheduled to work less than 40 hours per week and are eligible for pro-rated sick leave, vacation, and other leave benefits based on their FTE status. Employee insurance benefits are available to regular employees who work at least 30 hours per week.
- 6.3.3 A regular employee's year begins during the month of their employment for the purposes of benefits, personal leave days, and accrual of sick leave.
- 6.3.4 Salaried temporary full-time or part-time employees are eligible for prorated paid holidays and sick leave. They do not earn vacation or personal leave.
- 6.3.5 Hourly temporary employees do not receive paid holidays, sick leave, personal leave, or paid vacation.

## 7. ATTENDANCE

### 7.1 Work Week Definition

The CISCT work week for regular, full time employees is 40 hours per week. The work week for all employment classifications begins on Saturday at 12:01 a.m. and ends on Friday at midnight. Individual employees may alter their schedule by prior agreement with their supervisor so long as regularly scheduled hours are worked each week.

### 7.2 Breaks for Non-Exempt and Hourly Employees

For non-exempt and hourly employees, breaks or rest periods are considered part of working time and may not consist of more than fifteen minutes per 3-1/2 hours of work.

### 7.3 Reporting to Work

All employees shall be required to be at their places of work in accordance with work schedules established by their supervisor. An employee who fails to report, is habitually tardy, leaves the work place without proper authorization or misuses leave may be subject to disciplinary action which may result in termination.

### 7.4 Contacting Supervisor in Case of Illness or Emergency

An employee who is unable to work scheduled hours due to illness or an emergency must contact their immediate supervisor at least one hour prior to the time they should have reported to work.

If the supervisor cannot be reached, the employee must leave contact information so the supervisor can contact them as soon as practical.

## 7.5 Excessive Absences

- 7.5.1 All employees are expected to keep unscheduled absences to a minimum. Excessive unscheduled absences may result in disciplinary action up to and including termination.
- 7.5.2 The following factors will be considered in determining if unscheduled absences are excessive: (a) a pattern of absence demonstrating a predictable routine or (b) repeated instances of unscheduled absences such as call-ins, arriving at the workplace late and/or leaving early, extending breaks or lunches beyond a reasonable length of time.
- 7.5.3 Pre-arranged or pre-approved time off, as well as time off qualifying under the FMLA and Worker's Comp are not considered when determining excessive absenteeism.

# 8. COMPENSATION

## 8.1 Philosophy

The primary objective of the agency's compensation philosophy is to attract and retain a highly qualified and diverse workforce through a fair and equitable compensation program.

Total compensation includes direct compensation (salary or hourly wages), indirect compensation (such as benefits, paid time off, and retirement plan match) and non-financial factors (e.g., work schedule flexibility, professional development, etc.).

- 8.1.1 **Salary:** CISCT believes it is important to consider both internal equity and external market factors in establishing and periodically adjusting base pay.
  - 8.1.1.1 Internally, importance will be placed on equity in relation to others in like jobs as well as individuals' skills, knowledge, educational background and job-related experience.
  - 8.1.1.2 Externally, the relevant labor market will be monitored periodically to determine market competitiveness. The external market includes non-profit organizations providing services to youth and families in Central Texas, local school districts, and other comparable public and private employers in the Austin area.
  - 8.1.1.3 CISCT makes every effort to provide agency-wide salary adjustments as finances permit.
  - 8.1.1.4 CISCT does not practice or tolerate unlawful discrimination in the administration or application of pay practices.

- 8.1.2 **Benefits:** A healthy and financially secure staff are best able to contribute to the accomplishment of the agency's mission therefore, CIS endeavors to provide an array of benefits to employees.
- 8.1.3 Market considerations, fiscal prudence or other demands may cause CIS to change its compensation and benefits practices. Benefits may change over time as a result of CIS policy decisions.
- 8.1.4 CISCT does not practice or tolerate unlawful discrimination in **the administration or application of** employee benefit plans.

## 8.2 Beginning Salaries and Salary Adjustments

- 8.2.1 Upon employment, a new employee shall be paid at an appropriate compensation level based on guidelines established by the Human Resources Department.
- 8.2.2 In the event an employee is transferred, promoted, or demoted for any reason, any changes in the rate of pay will be in accordance with established procedures.
- 8.2.2 Salary increases are not automatic and are based on the availability of funds, market conditions, and **acceptable** performance.

## 8.3 Maintenance of the Compensation Plan

- 8.3.1 The Chief Human Resources Officer shall be responsible for continuous maintenance and administration of the compensation plan to assure that the purpose of the plan is fulfilled as work requirements change in the various departments and as conditions change in the Central Texas area labor market.
- 8.3.2 The Chief Human Resources Officer shall further be responsible for determination of those positions which are eligible for overtime pay in accordance with the Fair Labor Standards Act and those executive, administrative, professional, and other positions which are exempt from those provisions.
- 8.3.3 Classification studies or appeals will be made to the Chief Human Resources Officer and will include a review of all pertinent data provided by employees and/or departmental management.
- 8.3.4 Prior to the preparation of the annual operating budget, the Chief Human Resources Officer shall prepare an analysis of prevailing rates of pay for comparable public and private employment in the area and at large, taking into consideration cost-of-living factors, budget effects of various alternative pay plans, and other factors which may be pertinent in recommending changes in the plan. On the basis of this information, the Chief Human Resources Officer shall recommend to the Chief Executive Officer changes in pay policy or in the pay plan necessary to keep the classification and pay plan current, consistent, and equitable.

- 8.3.5 Recommended changes in pay policy shall become effective upon approval of the CISCT Board of Directors.

## 9. BENEFITS

### 9.1 Insurance Benefits

- 9.1.1 CISCT will contribute, to the extent it is financially able, to the cost of medical, dental, long term disability and life insurance for all eligible CISCT employees. Benefits and conditions of these health and life policies are contained in descriptive booklets provided by the insurance carrier. Regular employees who work fewer than 30 hours each week and temporary employees are not eligible for these benefits **unless specified by federal, state, or local law/ordinance.**
- 9.1.2 Workers' Compensation Insurance will be provided for all employees **who seek medical attention for incidents that occur while they were performing their work duties.**

### 9.2 Vacation and Holidays

CISCT will provide paid vacation and holidays for its regular full-time and part-time employees under specific conditions as follows:

- 9.2.1 CISCT employees will observe the same schedule of days off as their respective school district days off for teachers during the academic school year. The CISCT Central office will follow the Austin ISD calendar. CISCT employees work a full calendar year.
- 9.2.2 Regular full-time CISCT employees earn vacation leave at the following rates:
- A. Employees who have worked at CISCT less than six months earn vacation leave but are not eligible to use vacation leave until they have completed six months of employment;
  - B. Employees who have worked at CISCT a minimum of six months up to five years earn leave at the rate of 6.66 hours per month for a maximum of 10 workdays per fiscal year;
  - C. Employees who have worked at CISCT for five years up to ten years earn leave at the rate of 8.66 hours per month for a maximum of 13 workdays per fiscal year.
  - D. Employees who have worked at CISCT for ten years and over earn leave at the rate of 10.66 hours per month for a maximum of 16 workdays per fiscal year.

- E. Vacation leave will be requested in advance and approved by the employee's supervisor. Vacation leave does not carry over from one fiscal year to the next unless compelling circumstances exist and the carry over is approved by the Chief Human Resources Officer in writing.
- F. Regular part-time employees are eligible for a prorated percentage of vacation leave according to the percentage of time of employment (i.e. half-time employees receive one half vacation leave time).

- 9.2.3 All eligible regular employees will be granted a fully paid winter holiday, spring holiday, and summer holiday. Winter and spring holidays follow the school district calendars. The three-week summer holiday is to be taken during the time period designated each year by the Chief Executive Officer. These holidays are not a benefit that can be borrowed against nor moved to an alternative date without prior written approval of the Chief Human Resources Officer. Exceptions may be granted based on ISD or other scheduling needs.
- 9.2.4 Employees will not be reimbursed at termination of employment for unused holiday time, flex time, sick leave, or personal days. Employees will be reimbursed for unused accrued vacation time only provided proper notice is given and they are not terminated for misconduct.
- 9.2.5 Winter, spring, and summer holidays are not accrued leave benefits. Therefore, this time will not be reimbursed upon termination and cannot be included in a notice of resignation.
- 9.2.6 Part time employees will be paid for holidays only if they normally work on the day of the week in which the holiday falls.
- 9.2.7 Salaried employees working less than full time will receive leave and in the same ratio to the percent of full time they work.

## 9.3 Sick Leave

- 9.3.1 All eligible employees of CISCT are entitled to twelve fully paid sick leave days per year accrued at the rate **equivalent to** one day per month from the date of their employment. Sick leave may be taken by the regular employee or for illness in their immediate family. The immediate family is defined as an employee's parent(s); spouse/partner; child(ren); sibling(s); grandparent(s); parent(s), child(ren) and grandparent(s) of employee's spouse/partner, or any relative living in the same household with the employee. The Chief Human Resources Officer may require a statement from the employee's physician stating the reason for not being able to work. If an employee is absent due to illness for five or more consecutive days, a physician's statement is required stating that the illness requires the employee to miss work.



- 9.3.1.1 Sick leave may be accrued to a maximum of 240 hours and may be carried over from one fiscal year to the next.
- 9.3.1.2 Employees who have exhausted their earned sick leave may be granted an advance of up to five fully paid sick leave days, which must be approved in writing by the employee's immediate supervisor and the Chief Executive Officer.
- 9.3.1.3 There is no cash reimbursement for unused sick leave at the time of termination.
- 9.3.1.4 If an employee leaves the agency with a negative sick leave balance, the value of the advanced sick leave will be deducted from the employee's final paycheck.
- 9.3.2 Temporary employees who work at least 80 hours in a calendar year will accrue paid sick leave at the rate of one hour for every 30 hours worked.

## 9.4 Personal, Emergency, and Other Types of Leave Benefits

- 9.4.1 **Personal Leave** - All eligible regular employees of CISCT will be granted three fully paid days per year from the date of their employment for personal matters, emergencies, or business. Personal days are not cumulative and are limited to three per anniversary year. There is no cash reimbursement for unused personal leave at the time of resignation or termination.
- 9.4.2 **Emergency Leave** - At the discretion of the Chief Human Resources Officer, up to three fully paid days of emergency leave per fiscal year may be granted to an employee for experiencing a significant personal loss due to the death of an immediate family member including an employee's parent(s); spouse/partner; child(ren); sibling(s); grandparent(s); parent(s), child(ren), and grandparent(s) of employee's spouse/partner, or any relative living in the same household with the employee.  
  

In addition, employees experiencing a significant personal loss due to the death of other relatives not defined above may be granted up to one fully paid day of emergency leave per fiscal year.

Emergency leave is not charged against personal, vacation or sick leave.
- 9.4.3 **Leave Without Pay** will be subject to terms negotiated between the employee and their direct supervisor with the prior written approval of the Chief Human Resources Officer.
- 9.4.4 **Civic Duty** - Any employee called for jury duty or subpoenaed by a court as a witness during normal working hours shall be excused for the time required to attend the court

and will be paid full salary for this time. Written notification of such leave is to be submitted to the employee's supervisor.

- 9.4.5 **Family Medical Leave of Absence** - An eligible employee is defined by FMLA as someone who has worked for CISCT at least 1250 hours and has worked for CISCT at least 12 months, whether consecutively or not. Eligible employees are entitled to family and medical leave of absence, not to exceed twelve weeks per year, for the birth or adoption of a child or placement of a foster child, to care for a spouse or partner or an immediate family member with a serious health condition, or when unable to work because of the employee's own serious health condition. FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered military service member during a 12 month period. During this time, CISCT will maintain any pre-existing health coverage for the employee, and once the leave period is concluded, will reinstate the employee to the same or an equivalent job.

Employees may elect to use a combination of accrued vacation leave, sick leave, or leave without pay for this period. Emergency Leave is **not** available for use for Family Medical Leave. However, an employee is not required to exhaust all paid leave entitlement before taking a family or medical leave of absence. The use of sick leave is strictly limited to those situations clearly falling within the definition of sick leave as contained in this document. The employee is not required to take the full twelve weeks and may take intermittent leave or work on a reduced schedule, if medically necessary. Intermittent leave and work on a reduced schedule are not available for leave in connection with the birth or adoption of a child, or placement of a foster child without consent of the Chief Human Resources Officer. If complications occur, an additional reasonable and necessary period of leave without pay may be granted on an individual basis after a review of the merits of each particular case and subject to the requirement that all paid leave entitlement have been exhausted. A physician's statement is required and must clearly explain the medical necessity.

- 9.4.6 **Military Leave** - A military leave of absence will be granted if an employee is absent in order to serve in the uniformed services of the United States. An employee with one year or more of employment with CISCT will be eligible for pay during participation in annual encampment or training duty with the U.S. military reserves or National Guard. In this circumstance, CISCT will pay the difference between what the employee earns from government services and what the employee would have earned from normal straight-time pay. This payment will be made for up to two weeks during any calendar year. The requirements of the Uniformed Services Employment and Reemployment Rights Act that govern military absences are complex. Contact the Human Resources department should you need military leave.

9.4.7 **Birthday Leave** - All eligible employees will be granted a fully paid birthday holiday. If an employee is unable to take the actual birthday off or if a birthday falls on a weekend or an official agency holiday, birthday leave may be taken on a different day during the same month. Birthday leave may not be accrued, and there is no cash value for unused birthday leave at the time of resignation or termination.

9.4.8 **Bad weather** days are rare in Central Texas. Communities In Schools of Central Texas follows area school district closures on bad weather days in order to keep employees safe. CISCT employees are paid for time not worked as a result of bad weather closures.

When a bad weather delay or closure occurs, there is no expectation that an employee must work; however, employees who are able to work from home or safely in their office may need to do so in order to meet a deadline or stay caught up on a work project. The decision about whether or not to work should be based on work requirements. If the decision is to work on a bad weather day, the hours are regular work hours; not additional work hours.

Bad weather time off is not an earned or accrued benefit and may not be substituted for holiday, vacation, personal hours, sick time, etc. if an employee had already planned to be off work when a bad weather delay or closure occurs.

9.4.9 Employees will be excused for the time reasonably required to **vote** and will be paid a full salary for this time.

9.4.10 Employees may use vacation leave, personal time or leave without pay to observe religious holidays.

## 10. TRAINING AND PROFESSIONAL DEVELOPMENT

Communities In Schools of Central Texas values training and professional development of staff members and offers multiple opportunities throughout the year for individuals to grow professionally and deepen their skills. In order to meet individual and organizational needs, it is the policy of CISCT to provide training and development opportunities to encourage high-quality performance, to prepare employees for new or increased responsibilities, and to extend opportunities for individual growth, promotion, development, and self-fulfillment.

### 10.1 New Employee Orientation and Training

On the first day of employment, newly hired employees are required to attend a human resources orientation to learn about the organization including expectations, policies, procedures, systems, and benefits. Using established onboarding procedures, supervisors are responsible for

providing training and support to the new employee about the roles and responsibilities of their new position.

## **10.2 New Managers/Supervisors Training**

New managers/supervisors, including current employees who become a new manager or supervisor, are required to attend additional training about leading and supporting their team.

## **10.3 All Staff Meetings**

Several times during the year, all employees are required to attend specific training sessions, commonly referred to as "all staff" days. The dates, times and location of the all-staff sessions, as well as all other staff trainings, are communicated to employees well in advance of the date.

## **10.4 Safety Training**

CISCT recognizes the importance of the health and safety of its employees and will provide a safe and healthful environment in which to work. Employees will not be required to perform hazardous duty without first receiving training concerning the hazard, the proper work methods, and any appropriate measures or equipment to be used.

CISCT will provide health and safety programs such as, but not limited to: violence prevention, emergency evacuation, CPR/first aid, defensive driving, hazard identification and evaluation, and environmental protection. Employees are expected to participate in safety programs and are required to observe rules, regulations, and instructions as determined by management. Failure to do so will result in disciplinary action up to and including termination.

## **10.5 Using work hours for Professional Development**

To support the professional development of employees which increases their overall effectiveness on the job, regular full-time or part-time CISCT employees may use work time to attend professional development training that contributes to their effectiveness in their job. Up to 5% of the normal work week excluding travel time may be used for professional development activities, with the prior approval of their supervisor.

## **10.6 Individual Professional Development Funds**

Occasionally, there may be a specific training program or professional development opportunity outside of CISCT which will add to an individual's professional development. In these instances, CISCT has established the following criteria for accessing individual professional development funds to assist with training costs:

10.6.1 Individual professional development funds may be accessed by all staff after 90 days of employment.

- 10.6.2 Professional development funds may be used to reimburse training costs incurred when attending workshops or conferences outside of CISCT that are specifically focused on advancing relevant clinical, programming, technical or leadership skills.
- 10.6.3 Employees with between 90 days and two years of employment with CISCT may request up to \$100 per agency fiscal year. Employees with over two years of employment with CISCT may request up to \$200 per agency fiscal year.
- 10.6.4 Supervisor approval is necessary before any expenses can be incurred or reimbursed.
- 10.6.5 Documentation of successful completion of the workshop or conference must accompany requests for reimbursement.

## **10.7 Performance Planning and Review**

To insure that the quantity and quality of work performed by employees meet the needs of CISCT, employees and their supervisors will define and reach a mutual understanding concerning the performance standards and objectives and professional development plan set for each employee. Related objectives are:

- A. plan more effectively the work of CISCT;
- B. identify training and development needs;
- C. promote fair treatment of employees; and
- D. promote effective communication between employees and their supervisors.

- 10.7.1 Use of Performance Planning and Review Records shall include, but not be limited to promotion, performance counseling, termination decisions, grievance and discrimination complaints, disciplinary actions, and demotion, transfer and layoff actions.
- 10.7.2 An employee and their immediate supervisor shall meet regularly to develop performance standards and objectives for the employee's position, to review the employee's progress toward meeting goals and objectives, and to develop plans for employee's future training and development.
- 10.7.3 Performance Planning and Review sessions shall be conducted at scheduled intervals in accordance with procedures developed to implement this policy.
- 10.7.4 Unscheduled sessions shall be conducted as required to counsel employees on changing work expectations and current performance problems or for any other purpose supporting the objectives of the Performance Planning and Review Program.

## 11. GRIEVANCES

In general, it is the policy of CISCT to mediate a solution to all valid grievances. Escalation of appeals through higher organizational levels is appropriate when an impasse occurs at the original point of grievance. The grievance procedure has been established to resolve grievances.

### 11.1 General Grievance

- 11.1.1 Any employee who has a complaint may present that complaint through the departmental chain of supervision.
- 11.1.2 Supervisors and managers have a responsibility to respond to work-related complaints. If an employee cannot achieve resolution of the complaint at the first level of supervision, the employee may submit the complaint, through the departmental chain of supervision to the Chief Executive Officer.
- 11.1.3 An employee should attempt to resolve any grievance or complaint informally by communicating with the immediate supervisor within five working days of the occurrence of the reason for the complaint. The immediate supervisor should respond and attempt resolution of the employee's complaints within five working days.
- 11.1.4 If the employee's concerns are not resolved to the employee's satisfaction, the employee may then address the complaint to the next level of management within five working days from the immediate supervisor's response.
- 11.1.5 If at this level the employee's concerns are not resolved to the employee's satisfaction, the employee may then address the complaint to the Chief Operations Officer within five working days of receiving a response from the previous level of management.
- 11.1.6 Should the Chief Operations Officer fail to resolve the employee's concerns to the employee's satisfaction within five working days, the employee may address the complaint, to the Chief Executive Officer within five working days from receipt of the Chief Operations Officer's response. The Chief Executive Officer should respond to the employee's complaint within seven working days.
- 11.1.7 If at any of these levels, a supervisor or manager fails to respond within the specified time, the employee should proceed to the next level of management within five working days of the latest date a response should have been received. An employee who fails to do so within thirty days will be considered to have dropped the grievance. Extensions may be granted if both parties agree in writing.
- 11.1.8 A formal complaint or grievance concerning the Chief Executive Officer should be communicated to the Chief Human Resources Officer, who will notify the CISCT Board

Chair in writing. Acknowledgement of the receipt of complaint/grievance should be sent to the complainant within five working days.

Due to the highly sensitive nature of complaints at this level, confidentiality will be maintained throughout. The full Board of Directors may be told that a complaint/grievance has been received and is being dealt with but not about any of the detail. This is for a variety of reasons:

- a.) The Board retains control over the affairs of the organization.
- b.) It ensures confidentiality for the Chief Executive Officer, as is their right.
- c.) The Board knows that the complaint is being handled.
- d.) If outside assistance is required, then any associated costs can be authorized.
- e.) The Board can monitor any emerging patterns of grievances and decide on an appropriate course of action.

By keeping the substance of the complaint confidential, it leaves a clean route for any appeal to be heard by other members of the Board who are not influenced by detailed knowledge.

## **11.2 Discrimination Grievance**

- 11.2.1 Any employee who has a complaint based upon discrimination or harassment on the basis of race, creed, color, national origin, sex, gender identity, age, religion, veteran status, sexual orientation or disability, or any other legally protected category including an individual's AIDS or HIV status, may file a grievance.
- 11.2.2 An employee who feels discriminated against or harassed is urged to contact their direct supervisor or the Human Resources Department as soon as possible. Any employee, supervisor or manager who becomes aware of any such discrimination or harassment must immediately report it to the through their chain of command and/or to the Human Resources Department to ensure that such conduct does not continue.
- 11.2.3 The Chief Human Resources Officer is responsible for investigating the complaint and assuring that necessary action is taken. An employee who is dissatisfied with the action taken should contact the Chief Executive Officer immediately.

## **11.3 Grievance Concerning Disciplinary Probation, Denial of Promotion, Demotion, Suspension or Termination of a Regular Employee**

The Chief Human Resources Officer, as appropriate, is responsible for investigating the complaint and assuring that necessary action is taken. The Chief Human Resources Officer has

21 days to complete investigations concerning disciplinary probation, denial of promotion, demotion, suspension or termination of an employee.

## 12. STANDARDS OF CONDUCT AND PROFESSIONAL BEHAVIOR

### 12.1 Standards of Conduct

It is the policy of CISCT that the conduct of employees and services provided by employees shall be of the highest standards and shall be in accord with accepted professional ethics and standards as practiced in this community. **The intent of this policy is to make a clear statement that unprofessional, unethical, unlawful, abusive, or threatening behavior will not be tolerated in the workplace. In addition to the provisions in these policies, employees are responsible for complying with any other federal and state laws or regulations or local ordinances governing their conduct.**

**The following Standards of Conduct serve as a guideline for behavior expected of all employees. These Standards of Conduct are not inclusive. The Chief Executive Officer may further define, modify or add to these standards as needed. Employees who are on duty are at all times individually responsible for conducting themselves in a professional and ethical manner and for treating coworkers, clients, school administration and members of the public with respect and dignity. Unacceptable personal conduct is behavior by an employee that is incompatible with the CISCT core competencies. CISCT will not tolerate behavior or language that is disruptive, unprofessional, offensive, threatening and/or disrespectful.**

Violation of these Standards of Conduct may result in disciplinary action ranging from verbal or written reprimand **to suspension** to termination, depending on the seriousness of the matter.

It is CISCT's policy that no employee shall:

- 12.1.1 accept or solicit any gift, favor or service that might reasonably tend to influence them in the discharge of official duties. Neither should any employee accept a gift, favor or service if it can reasonably be construed that it is being offered with the intent to influence the employee's conduct;
- 12.1.2 disclose confidential information acquired by reason of their position without appropriate and sufficient authorization;
- 12.1.3 accept additional employment or compensation, which might reasonably be expected to impair their independence of judgment in the performance of their CISCT duties. The Chief Human Resources Officer must be notified in writing of any work for compensation that is non-CISCT work.



- 12.1.4 engage in any communication and/or behavior in the work place that may reasonably be construed as offensive and/or contributing to the creation of a hostile working environment;
- 12.1.5. engage in harassment of any type, including sexual harassment;
- 12.1.6 consistently exhibit poor work quality or performance;
- 12.1.7 be negligent in the performance of duties;
- 12.1.8 engage in personal use of CISCT equipment or other property without appropriate authorization;
- 12.1.9 be convicted of an offense that might reasonably be expected to affect the employee's job performance;
- 12.1.10 make a false or deliberately misleading statement of material fact in the application for employment or on any other CISCT documents;
- 12.1.11 endanger or threaten the health and/or safety of employees and/or clients;
- 12.1.12 be excessively tardy or absent from work without authorization from the direct supervisor;
- 12.1.13 be insubordinate;
- 12.1.14 engage in disorderly conduct;
- 12.1.15 engage in acts of dishonesty against CISCT clients or employees;
- 12.1.16 violate the CISCT Drug-Free Workplace Policy;
- 12.1.17 violate the CISCT Tobacco-Free Workplace Policy;
- 12.1.18 violate the CISCT Weapons-Free Workplace Policy; or
- 12.1.19 violate the Code of Ethics of the National Association of Social Workers.

## 12.2 Statement of Non-Discrimination

Communities In Schools of Central Texas is committed to providing a work environment that is free of discrimination, defined as the unequal or different treatment of an individual in any employment and/or personnel action on the basis of a legally protected category.

Every employee is responsible for maintaining a professional environment free of discrimination, harassment, and retaliation, and for bringing attention to conduct that interferes with providing a work environment free of discrimination, harassment and retaliation. Promptly raising questions and/or concerns allows the opportunity for such concerns to be addressed quickly and can assist in preventing problems from occurring or escalating. An employee is not required to follow the

supervisory chain when reporting harassment, discrimination or retaliation, but instead may file a complaint directly to Human Resources.

- 12.2.1 Candidates for employment, promotion, transfer, salary increase and benefits will be considered without discrimination based on race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, national or ethnic origin, or any other legally protected category.
- 12.2.2 The entire staff, through nominations and vote, will annually elect an Equal Opportunity Officer who shall report directly to the CISCT Chief Human Resources Officer on equal opportunity matters.
- 12.2.3 CISCT will comply with the Americans with Disabilities Act, the Age Discrimination in Employment Act, Title VII of the Civil Rights Act of 1964, and all other applicable equal opportunity laws and regulations. The ADA prohibits discrimination against individuals with a disability or perceived disability who can, with or without reasonable accommodation, perform the essential functions of a job. Physical or mental disabilities will be considered only as they may affect the ability to perform the essential functions of the job and reasonable means will be sought to overcome traditional barriers.

## 12.3 Personal Relationships in the Workplace

- 12.3.1 No person who is related to a regular CISCT employee will be employed by CISCT if employment results in that person being supervised by, or positioned in a supervision structure with another employee of CISCT who is their relative as defined in Section 9.4.2.
- 12.3.2 If employees become relatives or live together and work in a supervisory relationship with one another, CISCT will attempt to reassign one of the employees to another position for which they are qualified if such a position is available. If no such position is available, one of the employees will be required to leave the organization.
- 12.3.4 In other cases where a conflict or the potential for conflict arises, even if there is no supervisory relationship involved, one of the employees may be separated by reassignment or terminated from employment.
- 12.3.5 In addition, employment of a person related to a member of the Board of Directors or the Chief Executive Officer, either by blood or marriage, is prohibited.

## 12.4 Harassment

CISCT is committed to maintaining a work environment that is free from all forms of harassment. In keeping with this commitment, CISCT will not tolerate harassment of or by any person, including any supervisor, co-worker, vendor, volunteer, temporary worker, public official, or any other third

party. CISCT will not tolerate sexual harassment, harassment that is based on race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, national or ethnic origin, or harassment on any other basis.

12.4.1 Harassment is prohibited whether the harassment occurs in the work place, on a school campus, or at other employment-related events or activities. Sexual harassment and other forms of harassment also violate fair employment laws. However, the conduct complained of need not be unlawful to violate this policy. It is the intent of this policy to prohibit all harassment, whether or not the conduct is severe enough to violate the law.

12.4.2 Unlawful sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and verbal or physical conduct of a sexual nature (1) when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or sexually offensive work environment; or (2) when submission to or rejection of such conduct (a) is made either explicitly or implicitly a term or condition of employment; or (b) is used as a basis for employment decisions. Other forms of unlawful harassment that violate this policy include verbal or physical conduct based on race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, national or ethnic origin when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance by creating an intimidating, hostile, or offensive work environment.

While it is not possible to list all circumstances that constitute unlawful harassment or other inappropriate conduct that is not unlawful but nevertheless violates this policy, what follows are examples of conduct which may constitute policy violations, regardless of intent:

- A. sexual advances;
- B. requests for sexual favors;
- C. a request or offer to exchange sexual favors for actual or promised job benefit;
- D. use of sexual or racial epithets;
- E. inappropriate references to an individual's anatomy;
- F. written or verbal references to sexual conduct;
- G. gossip regarding one's sexual activities or prowess;
- H. repeated requests for dates;
- I. leering, whistling or touching;
- J. inquiries or comments about another's sex life;
- K. assault or coerced sexual activity;
- L. displaying sexually suggestive objects, pictures, cartoons;

- M. telling jokes of a sexual nature;
- N. inappropriate remarks, epithets, derogatory statements, jokes, or slurs especially those based on gender, race, color, **sex, sexual orientation, gender identity**, religion, national **or ethnic** origin, **ancestry**, age, or disability;
- O. hitting, pushing or other aggressive physical contact; or
- P. inappropriate posters, cartoons, drawings or e-mail messages.

12.4.3 An employee is obligated to report an allegation of harassment to their supervisor, the Chief Human Resources Officer, or anyone within their supervisory chain.

**Further, supervisors or managers who are aware of or who receive complaints of harassment are expected to take appropriate action to stop the alleged conduct. If a complaint or issue concerns the Chief Executive Officer, the Chief Human Resources Officer shall report directly to the CISCT Board of Directors Chair.**

12.4.3 When a report of harassment or discrimination is made, the Chief Executive Officer must appoint an investigative team composed of the Chief Human Resources Officer and one member of the management team. The team will begin investigations promptly after the initial report is made. All employees are expected to cooperate with the investigation.

12.4.4 If the investigation substantially confirms the allegations, appropriate corrective action will be taken. A range of disciplinary actions is possible, from an oral or written admonishment to dismissal.

**The decision of the Chief Executive Officer shall be final.** Employees wishing to dispute such action may follow the CISCT grievance policy.

**12.4.5 CISCT is committed to maintaining a work environment that is free of retaliation and where an employee is free to raise a question or concern involving the terms and conditions of any employee's employment.** Retaliation against an employee who has made a harassment claim or has participated in an investigation is against CISCT policy and is subject to disciplinary actions, **up to and including dismissal.**

12.4.6 When an investigation reveals that a false complaint has been knowingly made or made in a malicious manner, the complainant is also subject to the disciplinary action. Similarly, employees who knowingly or maliciously furnish false information in the course of an investigation are subject to the same range of disciplinary actions, **up to and including termination.**

- 12.4.7 Although confidentiality is a high priority, the complaint or circumstances surrounding the complaint may be revealed in order to conduct a thorough investigation. Additionally, information may be revealed to those persons whom CISCT reasonably believes have a need for the information.

## 12.5 Political Activities and Conflict of Interest

- 12.5.1 **Political Activities/Lobbying** - During working hours a CISCT employee may not engage in any political activity such as, but not limited to: working on behalf of a partisan political activity such as lobbying, collecting funds, making speeches, assisting at meetings, door ringing and/or distributing political pamphlets in an effort to persuade others of any political view while they are being paid with public funds. This does not preclude an employee from taking an active part in a political campaign outside of working hours provided they do not identify themselves as a spokesperson for CISCT, since it is funded with government money. Further, no supplies or equipment paid for with public funds are to be used for such activities.
- 12.5.2 **Conflict of Interest** - No employee shall engage in outside employment that is incompatible with their duties as an employee. It shall be the duty of every employee to report any outside employment in writing to the Chief Human Resources Officer.

## 12.6 Non-Sectarian Policy

No CISCT funds or other agency resources may be used either directly or indirectly, in the support of any religious or anti-religious activity, worship, or instruction.

## 12.7 Drug-Free Workplace

The policy of Communities In Schools of Central Texas is to maintain a drug and alcohol free workplace, thus helping to insure a safe and productive workplace. In addition, it establishes CISCT as a positive role model for the clients and community we serve. For the purpose of this policy, "workplace" is defined as any CISCT work environment or any other site where CISCT work is performed. In order to further this objective, the following rules regarding alcohol and other drugs in the workplace have been established.

- 12.7.1 "Illegal drug" means any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained. The term also includes inhalants, marijuana, prescription drugs not legally obtained, and prescription drugs not used for their prescribed purposes. The manufacture, distribution, dispensing, possession or use of either alcohol or an illegal drug on or in the work place is prohibited.
- 12.7.2 Having in one's system a detectible level of alcohol or an illegal drug while on or in the workplace is prohibited. The unauthorized use or possession of alcohol and abuse of prescription drugs or over-the-counter drugs in the workplace is prohibited.

- 12.7.3 If CISCT has reasonable cause to believe that an employee's ability to do the job is being impaired by alcohol or drug use, CISCT will require the employee to submit to a drug/alcohol test as a condition of continued employment.
- Refusal to submit to such a test will result in discipline, up to and including termination for the employee involved. Positive test results will result in discipline, up to and including termination for the employee involved.
- 12.7.4 Any employee whose use of drugs or alcohol results in excessive absenteeism or tardiness, poor job performance or is the cause of accidents may be referred by the immediate supervisor or the Chief Human Resources Officer to the Employee Assistance Program for rehabilitation. If the employee refuses or fails rehabilitation, employment will be terminated.
- 12.7.5 Any CISCT employee who has been convicted under any criminal drug statute will notify their supervisor and the Chief Human Resources Officer no later than three (3) days after such conviction. Failure to notify will subject the employee to disciplinary action up to and including termination.
- 12.7.6 Any CISCT employee who transports clients in their personal vehicle will notify their supervisor and the Chief Human Resources Officer no later than three (3) days after a DWI arrest, at which time they will be prohibited from transporting students in any personal or CISCT leased/owned vehicle.

## 12.8 Tobacco-Free Workplace

Communities In Schools of Central Texas is committed to providing a safe and healthy worksite and promoting the health and well-being of employees. The hazards caused by exposure to environmental tobacco smoke, as well as the life-threatening diseases linked to the use of all forms of tobacco have been well documented. CISCT cares about the health of each and every employee and is intent to provide all employees with a work environment conducive to good health. In order to further this objective, the following policy regarding tobacco in the workplace has been established:

- 12.8.1 Tobacco use includes the use of cigarettes, cigars, chewing tobacco, snuff, pipes, snus, and any non-FDA approved nicotine delivery device including electronic-cigarettes.
- 12.8.2 A worksite includes any property where an employee conducts business for Communities In Schools of Central Texas. This includes buildings, grounds, parking lots, and in employee owned or leased vehicles when conducting agency business.
- 12.8.3 Tobacco use is prohibited at all worksites.
- 12.8.4 Littering of tobacco-related products on the grounds or parking lots of all worksites is also prohibited.

- 12.8.5 This policy applies to all employees at all times while on any worksites.
- 12.8.6 All employees are encouraged to communicate the tobacco-free worksite policy with courtesy and diplomacy to other employees.
- 12.8.7 Violations may be reported by employees to their supervisor or the supervisor of the employee who is not in compliance with the policy.

## **12.9 Mother-Friendly Workplace**

Communities In Schools of Central Texas promotes a supportive environment for mothers upon their return to work after the birth of a child. Towards that end, the following policy has been established:

- 12.9.1 Work schedule flexibility will be provided to accommodate reasonable break time for an employee to express breast milk for her nursing child each time the employee has need.
- 12.9.2 CIS of Central Texas worksites will provide private space, other than a bathroom, that is shielded from view and free from intrusion from coworkers and the public for the purpose of expressing breast milk.
- 12.9.3 Where dedicated space is not feasible, a mixed-use space which can be secured for lactating mothers will be available. In addition, an employee may choose to use her private office or other space identified in consultation with her supervisor.
- 12.9.4 Access to a safe water source and a sink with reasonable distance from the lactation space will be available.
- 12.9.5 Employees may hygienically store their expressed milk in their own personal coolers or in the shared break room refrigerator, where available.

## **12.10 Weapons-Free Workplace**

To maintain the safety and security of all employees, clients, and visitors, CISCT prohibits the possession of any weapon by any person on the premises of CISCT or wherever CISCT conducts business, regardless of whether the person has a license to carry such weapon. Examples of banned weapons include, but are not limited to, guns, firearms, knives, stun guns, tear gas, etc.

Pursuant to Section 30.06, TX Penal Code (trespass by holder of license to carry a concealed handgun), a person licensed under Subchapter H, Chapter 411, Government Code (concealed handgun law), may not enter the CISCT workplace with a concealed handgun.

Pursuant to Section 30.07, TX Penal Code (trespass by license holder with an openly carried handgun), a person licensed under Subchapter H, Chapter 411, Government Code (handgun licensing law), may not enter the CISCT workplace with a handgun that is carried openly.

Peace officers or security personnel shall be exempt from this policy. Violation of this policy may lead to immediate termination of employment.

## 12.11 Bully-Free Workplace

CISCT defines bullying as persistent conduct that is malicious or unwelcome that harms, offends, degrades, or humiliates an employee, whether verbal, non-verbal, physical, psychological, or otherwise. Conduct of such nature, that a reasonable person would find inappropriate, offensive, and unrelated to the employer's legitimate business interests, shall not be tolerated and is in violation of this policy. This policy applies to conduct while on duty and all work-related settings outside of the regular workplace.

## 12.12 Workplace Violence

Workplace violence includes threats, threatening or aggressive behavior, such as intimidation or attempts to instill fear in others; belligerent speech, excessive arguing, swearing, sabotage, or threats of sabotage of CISCT property; defacing CISCT property or causing physical damage to facilities; and, with the exception of authorized security personnel, bringing weapons or firearms of any kind onto CISCT premises, including parking lots, or while conducting CISCT business. Any employee observing or becoming aware of such behavior must notify their supervisor, the Chief Human Resources Officer or the Chief Executive Officer immediately.

## 12.13 Electronic Communications, Internet Use and Privacy

12.13.1 Although CISCT respects the individual privacy of its employees, employees cannot expect privacy rights to extend to work-related conduct or the use of equipment, supplies, or property owned by CISCT. Employees have no reasonable expectation of privacy in and may not withhold permission for CISCT searches of equipment supplied by CISCT, including, but limited not to, desks, computer files, cell phones, **desktop and laptop computers**, and office file cabinets.

12.34.2 Although an employee may have individual access passwords to voicemail, e-mail and computer network systems, these systems are accessible at all times by CISCT and may be subject to periodic unannounced inspections for business purposes. Employees are prohibited from the unauthorized use of the passwords and encryption keys of other employees to gain access to the other employee's e-mail messages.

12.13.3 Employees are expected to use the e-mail, voicemail, and computer network systems for CISCT business only and not for personal purposes. Personal purposes include solicitations not related to the job, such as proselytizing for commercial ventures, religious or political causes, or outside organizations. However, CISCT recognizes that other incidental or occasional personal communications may occur, including use of the Internet. Such occasional personal use is not prohibited if:

- A. it does not interfere with regular work;



- B. it does not generate a direct cost to CISCT;
- C. it does not have the appearance of being an official communication of CISCT (i.e., users should not use the CISCT address in personal communications including social media) and it is not deemed to be improper, including use that:
  - a.) is disruptive or offensive to others, including, but not limited to, the transmission of chain letters or hate mail;
  - b.) can be construed as harassment or disparagement of others, including sexually explicit messages, or ethnic or racial slurs;
  - c.) is illegal or unethical, or misrepresents the employee or CISCT;
  - d.) constitutes the transmission of confidential information to unauthorized persons; or
  - e.) consists of viewing objectionable, degrading, or inappropriate websites.

12.13.4 Employees may not install or download software **on CISCT equipment or devices** without prior approval by the Director of Information Technology.

## **12.14 Social Media**

The use of social media to communicate about work or work-related conditions presents certain risks and carries with it certain responsibilities. To assist employees in making responsible decisions about their personal use of social media as it relates to their work, CISCT has established this policy for appropriate use.

For the purpose of this policy, social media includes all means of communicating or posting information or content of any sort on the Internet, including to your own or someone else's blog, journal or diary, personal web site, social networking or affinity web site, web bulletin board or a chat room, whether or not associated or affiliated with CIS as well as any other form of electronic communication. The same values and guidelines found throughout CIS policies apply to employee activities online.

12.14.1 Employees are solely responsible for what they post online. Before creating online content, employees should consider some of the risks and rewards that are involved and keep in mind that any conduct that adversely affects an employee's job performance, the performance of their coworkers or otherwise adversely affects Ameri-Corps members, interns, volunteers, clients, board members who represent or work on behalf of or support CIS may result in disciplinary action up to and including termination.

12.14.2 Inappropriate postings that may include defamation, discriminatory remarks, harassment, and threats of retaliation, violence or similar inappropriate or unlaw-

ful conduct will not be tolerated and may subject the employee to disciplinary action up to and including termination.

- 12.14.3 Employees should post only appropriate and respectful content and maintain the confidentiality of CIS clients, proprietary information and private or confidential information. Trade secrets may include information regarding the development of programs, systems, processes, products, know-how and technology. Employees should not post internal reports, policies, procedures or other internal business related communications.
- 12.14.4 An employee will not represent them self as a spokesperson for CIS when using personal social media. If CIS is a subject of the content, employees are expected to be clear and open about the fact that they are an associate and make it clear that their views do not represent those of CIS or CIS employees, AmeriCorps members, interns, volunteers, clients, board members, or any others who work on behalf of or support CIS. If an employee posts online content related to the work they perform for CIS, CIS clients, or subjects associated with CIS, it must be clear the employee is not speaking on behalf of CIS. It is best to include a disclaimer such as “The postings on this site are my own and do not necessarily reflect the views of Communities In Schools of Central Texas.”
- 12.14.5 Employees should always honest and accurate when posting information or news and correct mistakes quickly. Be open about any previous posts that may have been altered. Remember that the Internet archives almost everything and even deleted postings can be searched. Employees should not post any false information or rumors about CIS co-workers, AmeriCorps members, interns, volunteers, clients, board members, or others who work on behalf of or support CIS members, or its competitors.
- 12.14.6 Employees should always be fair and courteous to fellow employees, AmeriCorps members, interns, volunteers, clients, board members, or others who work on behalf of or support CIS. Work-related complaints are more likely to be resolved by speaking directly with a co-worker or supervisor than by posting complaints to a social media outlet. Nevertheless, if an employee decides to post complaints or criticism, they will avoid using statements, photographs, and video or audio that reasonably could be viewed as malicious, obscene, threatening, intimidating, or that disparage co-workers, AmeriCorps members, interns, volunteers, clients, board members, or others that might constitute harassment or bullying.

Examples of such conduct might include offensive posts meant to intentionally harm someone’s reputation or posts that could contribute to a hostile work environment on the basis of race, color, sex, sexual orientation, gender identity, religion, disability, age, veteran status, ancestry, national or ethnic origin, or any other legally protected

category.

- 12.14.7 CIS prohibits taking negative action against any employee, AmeriCorps member, intern or volunteer for reporting a possible deviation from this policy or for cooperating in an investigation. Any employee who retaliates against another for reporting a possible deviation from this policy or for cooperating in an investigation will be subject to disciplinary action, up to and including termination.
- 12.14.8 Employees will refrain from using social media during work time or on equipment provided by CIS unless it is work-related as authorized by a supervisor or consistent with the “acceptable use” policies in Sec. 12.13.3. Employees will not use CIS email addresses to register on social networks, blogs or other online tools utilized for personal use.
- 12.14.9 Communities In Schools of Central Texas maintains the right to monitor and review Internet use and e-mail communications sent or received by users as deemed necessary and without notice.

## 12.15 Whistleblower Protection

- 12.15.1 The agency is committed to protecting employees from interference with making a protected disclosure or retaliation for having made a protected disclosure or for having refused an illegal order. A CISCT employee may not:
  - A. retaliate against an employee or applicant for employment who has made a protected disclosure or who has refused to obey an illegal order, nor
  - B. directly or indirectly use or attempt to use the official authority or influence of their position or office for the purpose of interfering with the right of an applicant or an employee to make a protected disclosure to the Chief Executive Officer, the employee’s immediate supervisor or other appropriate administrator or supervisor within the agency.
- 12.15.2 It is the intention of CISCT management to take whatever action may be needed to prevent and correct activities that violate this policy.

## 12.16 Confidentiality

In the course of the employee’s association with CISCT, they may learn certain confidential information concerning CISCT including information about clients, collaborating agencies, funding partners, volunteers, future plans or events, news stories prior to their release and other similar information. Employees may also learn confidential personal information about some of their fellow employees. CISCT requires that the employee keep such information confidential both during and after their employment with CISCT unless that information has become known to the public

through other means. Unauthorized use or disclosure of any such information to any person or entity, or allowing any person to examine or make copies of any reports or documents prepared by the employee or which otherwise come into their possession or under their control by reason of the performance of their job with CISCT, is strictly prohibited.

## 12.17 Intellectual Property

All documents, curricula, logos, marketing materials, business innovations, computer software programs or copyrighted materials which are made or acquired by the employee or which the employee has access to as a result of the employment relationship with CISCT shall become the property of Communities In Schools of Central Texas. The employee's obligations regarding intellectual property use will survive after employment with CISCT comes to an end.

## 12.18 Dress Code

CISCT employees shall act as role models by exemplifying a high standard of professional appearance for the purposes of teaching community values and proper grooming and hygiene. The dress and grooming of CISCT employees shall be clean, neat, in a manner appropriate for their positions and in accordance with the school district guidelines in which they regularly work.

The CISCT Central office will follow the Austin ISD dress code guidelines.

# 13. PERFORMANCE COUNSELING and DISCIPLINARY ACTIONS

It is the intent of this section to establish clear, positive guidelines for corrective and preventive job performance counseling and for discipline, complaint and appeal processing. It is also the intent of this section to safeguard the rights of employees, to ensure that all employees are judged by fair and equitable standards and to require that all rules are applied on an equitable basis. This section should not be interpreted to eliminate the discretionary factors all employees, whether supervisory, non-supervisory or management, must rely on for discharging their designated duties and responsibilities.

## 13.1 Performance Counseling

Any employee who exhibits substandard work performance should be counseled toward improvement in the following manner:

- 13.1.1 **Initial Counseling:** For the first indication of substandard work performance the supervisor should advise the employee of their unsatisfactory performance and recommend specific areas for improvement. A written record of the counseling conversation may be retained within the employee's department.

- 13.1.2 **Written Documentation:** For a second indication of substandard performance, the supervisor will state a performance improvement plan in writing:
- a.) the specific deficiencies observed in the employee's performance;
  - b.) the necessary improvement required;
  - c.) the period of time in which improvement must occur; and
  - d.) the written counseling memo should be signed by both the employee and the supervisor and forward a signed copy to the Chief Human Resources Officer. If the employee refuses to sign, the supervisor should have a witness sign that a copy was given to the employee. The employee's signature indicates receipt of the document only, not necessarily acceptance of its contents, but also what further action will result if the employee fails to show satisfactory improvement.
- 13.1.3 If an employee continues to exhibit substandard work performance beyond the established time limits and below the expected level, the options available to the employee and supervisor will include: (1) reassignment, (2) demotion, or (3) termination.

## 13.2 Disciplinary Actions

In implementing the disciplinary procedure outlined below, a supervisor should consider such factors as the type and severity of the offense, the employee's work record, and any mitigating circumstances surrounding the offense. All employees have the right to appeal any disciplinary action through the complaint process outlined in this section.

- 13.2.1 **Basis for Disciplinary Action** - Offenses constituting grounds for disciplinary action include, but shall not be limited to, the following major categories:
- a.) Absenteeism
  - b.) Insubordination
  - c.) Violation of Standards of Conduct
  - d.) Violation of Personnel Policy
- 13.2.2 **Disciplinary Actions** -- Any or a combination of the following disciplinary measures may be taken depending on the particular circumstances surrounding an offense. An employee shall be given warning with time to improve whenever possible prior to suspension or termination. The recommended disciplinary actions are listed below:
- 13.2.2.1 **Oral Reprimand** – For the first violation, an oral reprimand will normally be given identifying any violations and indicating needed improvement. A written record of this reprimand may be maintained within the employee's department.

13.2.2.2 **Written Reprimand** – A Record of Communication, which is normally the second step in the disciplinary procedure, should be signed by both employee and supervisor and shall be forwarded to the Chief Human Resources Officer. If an employee refuses to sign, the supervisor should have a witness sign that a copy was given to the employee. The employee’s signature indicates receipt of the document only, not acceptance of its contents. This document should include identification of the violation, indication of necessary improvement, and information concerning further disciplinary action that could result from failure to show improvement.

13.2.2.3 **Disciplinary Probation** – An employee may be placed on disciplinary probation for a stated period of time in order to allow the employee to show improvement on the issues(s) specified at the time of probation.

The disciplinary probation period will be initiated by a written Performance Improvement Plan signed by the supervisor and provided to the employee, which:

- a.) identifies the issues initiating the probation(s);
- b.) indicates the necessary improvement required;
- c.) specifies length of probation period; and
- d.) informs the employee of further disciplinary action which could result from failure to show satisfactory improvement within the specified probation period including termination of employment with CISCT.

13.2.2.4 **Administrative Suspension** – During investigation, hearing, or trial of an employee on any civil cause or criminal charge, an employee may be suspended upon recommendation by the Chief Human Resources Officer and approval of the Chief Executive Officer for the duration of the proceedings when the suspension would be in the best interest of CISCT

The suspension shall terminate within ten days after completion of the case for which the employee was suspended unless the employee was found guilty of an automatically disqualifying offense. In this case, employment with CISCT will be terminated.

13.2.2.5 **Termination**– Termination of employment normally occurs only when counseling and disciplinary action has failed to achieve the needed results. Prior to termination, the Chief Executive Officer should ensure that the employee has been properly counseled in writing concerning any deficiencies in behavior, given sufficient time to correct these deficiencies, and informed that failure to correct them may result in termination. However, this policy should in no way prevent the Chief Executive Officer from taking immediate action when the nature of the offense warrants

such action. The Chief Executive Officer will furnish the Chief Human Resources Officer with a written statement indicating the reasons for dismissal.

- 13.2.3 The following are some of the reasons for immediate dismissal:
- a.) intentional falsification of official CISCT records including records of time worked and leave taken;
  - b.) theft, willful damage and/or unauthorized use of CISCT property;
  - c.) deliberate failure to follow established safety guidelines when such failure could result in injury to the employee, co-worker, or other persons;
  - d.) violation of the Weapon-Free Workplace Policy;
  - e.) acts and/or threats of violence, stalking, threatening behavior and/or intimidating or harassing behavior, which occur in the workplace and/or that are work-related or relevant to the employee's job.
- 13.2.4 An employee may file a complaint contesting their dismissal. If the results of an investigation support the employee's complaint, the employee shall be reinstated.

## 14. TERMINATION OF EMPLOYMENT

### 14.1 Reasons for Termination Defined

- 14.1.1 **Voluntary Resignation** – To resign in good standing, an employee shall give written notice of resignation to their immediate supervisor at least ten (10) business days prior to leaving the responsibilities of their position. Exempt employees are expected to provide at least twenty (20) business days' notice prior to leaving. Exceptions may be made after conference with the immediate supervisor and the Chief Human Resources Officer.
- Any employee submitting a resignation has a period of 24 hours in which to reconsider the action, and reserve the right to withdraw the resignation within this time limit.
- 14.1.2 **Job Abandonment** – An employee shall have abandoned their job when the employee fails to call in and directly notify the immediate supervisor of the reason for absence from work for three consecutive work days. Job abandonment will also occur when an employee fails to return to work or directly notify the immediate supervisor of the reason for the absence within three consecutive workdays after any approved leave.
- 14.1.3 **Dismissals** – Every CISCT employee is an at-will employee and may be dismissed at any time with or without advance notice. The Chief Executive Officer must approve all dismissals before they occur. The following are examples of dismissals:

- 14.1.3.1 **Termination for Substandard Performance** – An employee will be discharged if their performance is unacceptable. A Director may, after careful and factual consideration, recommend dismissal of an employee in accordance with policies outlined in this document. The Director will furnish the Chief Human Resources Officer a written statement and documentation indicating the reasons for the recommendation. The Chief Human Resources Officer will confer with the Chief Executive Officer, who is responsible for making the final determination of CISCT employment.
- 14.1.3.2 **Termination for Misconduct** – An employee found to be engaged in misconduct such as, but not limited to, theft of CISCT property, willful disregard of CISCT policies, disorderly conduct, insubordination, or violation of confidentiality or unethical conduct will be subject to termination.
- 14.2.3 **Layoffs/Reductions in Force** – Layoffs or Reductions in Force may occur when it becomes necessary for CISCT to effect immediate reductions in the size of the organizational work force. The order of layoff shall be determined by the current operating needs of CISCT, with consideration given to both an employee’s length of service and past work performance. The Human Resources Department will coordinate all layoff actions with the affected departments according to procedures developed to implement this policy. At least two weeks’ paid notice will be given to employees scheduled for layoff whenever possible. CISCT may, at its option, pay the employee at least two weeks’ earnings in lieu of notice.

## 14.2 Rehire Eligibility

Employees who are dismissed or, in certain instances, voluntarily resign can be designated as ineligible for rehire indefinitely or for a period of time. Such designation will be made when recommended by the Department and agreed to by the Chief Human Resource Officer.

## 14.3 Accrued Vacation Payout Upon Termination

- 14.3.1 Employees who are laid off or discharged without cause shall be paid for unused accrued vacation leave time only.
- 14.3.2 An employee who gives proper notice of voluntary resignation shall be paid for unused accrued vacation leave time only.
- 14.3.3 An employee who fails to give proper notice of voluntary resignation, abandons their job, or is terminated for misconduct will not be paid for unused accrued vacation leave.